



Coding Dojo

Student Catalog

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This catalog contains a summary of the policies, rules and procedures of Coding Dojo, a part of Colorado Technical University (the “School”), at the time of publication. From time to time, it may be necessary or desirable for the School to make changes to this catalog due to the requirements and standards of the School’s accrediting body, state licensing agency or the U.S. Department of Education, or due to market conditions, employer needs or other reasons. The School reserves the right to make changes to any provision of this catalog, including the amount of tuition, academic programs and courses, school policies and procedures, faculty and administrative staff, the academic calendar and other dates, and other provisions at any time.

The School also reserves the right to make changes in the online platform and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. Notice of these changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. By enrolling with the School, students agree to accept and abide by the terms stated in this catalog and all school policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

1. Mission and Purpose

Coding Dojo is a global technology education company dedicated to transforming lives through digital literacy and skills training.

Coding Dojo is committed to helping people who want to start a career path in technology and gain the skills needed by providing training on industry-relevant technologies and platforms.

The training uses a combination of instructor-led lectures, online learning platform resources, and hands-on development. This training is in the form of a bootcamp which allows students to have close interaction with instructors and fellow bootcamp students.

Coding Dojo aims to train students in the foundational skills and knowledge of the technical landscape to not only potentially open opportunities for them today, but also help them build self-sufficiency into the future.

2. Objectives

- To leverage modern teaching methodologies such as project-based, flip, gap, and collaborative learning to help students develop technical skills.
- To leverage our custom built learning management software, instructor-led lectures, assignments, projects, and quizzes alongside our teaching methodologies.
- To expose our students to what they may experience in the technology industry through collaborative projects, software, and a fast-paced environment.
- To create a positive learning community consisting of future, present, and past students aiding each other in a collective learning effort.
- To help students prepare to pursue a new career path in technology by providing them mentorship in soft skills and resources on resume building, interview tips, and job search strategies.

3. Admission and Enrollment Policies

A. Eligibility Requirements:

- Proof of high school graduation, or equivalent, or a higher education degree
- Proof of English proficiency
- Note: Students who meet the above and are under the age of 18 may require additional documentation and parental or guardian consent

Proof of Graduation

Students are required to have a high school diploma, GED, or equivalent in order to remain enrolled at Coding Dojo. Accepted documentation for initial enrollment include diplomas, complete transcripts with graduation dates as applicable, GED certification, and complete homeschooling transcripts. Questions on accepted documentation may be sent to enrollment@codingdojo.com.

Students will have until the fourth Friday 6:00pm Mountain Time following the program start in order to provide proof of graduation that aligns with the attestation completed during enrollment. Any documentation provided may be subject to additional review and/or follow-up based on the enrollment requirements of Colorado Technical University. If the student who has entered into a credit-bearing program fails to provide proof of graduation, or equivalent, the student understands that they will not be eligible to receive program credits through Colorado Technical University and may be subject to immediate dismissal.

Attestation

During the enrollment process, students will complete an Attestation for proof of high school graduation or equivalent, if not completed separately. By signing this Agreement, the student acknowledges these education requirements. If, for any reason, this attestation of high school graduation or GED/home school completion is found to be false or untrue, the student understands that they will not have met an admissions requirement of Coding Dojo and will be subject to immediate dismissal from Coding Dojo. Attestation must be provided by the enrollment deadline. In the event documentation is not completed, the student's program will be delayed until the subsequent start date, unless the student requests cancellation.

Proof of English Proficiency

Students who provide a proof of (or attest to) graduation from a non-US based school where English is not the official language, or the documentation provided is not in English, or the documentation has been translated into English, must provide sufficient proof of English proficiency as Coding Dojo does not provide

English language services such as ESL.

Accepted proofs of English proficiency include: TOEFL results, other ESL exam certifications (reviewed case-by-case), and transcripts clearly designating English as part of the curriculum. Sufficient English proficiency documentation must be provided by the enrollment deadline. In the event documentation is not completed, the student's program will be delayed until the subsequent start date, unless the student requests cancellation.

