



**Master Student Catalog
Addendum #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 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	Section 4. Tuition C. Retakes and Voiding Courses	Number of retakes have been increased from two (2) to three (3) with the intent to accommodate students seeking to successfully complete the program.
5	Section 8. Attendance Policies (I. Retake Attendance Policy)	Attendance policy retakes have been revised to coincide with the increased allowed number of retakes
6-8	Appendix B. Program Description	Maximum number of active weeks has been adjusted to coincide with the number of possible retakes the student may take
9	8. Attendance	Policy for the Software Development Online

	Policies (D. Software Development Online Part-Time Attendance Policy)	Part-time Programs have been revised from 80% to 70%. The intent of the change is to maintain the goal of the program which is part-time and accommodates working professionals
10	8. Attendance Policy (E. Software Development Online Part-Time Excused Discussions Policy)	Attendance excused policy has been revised to coincide with the change in the attendance policy for software development online part-time programs.
11	10. Graduation Requirements (B. Evaluation for Graduation Eligibility)	Graduation eligibility for Software Development Online Part-time Programs has been adjusted to coincide with the revised attendance policy.

4. Tuition (Page 10 & 14)

A. Tuition

Footnote:

a. Students are required to provide their own laptops and software; b. Retake fees are \$500 per retake for a maximum of ~~two~~ three retakes per program. See section 4B (Retaking Courses) for more information.

C. Retaking and Voiding Courses

Students are permitted up to ~~two (2)~~ 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.

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). Students must retake the course within the allotted

maximum amount of time to complete the program.

Extensive or mitigating circumstances 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

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 the program descriptions starting on page 27.

8. Attendance Policies (I. 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 80% (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 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 80% attendance to be eligible to retake (or 70% for Part-Time Accelerated and Part-Time Flex programs).

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.

Appendix B - Program Descriptions

P.71 Software Development Onsite Full-time

The Software Development Onsite Full-Time Program is 14 weeks

The Software Development Onsite Full-Time Program is 14 weeks With express pre-approval from campus staff, and subject to the retake policy, students have a maximum time of ~~22~~ 26 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~~ 26 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. This may not be the case for students using VA Education Benefits (please refer to Appendix E, section K for specifics on progress standards

P.83 Software Development Online Full-time

The Software Development Online Full-Time Program is 14 weeks

With express pre-approval from campus staff, and subject to the retake policy, students have a maximum time of ~~f 22~~ 26 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~~ 26 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.

P. 91 - 92 Software Development Online Part-time Accelerated

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

With express pre-approval from campus staff, and subject to the 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~~ 40 active weeks
- Two stacks - ~~40~~ 48 active weeks
- Three stacks - ~~48~~ 56 active weeks

P. 98 Software Development Online Part-time Flex

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.

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

With express pre-approval from campus staff, and subject to the retake policy, students have a maximum time of ~~60~~ 76 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~~ 76 weeks permitted. If a student is unable to complete the program within the ~~60~~ 76 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.

P. 103 -104 Data Science Online Part-time

Course Description:

This bootcamp is a deep dive into the fundamentals of data science and machine learning in Python. Throughout the course, students 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. Students will also walk away with a portfolio of projects showcasing data science acumen to prospective employers.

With express pre-approval from campus staff, and subject to the retake policy, students have a maximum time to complete the program, not including valid leave of absence or postponement, as noted below.

- 16 week program -~~24~~ 28 active weeks
- 20 week program - ~~28~~ 32 active weeks

A student may use up both retakes before hitting the active weeks permitted. If a student is unable to complete the program within the set 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 active weeks permitted.

P. 107 Cybersecurity Online Part-time

students have a maximum time of ~~40~~ 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 ~~40~~ 48 weeks permitted. If a student is unable to complete the program within the ~~40~~ 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 40 weeks permitted.

P. 109 UI/UX Design Online Part-time

With express pre-approval from campus staff, and subject to the retake policy, students have a maximum time of ~~46~~ 57 active weeks to complete the program, not including valid leave of absence or postponement. A student may use up both retakes before hitting the ~~46~~ 57 weeks permitted. If a student is unable to complete the program within the ~~46~~ 57 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 46 weeks permitted.

8. Attendance Policies (D. Software Development Online Part-Time Attendance Policy)

For the Software Development Online Part-Time programs, student attendance is monitored by participation on the Learn Platform by way of posting on discussion forums.

Every week, two discussion questions in the Part-Time Accelerated programs (one discussion question per week 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 one (1) week from Monday 12:00am PT through Sunday 11:59pm PT based on the Pacific Time zone. In the final week of each program stack, discussion questions are open from Monday 12:00am PT through Friday 12:00 pm (noon) PT, to allow for final attendance processing.

Students are required to maintain a **minimum of 70%** attendance for each stack, as measured by the discussion participation. 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 30% of the required discussions (or more than the maximum discussions noted below) by the end of the stack will be required to withdraw from the program.

Part-Time Accelerated Programs

- 4 week stack - 2 maximum missed discussions
- 8 week stack - 5 maximum missed discussions

Part-Time Flex Program

- 4 week stack - 1 maximum missed discussions
- 8 week stack - 2 maximum missed discussions
- 16 week stack - 5 maximum missed discussions

8. Attendance Policy (E. Software Development Online Part-Time Excused Discussions Policy)

Instructional staff may excuse up to 15% 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 (see Section 8 Part J)

Students may also request an excused discussion in cases of illness, the death of a close relative, or in advance of observing a religious holiday. Excused absences will be tracked by instructional staff and require documentation if requested retroactively.

Students who claim to miss submission of discussions 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 response to the question(s) for the week. This is to timestamp the issue raised so that eligibility for excused discussion can be determined.

Part-Time Accelerated Programs

- 4 week stack - 1 maximum excused discussions
- 8 week stack - 2 maximum excused discussions

Part-Time Flex Program

- 4 week stack - 1 maximum excused discussions
- 8 week stack - 1 maximum excused discussions
- 16 week stack - 2 maximum excused discussions

10. Graduation Requirements (B. Evaluation for Graduation Eligibility)

Software Development Online Part-Time Accelerated 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 70% discussion questions in each stack (80% required for stacks completed prior to 12/1/2022)**
 - Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see Attendance Policies section E.), 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

Software Development Online Part-Time Flex 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 70% discussion questions in each stack (80% required for stacks completed prior to 12/1/2022)**
 - Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation (see Attendance Policies section E), 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