



Master Student Catalog Addendum #4

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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
4	3.H Coding Dojo Program Transfer Policy	Adjustments to transfer information of Programming Basics.
4	3.D Students Located Outside the U.S.	Adjustments to clarify international students ability to enroll in programs
5	4. Tuition (footnote)	Adjustments from 3 allowed retakes to two
5	4.C Retaking Course	Adjustments from 3 allowed retakes to two, with requirement to request a 3rd
6	8.D Software Development Online Part-Time Attendance Policy	Adjustments to language to clarify Discussion Question requirements

7	8.D Other Online Part-Time Attendance	Removal of language about excused absences.
7	9.H Academic Dismissal	Adjustments from 3 allowed retakes to two
7	10.A Grading and Marking	Inclusion of project(s) to pass the Projects and Algorithms course.
7	10.A Grading and Marking	Removal of requirement for exam in Programming Basics.
7	10.A Belt Exam Examples	Removal of Programming Basics exam within example.
8	10.B.2 Graduation Eligibility	Inclusion of project(s) to pass the Projects and Algorithms course.
8	10.B.2 Graduation Eligibility	Removal of requirement for exam in Programming Basics.

3.H Coding Dojo Program Transfer Policy

Programming Basics Equivalence Exam

As of March 2023, all Software Development programs require Programming Basics to receive a certificate. In order to allow students to transfer to other Software Development programs, such students will be required to pass a Programming Basics equivalence exam before the end of the first week of the new cohort.

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	x or 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

3.D Students Located Outside the U.S.

Coding Dojo currently welcomes all international students to apply to enroll to any of our Part Time Online Bootcamps (no visa required). Please note that financing options are unavailable to international students. The Online Full-Time Program is unavailable to international students as meeting times are held in Mountain Time.

Not all programs are available to residents of all states and certain foreign countries. For more information, please visit the International Students page at www.codingdojo.com/international-students for information.

4. Tuition (footnote)

¹ a. Students are required to provide their own laptops and software; b. Retake fees are \$500 per retake for a maximum of ~~three~~ **two (2)** retakes per program. See section 4C (Retaking Courses) for more information.

4.C. Retaking Courses

A retake can be used when a student needs to ~~redo~~ **repeat** a given course. Students are permitted up to ~~three (3)~~ **two (2)** retakes within the program (instead of withdrawal and re-enroll). These retakes can be for the same or different courses. Each retake, required or elective, will incur a cost of \$500.

Up to one (1) 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.
- 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 waiving the retake fees, students must complete and submit a retake fee waiver form within the first two weeks of the retake course start. The form may be requested from support@codingdojo.com.

Retakes require both the signing of an Enrollment Agreement amendment and full payment or payment arrangements of the retake fee (if not waived) in order to access the course. Retake fees are due by the first day of the retake course. The maximum allotment for extension on this payment is the second Friday of the retake course. Students who fail to complete the required documentation and/or fail to pay the associated fee may be dismissed from the program.

Additional Retake Appeal

If both available retakes in a given program have been utilized, a student has the option to appeal to the Student Experience Team for approval of a third retake. This appeal is separate from the void course policy for mitigating circumstances (section 4D).

A student may email support@codingdojo.com to initiate the appeal. Students should place requests for a retake appeal as soon as they recognize that they will not pass their current course and have utilized both prior retakes. The student will be provided with a Retake Appeal form for completion and must include the following:

- Reason(s) for the student's inability complete the program within the allotted retake policy
- Clear, objective adjustments the student has made or will make to rectify the above reason(s)
- Commitment to additional communication and check-ins if recommended by instruction and/or the student experience team

Retake appeals are valid while a student is currently attending and is either active during their final allowed retake or has utilized both retakes earlier in the program. Requests prior to a student's use of their final retake will not be approved and will require resubmission at a later date.

A student who is recommended for dismissal, such as for reaching the above retake limit, may submit a retake appeal so long as the student has not received a formal dismissal notice. Students who have been dismissed should complete the withdrawal appeal process noted in section 9J (Academic Policies - Withdrawal).

A student who has utilized both prior retakes without using the retake fee waiver for mitigating circumstances, may use the waiver on an appealed third retake provided the criteria for the waiver are met.

8.C Software Development Online Part-Time Attendance Policy

Students are required to maintain attendance or as detailed for each course, 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)~~ six (6) or more consecutive assigned questions, is considered inactive. In this instance, the student will be reviewed for program dismissal.

8.D Other Online Part-Time Attendance Policy

For the Data Science, Data Analytics & Visualization, Data Science & Machine Learning, Cybersecurity, and UI/UX Design programs, student attendance is monitored by their participation in bi-weekly lessons conducted by the instructor. Students are required to be present for a minimum of 70% of class course hours for each course. Excused absences are not counted against a student's attendance percentage, with prior approval and relevant documentation.

9.H. 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)~~ two (2) retakes during the program, provided the student does not meet graduation requirements (up to three retakes if approved for appeal, see section 4C)
 - Failure to sign an Enrollment Agreement Amendment (EAA) within the first week of a course retake, or failure to pay any required retake fees within the first two weeks of a course retake
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10.A. Grading and Marking Systems

Belt Exam

As an example, the following Belt Exams are administered for Software Development Programs:

- ~~White Belt - (Programming Basics) variables, conditionals, and other basic comprehension~~
- Yellow Belt - (Web Fundamentals) HTML, CSS, and JavaScript comprehension

- Orange Belt - 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, JavaScript, Java, or C#/.NET Core)
- Red Belt - [Must get 8.0 or higher 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, JavaScript, Java, or C#/.NET Core)
- Black Belt - [Must get 9.5 or higher 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.

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.

Students who participate in the Projects and Algorithms course may receive feedback on project wireframes prior to advancing to development. Students will deliver one or two projects - as identified as capstone projects in the curriculum - to their instructor. Projects should display competencies gained throughout the program and will be leveraged for students' personal portfolios.

10.B Evaluation for Graduation Eligibility

2. Graduation Eligibility

Software Development Full-Time Programs

- Tuition paid in full or validated coverage by third party*
- Meet the following Completion criteria:
 - Complete 90% or more of core assignments in each course**
 - At or greater than 70% attendance in each course**
- ~~Receive a White Belt in Programming Basics (8.0)~~
- Receive a Yellow Belt in Web Fundamentals (8.0)
- Receive a Orange Belt (or better) in each subsequent course of the program (8.0)

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 course**
 - At or greater than 70% discussion questions in each course (80% required for courses completed prior to 12/1/2022)**
- ~~Receive a White Belt in Programming Basics (8.0)~~
- Receive a Yellow Belt in Web Fundamentals (8.0)
- Receive a Orange Belt (or better) in each subsequent Full Stack course of the program (8.0)
- ~~Meet Completion criteria in any bundled stacks~~
- The submission of two projects, identified as capstone projects in the curriculum

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 course (80% required for courses completed prior to 12/1/2022)**
- ~~Receive a White Belt in Programming Basics (8.0)~~
- Receive a Yellow Belt in Web Fundamentals (8.0)
- Receive a Orange Belt (or better) in Python (8.0)
- The submission of one project identified as the capstone project in the curriculum

Data Science Online Part-Time, Data Analytics & Visualization, and Data Science & Machine Learning Programs

- 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% attendance in each course**
- ~~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 and projects