Students may also utilize an EF SET English Proficiency assessment to supplement a foreign proof of education. This assessment can be requested during the admissions process and must be completed and passed within the enrollment deadline. If the student fails to pass the assessment, the student acknowledges that standard English Proficiency documentation must be provided to continue enrollment.

Scoring

- EF SET: Score of 50 or higher
- TOEFL Internet-based test (iBT): Score of 61 or higher
- TOEFL Paper-based test (prior to Oct. 2017): Score of 530 or higher
- TOEFL Revised paper-delivered test (Oct. 2017 or later): Score of 40 or higher

Information about these exams is available at most U.S. consulates and overseas U.S. educational advising offices, as well as by mail and online. Alternative measures of English proficiency may be determined with Academic approval.

TOEFL Services
P. O. Box 6151
Princeton, NJ 08541-6151 USA
E-mail: toefl@ets.org
Web: www.toefl.org

IELTS International
E-mail: ielts@ieltsintl.org
Web: www.ielts.org

B. Computer and Technology Requirements

The following are the minimum requirements for Coding Dojo programs. The price of a laptop with necessary requirements is the responsibility of the student and may average from \$400-\$2000 depending on the make and model.

Computer Requirements

Software Development, Data Analytics & Visualization, and Data Science & Machine Learning

To ensure you are able to complete all of the hands-on activities effectively, you must have a computer (not a tablet) with the following:

- Memory: 8GB or more
- Mac OS or Windows OS no more than 2 years old and **not in beta**
 - Note: if the operating system does not meet the requirements above, Coding Dojo will not be able to help troubleshoot any technical issues the student may encounter
- x64 Processor (at minimum)
- Privacy settings: student has user permissions to install software and access the internet
- The following software must be installed on the computer prior to start
 - Zoom
 - A modern web browser, such as Firefox or Chrome
 - Email (must be an active inbox that student regularly checks)
 - Discord

Cybersecurity Computer Requirements

The hands-on activities in the Cybersecurity program will require installation of 6 or more virtual machines (VMs) and to run 2-3 VMs simultaneously. Each VM may need 2-4 GB of RAM and 20-40 GB of Hard Disk storage. To ensure you are able to complete all of the hands-on activities effectively, you must have a computer (not a tablet) with the following:

- Memory/RAM: 16GB or more
- Disk Space: 300+ GB free space
- x64 Processor (at minimum): AMD Ryzen 5 or Intel Core i5; dual core CPU at least 2.8 GHz (recommended): AMD Ryzen 7 or Intel Core i7 or greater
- Mac OS or Windows OS and not in beta; If using a Mac you must have a computer with the Intel processor and **not** the M1/M2 processor due to compatibility issues which will not be supported.

Note: if the operating system does not meet the requirements above, Coding Dojo will not be able to help troubleshoot any technical issues the student may encounter. This will likely result in the student being unable to complete the program.

Other Technology Requirements

For all online or hybrid courses, you must have the following technology:

- Headset and microphone
- Web camera (recommended)
- Stable internet to support video streaming: Recommended upload speeds of at least 5 Mbps, Download speeds of 25 Mbps. (To check internet speed, connect the computer being considered for the program to the internet that will be used either wirelessly or directly. Go to <https://www.speakeasy.net/speedtest/> Select Start Test. If the internet speed does not meet the above, contact the internet provider).

C. Onsite Admission Procedure

Software Development

Software Development Onsite Full-Time (Not Currently Offered)

The admission process is established as the following [Estimated time to completion: 1.5 weeks]:

1. Submit an [online application](#)
2. Schedule and complete an interview
3. The admissions team will review the application and provide a decision within one (1) week
4. Acceptance Letter is sent to qualifying applicants
5. Sign necessary student enrollment documents
6. Submit a deposit
7. Finalize financing
8. Complete the Onboarding Coursework (available in the online student portal) - approx. 2 hours. This content is designed to orient and onboard incoming students.

D. Online Admission Procedure

Software Development Programs

1. Submit an [online application](#)
2. Schedule and complete an interview
3. Acceptance Letter is sent to qualifying applicants
4. Sign necessary student enrollment documents, including a hardware acknowledgement
5. Submit a deposit
6. Finalize financing
7. Complete the Onboarding Coursework (available in the online student portal) - approx. 2 hours. This content is designed to orient and onboard incoming students.

Data Analytics & Visualization and Data Science & Machine Learning Programs

1. Submit an online application
2. Schedule and complete a non-technical interview
3. Acceptance Letter is sent to applied students
4. Sign necessary student enrollment documents
5. Submit a deposit
6. Finalize financing
7. Complete assigned pre-work:
 - a. Onboarding Coursework (available in the online student portal) - approx. 2 hours. This content is to orient and onboard incoming students.
 - b. Pre-bootcamp Coursework - approx. 40 hours. This content is designed to help incoming students prepare with the necessary skills for the bootcamp.

Cybersecurity Program

1. Submit on online application
2. Schedule and complete a non-technical interview
3. Acceptance Letter is sent to qualifying applicants
4. Sign necessary student enrollment documents
5. Submit a deposit
6. Finalize financing
7. Complete assigned pre-work:
 - a. Onboarding Coursework (available in the online student portal) – approx. 2 hours. This content is to orient and onboard incoming students.
 - b. Pre-bootcamp Coursework – approx. 40 hours. This content is designed to help incoming students prepare with the necessary skills for the bootcamp.

UI/UX Design Program (Not Currently Offered)

1. Submit an online application
2. Schedule and complete a non-technical interview
3. Acceptance Letter is sent to qualifying applicants
4. Sign necessary student enrollment documents
5. Submit a deposit
6. Finalize financing
7. Complete assigned pre-work:
 - a. Onboarding Coursework (available in the online student portal) – approx. 2 hours. This content is to orient and onboard incoming students.
 - b. Pre-bootcamp Coursework – approx. 40 hours. This content is designed to help incoming students prepare with the necessary

skills for the bootcamp.

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.

E. Enrollment Periods and Program Delays

Enrollment is on a rolling basis. This means a prospective student may apply to Coding Dojo at any time. Once the student is accepted and the deposit is paid, the student may enroll into a cohort.

Terms begin monthly and are subject to holidays in some cases. Please refer to the website for the most current information on term schedules for a specific program, or refer to Appendix D.

The deadline for enrollment requirements is Wednesday 6:00pm Mountain Time prior to the program start date. In the event documentation is not completed, the student's program will be delayed until the subsequent start date, unless the student requests cancellation.

Students who have signed an Enrollment Agreement may find themselves needing to delay or push-out to a later start date. Students are permitted to delay up to two times after signing an Enrollment Agreement, and each push-out cannot exceed 30 days or until the next available cohort start date, whichever is later.

Students who need to delay starting by longer than 60 days or two cohort start dates, whichever is later, are required to cancel enrollment and re-enroll when ready to join.

F. Credit for Previous Education, Training, or Experience

Coding Dojo is unable to accept credit from other educational programs or award credit for prior experiential learning. All applicants are required to have a high school diploma, GED, or equivalent.

Coding Dojo does not accept transfers from other school programs and does not accept any academic credit(s) transferred from any other institution.

G. Post-Graduation Articulation

Some Coding Dojo programs are credit-bearing and can be articulated to a degree program at Colorado Technical University. If you have questions, please reach out to Colorado Technical University.

Below are the programs that award such credit.

At this time, Coding Dojo students who participated but did not successfully complete a credit-bearing program may be eligible for credit for the classes they have completed. Students are encouraged to bring their Coding Dojo transcript for prior learning assessment with Colorado Technical University. Students must have valid proof of high school diploma, GED or its equivalent to be awarded credit through Colorado Technical University.

Software Development Programs

Effective for programs starting May 1, 2023, students who successfully completed any of the following credit-bearing Software Development programs can optimally apply these credits toward a Bachelor of Science in Information Technology degree at Colorado Technical University with a General Concentration (aka BSIT - General Concentration). Credits may be applied to fulfill electives for other programs at Colorado Technical University; however, that is dependent on the specific program to which a student seeks to have the credits applied.

- Software Development Online Full-Time (24 quarter credit hours)
- Software Development Online Part-Time Accelerated 2 Stack (24 quarter credit hours)
- Software Development Online Part-Time Accelerated 3 Stack (30 quarter credit hours)

Transfer of Credit to Other Schools

Coding Dojo and Colorado Technical University do not imply or guarantee that credits completed through Coding Dojo will be accepted or transferable to any other college, university, or institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Colorado Technical University. Students seeking to transfer credits earned to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

H. Coding Dojo Program Transfer Policy

Coding Dojo may allow a student in one program (aka "Current Program") to transfer into another Coding Dojo program (aka "Desired Program"), permitting the student to carry over learning from one program to another. This policy is intended to assist students in moving into a program that is a better fit for a student's needs; it is not

intended for a student to transfer cohorts within the same program.

The following eligibility requirements must be met for a student to qualify:

Student Eligibility

- If a student is actively enrolled in a Coding Dojo program (postponement or leave of absence is accepted):
 - Student must be in good financial standing for the Current Program (i.e., current on payments or appropriately covered by third party financing)
 - Student has not been found guilty of plagiarism or Academic Dishonesty
 - Students with a history of Academic Probation or are under review for Academic Dismissal will be reviewed and evaluated by Coding Dojo, in its discretion, as to eligibility for transfer of program
- If a student has withdrawn from a previous Coding Dojo program:
 - Student's last date of attendance in the previous program must be no greater than 12 weeks from the Desired Program start date
 - Student must be paid in full for any prorated due on the previous program
 - Student was not withdrawn due to academic or attendance dismissal or expelled
- Student must complete all required documentation for the Program Transfer process prior to the start of the Desired Program.
- Student must satisfy all requirements of a standard incoming student of the Desired Program prior to acceptance into the Desired Program.

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.

Program Eligibility and Limitations

- The Desired Program start date must be within 12 weeks of the last date of attendance. Longer time frames will require a drop and re-enroll.
- At minimum, the transfer request must be made to Student Experience no later than 6pm MT on the last Wednesday of a current program course.
- A student can only transfer programs once before needing to drop from Coding Dojo and re-enroll.

Credit and Non-Credit Program Transfer

If the Desired Program is credit-bearing and the Current Program is not, a formal Prior Learning Assessment must be completed by Coding Dojo instructional leadership to validate incoming students have the necessary learning to be successful in the program. Credit for courses completed in Current Program may or may not be awarded credit.

Course Equivalency Eligibility

A course is eligible for transfer if it meets the following requirements:

- Has been successfully completed in Current Program (as defined in Graduation Requirements of the Current Program)
- Shares at least 60% of competencies with similar courses in Desired Program (see matrix below for crosswalk).
 - Note: Due to the reality of curriculum revisions, some versions of a shared course may not transfer. For details, speak with a Student Experience Manager.

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

Data Programs

	Data Analytics & Visualization	Data Science & Machine Learning
Data Science Fundamentals	x	x
Intro to Machine	x	x

Learning		
Data Enrichment	x	x
Data Visualization	x	x
Data Visualization	x	x
Intermediate Machine Learning		x
Advanced Machine Learning		x

4. Tuition

Onsite Programs (Not Currently Offered):

Tuition and total charges may vary from campus to campus. Please check www.codingdojo.com for the most up to date breakdown of tuition for the specific campus or program, or refer to Appendix C. Below is a typical breakdown of expected payments and fees prior to any accepted scholarships or incentives.

1. Software Development Onsite Full-Time (Not Currently Offered):
 - a. \$16,495
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹

Online Programs:

1. Software Development Online Full-Time:
 - a. \$16,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
2. Software Development Online Part-Time Accelerated:
 - One Stack
 - a. \$9,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
 - Two Stacks
 - a. \$13,495
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
 - Three Stacks
 - a. \$16,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
3. Software Development Online Part-Time Flex:
 - a. \$9,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹

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

4. Data Science Online Part-Time:
16-week Program (last cohort June 2023)
 - a. \$10,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
20-week Program (last cohort June 2023)
 - a. \$13,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
5. Data Analytics & Visualization (starting effective July 2023)
 - a. \$10,995
 - b. STRF (California Only): \$250 per \$100
 - c. Other Fees and Costs: \$0¹
6. Data Science & Machine Learning (starting effective July 2023)
 - a. \$15,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
7. Cybersecurity Online Part-Time:
 - a. \$16,995
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹
8. UI/UX Design Online Part-Time (Not Currently Offered):
 - a. \$13,495
 - b. STRF (California Only): \$2.50 per \$1,000
 - c. Other Fees and Costs: \$0¹

Coding Dojo does not have fees for books, supplies, and materials. All of the teaching resources are available online and included in the cost of tuition for the duration of the program. Meals, parking, and any other expenses not specifically mentioned above are the sole responsibility of the student.

Please note that Coding Dojo does not participate in any federal student aid programs.

For California Residents: California students of approved institutions are required to pay into the Student Tuition Recovery Fund (STRF). For further detail, refer to Appendix C.

A. Deposit and Payment

Once accepted students have viewed the catalog, and signed an Enrollment

Agreement, a \$99 deposit is due prior to the start of the program, in order to access course materials and begin onboarding and any pre-coursework. This will be applied to the outstanding balance. The deposit must be paid to Coding Dojo directly, except in cases where the full tuition will be covered by corporate educational alliances.

Standard Payment Plans

Standard payment plans are available via Mia Share for all programs. Students will receive notifications from Mia Share when their payments are due. The required deposit must be paid to Coding Dojo directly. The remaining balance will be split into equal payments, with the whole of the tuition paid before program completion. Payment must be received in order to remain in good standing.

Third-Party Payments

Students who choose to utilize a third-party for payments (see part 5 - Financing) should have their choice of financing finalized prior to the first day of class. Students with incomplete financing will be required to cancel or delay the program to the next available start date in order to allow time for financing approval.

B. Late Payments

Tuition is considered late if it is not paid in full by the student's graduation date. If tuition is not paid in full within 6 months of graduation, the remaining balance may be sent to a third-party debt collection agency and the student's Alumni Pass eligibility revoked.

Coding Dojo reserves the right to cancel an enrollment or withdraw a student for delinquent past-due balances. Students who finance their Coding Dojo program with third-party funding will not be canceled or dis-enrolled if tuition payments from the third-party are delayed.

C. Retaking Courses

Students are permitted up to three (3) retakes of a course 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 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.
- 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.

D. Voiding Courses

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

- The course is currently active, and
- The student has extensive or mitigating circumstances limiting their participation in the program.

Examples of circumstances that constitute a valid void course 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)

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

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

E. Program Changes and Program Transfers

Students who request to change their program choice to a different program (not exclusively a delay to the start) prior to the program start date may do so for the first

time at no cost to the student. Students who request multiple program changes during enrollment, they may be held to the cancellation policy for any programs after the first adjustment, so long as any 100% refund window per the student's Enrollment Agreement is not applicable.

Program Transfers refer to program adjustments after the student has started progress in a current program. In the event that a student is approved for transferring to another Coding Dojo program, the following applies for the funding and financial responsibility of both programs.

Students who transfer may be eligible for additional financial credit in the Desired Program based on the successful completion of courses in the Current Program. This financial credit will not be eligible if the student is transferring to a program that does not share the same course (or its competency equivalent) or if the student is transferring prior to completing an eligible course.

Overview of Tuition and Fees:

1. Any payments already made will be first applied toward the Current Program balance.
2. If a balance remains to be paid on the Current Program, payments will be applied to the Current Program before the Desired Program
3. Any remaining payment balance of the Current Program will be applied to the remaining balance of the Desired Program. Any course(s) that are being transferred from the Current Program to Desired Program will be credited to reduce the Desired Program's balance.
 - a. Carry over balance only applies if the balance has not been previously refunded.
4. Any course(s) in Desired Program that is(are) not transferable from Current Program will remain on Desired Program balance.

Financial Responsibility of Student:

1. The Student is responsible for payments for
 - a. the prorated balance of the Current Program (in accordance with refund policy as set forth in the Enrollment Agreement), and
 - b. the balance for the Desired Program, which is calculated as the tuition of the Desired Program less scholarships, incentives, and credit for transferred courses as applicable (in accordance with refund policy as set forth in the Enrollment Agreement).

Scholarships, Incentives, and Financial Aid:

1. Students who are using third-parties to cover the cost of the Current Program and have additional program costs as a result of the transfer may get information on potential financing options from the Tuition team
 - a. Financing adjustments must be finalized before the start of the Desired Program

2. A Student who is transferring programs may carry over any scholarships to the Desired Program.
3. Promotions may carry over, with the exception of any of the following:
 - a. The Buddy System Plan, unless both students are transferring to the same Desired Program,
 - b. Any promotions which have expired (e.g., holiday promotions)
 - c. Corporate Alliance Incentives that are program-specific and have not been approved for transfer by the affiliating business or university.
4. Amounts for some scholarships and incentives are program dependent. Students with scholarships or incentives carried over to programs that change this coverage will be updated accordingly.
5. New scholarships and incentives for the Desired Program are applied after transfer credit during the re-enrollment portion of the transfer.

Any refunds due to the student as a result of a program transfer will be processed in accordance with the student's refund policy upon successfully starting the Desired Program or canceling during re-enrollment.

F. Scholarships

Coding Dojo offers scholarships to students who qualify. A three hundred (300) word essay is required.

Scholarship awards will be subtracted from the final tuition payment for the chosen program, applied at enrollment. All scholarships are applied as a credit to the student's account, and no cash payment will be awarded.

Scholarships are not stackable with other scholarships unless otherwise specified. Scholarships are stackable with non-scholarship incentives.

Students are encouraged to apply online upon acceptance into the program, before signing their Enrollment Agreement:

<https://www.codingdojo.com/scholarship-application>

Diversity Scholarship - \$1000

To support and cheer on those within underrepresented groups within the tech industry, including, but not limited to Black, Hispanic, Asian, Indigenous, and LGBTQIA+ communities pursuing technology careers.

Women in Tech Scholarship - \$1000

The Women in Tech Scholarship is intended for aspiring female computer programmers who require financial assistance to launch their career paths in tech. This initiative is offered to support women in the technology industry, who as a demographic, are highly underrepresented.

Military Heroes Scholarship - \$1000

The Military Heroes Scholarship is intended to assist military veterans and current servicemen/women to transition their career paths to the technology industry. A copy of DD-214, DD-256, or NGB-22 is required with the application.

Career Reinvention Scholarship - \$1000

The Career Reinvention scholarship is intended for experienced professionals who are eager to reinvent their careers in the tech industry but are unable to afford the professional assistance required to refine their skill sets.

Kickstart Scholarship Fund - \$1000 - \$1500

The Kickstart Scholarship Fund is a need-based scholarship intended to support financially disadvantaged students. Prospective incoming students can qualify for \$1000 or \$1500 based on the program selected if their income is less than \$40,000 per year. A recent pay stub, W2, or bank statement must be submitted for proof of eligibility.

Software Development Online Full-Time: \$1500

Software Development Onsite Full-Time: \$1500

Software Development Online Part-Time Accelerated:

1 Stack: \$1000

2 Stacks: \$1000

3 Stacks: \$1500

Software Development Online Part-Time Flex: \$1000

Data Science Online Part-Time 16-week and 20-week: \$1000

Data Analytics & Visualization: \$1000

Data Science & Machine Learning: \$1500

Cybersecurity Online Part-Time: \$1500

UI/UX Design Online Part-Time: \$1000 (Not Currently Offered)

G. Additional Incentives

Students are eligible for the following promotions unless otherwise specified.

Buddy System Plan

Availability: Ongoing with no limitation to a time of year.

Incoming prospective students can save up to a set amount of money off their total tuition (based on program) by starting a Coding Dojo program with a friend, family member, or any individual who is acquainted with said students.

The student must join with at least one fellow student who is a friend, family member, or individual who is acquainted with said student. The students must

be joining the **same program** with the same start date. The two said students must meet Coding Dojo's standard admissions requirements.

Program Details:

Software Development Onsite Full-Time: \$1000 per person (Not Currently Offered)

Software Development Online Full-Time: \$1000 per person

Software Development Online Part-Time Accelerated:

1 stack: \$500 per person

2 stacks: \$500 per person

3 stacks: \$1000 per person

Software Development Online Part-Time Flex: \$500 per person

Data Science Online Part-Time: \$500 per person

Data Analytics & Visualization: \$1000 per person

Data Science & Machine Learning: \$1000 per person

Cybersecurity Online Part-Time: \$1000 per person

UI/UX Design Online Part-Time: \$500 per person (Not Currently Offered)

H. Post-Graduation

Students are eligible for the following promotions unless otherwise specified.

Alumni Pass: All students, regardless of program, can access their completed course materials for 6 months following graduation². This is considered complimentary post-program access. The pre-coursework for other program domains is also available for all graduates under this access period.

After 6 months, a student can purchase the Alumni Pass for continued access to their materials for \$49.99/mo or \$499.00/year.

For alumni from any Software Development programs, the Alumni Pass also gives access to the following courses if not already opened during the program:

- Programming Basics
- Web Fundamentals
- Python
- Java
- Javascript/MERN
- C#/.NET
- LAMP
- Ruby on Rails

² Only courses the student actively took are included in the complimentary 6 month Alumni pass

- iOS
- Android

The alumni pass is only refundable if the request to refund is made within one week of the purchase of a monthly subscription, or within 30 days of the purchase of an annual subscription. Requests outside of these timeframes or for other reasons will be reviewed by Coding Dojo on a case-by-case basis.

Alumni Program Incentive:

Graduates of any program that present a Coding Dojo issued certificate can receive an incentive of \$500 off tuition for joining a new program, provided the course topic is different from their original course.

Different opportunities for funding exist - talk to an admission advisor to learn more.

I. Quarterly Promotions

Coding Dojo may run promotions throughout the four quarters of the year. These promotions will either have a set availability period or be available on an ongoing basis, until further discussion and a decision takes place internally to discontinue a promotion. Students are eligible for the following promotions unless otherwise specified.

The following planned promotions for this upcoming year include, but are not limited to:

Open House Voucher

Availability: Ongoing and not limited to a time of year. This promotion is stackable with other scholarships and incentives.

Attendees of the virtual Open Houses for upcoming programs, will receive a code for \$100 off their final tuition.

J. Approval of Incentives, Promotions, and Scholarships

All incentives, promotions, and scholarships are only applicable to a student's program if the requirements for said adjustments are met and submitted to Coding Dojo staff for approval prior to the student's program start date, unless otherwise stated in the incentive, promotion, or scholarship.

5. Financing

Students have the option to either pay tuition in full prior to the start of class, set up a 0% interest installment plan, or finance tuition through a third-party lender. If a student chooses to take out a loan to finance the program, that student is not obligated to choose a lender associated with Coding Dojo, and Coding Dojo receives no benefit if specific lenders are selected. If a student chooses to pursue financing, keep in mind that there may be multiple other options available. Coding Dojo encourages students to explore all financing options fully before working with any lender. Please see section 4B: Late Payments for policy on delinquent program dues.

Student loans must be repaid with interest, and taking out a loan is a big decision. Before entering into a student loan, students should ensure that they have read and fully understand both the loan terms and repayment obligations.

Funding Availability

While Coding Dojo, as part of Colorado Technical University, is part of a Title IV eligible institution offering Title IV eligible programs, Coding Dojo has elected and designated some of its programs as eligible for, but not participating in, Title IV federal financial aid programs. If a program is designated in this manner, it will be noted in its catalog description. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, Coding Dojo offers a variety of payment options for students.

6. Program Descriptions

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, faculty-supervised laboratory, shop training, or internship. A Full-Time program 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 (2 hours 40 minutes).

B. 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.

C. Software Development Onsite Programs:

Software Development Onsite Full-Time (Not Currently Offered)

Typical Program Length: 16 Weeks

Effective for programs starting May 1, 2023, this is a credit-bearing certificate program offered in conjunction with Colorado Technical University (CTU). CTU is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. For more information, see: <https://www.coloradotech.edu/about/accreditations>

Total Course Hours for Software Development Onsite Full-Time: 24 quarter credit hours, or the equivalent of 640 hours (240 lecture, 400 lab/hands-on). This does not include the expected additional 40-60 hours of outside class work per week or any course retakes.

Program Overview

In the Software Development Onsite Full-Time program, students explore the fundamental building blocks of web and software development by being guided through the basics of how the web works, front-end development, back-end development, and database development. Beginning with web fundamentals, students will encounter HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, students explore a set of popular back-end languages and technologies such as Python, JavaScript, and a choice of Java or C#/.NET to manage and manipulate data through the request-response cycle. These concepts are typically used for building out many common applications, which students will also have time to contribute to their own portfolio. By the end of the program, students

will have exposure to various software design patterns such as MVC, OOP, SPAs and REST.

Courses (see Appendix for course descriptions)

- Programming Basics - Required
- Web Fundamentals - Required
- Python - Required
- A selection of 2 of the following courses, contingent on location availability
 - Java - see website for location availability
 - JavaScript - see website for location availability
 - C# / .NET - see website for location availability

Certificate: Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Software Development Onsite Full-Time Program.

While Coding Dojo, as part of Colorado Technical University, is part of a Title IV eligible institution offering Title IV eligible programs, Coding Dojo has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of payment options for students.

D. Software Development Online Programs

Software Development Online Full-Time

Typical Program Length: 16 Weeks

Effective for programs starting May 1, 2023 and onward, this is a credit-bearing certificate program offered in conjunction with Colorado Technical University(CTU). CTU is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. For more information, see: <https://www.coloradotech.edu/about/accreditations>

Total Course Hours for Software Development Online Full-Time: 24 quarter credit hours, or the equivalent of 640 hours (240 lecture, 400 lab/hands-on). This does not include the expected additional 40-60 hours of outside class work per week or any course retakes.

Program Overview

In the Software Development Online Full-Time program, students explore the fundamental building blocks of web and software development by being guided through the basics of how the web works, front-end development, back-end development, and database development. Beginning with web fundamentals, students will encounter HTML, CSS, and JavaScript to design and manipulate user

interfaces. Then, students explore a set of popular back-end languages and technologies such as Python, JavaScript, and a choice of Java or C#/.NET to manage and manipulate data through the request-response cycle. These concepts are ideal for building out many common applications, which students will also have time to contribute to their own portfolio. By the end of the program, students will have exposure to various software design patterns such as MVC, OOP, SPAs and REST.

Courses (see Appendix for course descriptions)

- Programming Basics – Required (starting Q1 2023)
- Web Fundamentals - Required
- Python - Required
- JavaScript - Required
- Students may select either Java or C# / .NET - Required

Note: A student cannot change from Java to C# (or from C# to Java) if the student has progress in one of the two courses.

Certificate or Diploma: Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Software Development Online Full-Time Program.

While Coding Dojo, as part of Colorado Technical University, is part of a Title IV eligible institution offering Title IV eligible programs, Coding Dojo has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of payment options for students.

Software Development Online Part-Time Accelerated

Typical Program Length: 18 Weeks, 26 Weeks, or 34 Weeks

Option 1: Total Course Hours for Software Development Online Part-Time Accelerated 1 Stack bundle: 540 hours (52 lecture, 488 lab). This does not include the expected additional hours of outside class work per week or any course retakes.

Option 2: Total Course Hours for Software Development Online Part-Time Accelerated 2 Stack bundle: 24 quarter credit hours, or the equivalent of 780 hours (76 lecture, 704 lab). This does not include the expected additional hours of outside class work per week or any course retakes.

Effective for programs starting May 1, 2023 and onward, this option is a credit-bearing certificate program offered in conjunction with Colorado Technical University (CTU). CTU is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. For more information, see: <https://www.coloradotech.edu/about/accreditations>

Option 3: Total Course Hours for Software Development Online Part-Time Accelerated 3 Stack bundle: 30 quarter credit hours, or the equivalent of 1,020 hours (100 lecture, 920 lab). This does not include the expected additional hours of outside class work per week or any course retakes.

Effective for programs starting May 1, 2023 and onward, this option is a credit-bearing certificate program offered in conjunction with Colorado Technical University (CTU). CTU is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. For more information, see: <https://www.coloradotech.edu/about/accreditations>

Notes:

Should a student enroll in the 1 or 2 stack option and decide to add onto their program, students have the option to add additional courses. Additional courses add \$4000 per course to the cost of the program and are not eligible for scholarships or incentives. Students are encouraged to ask about bundling prior to the start of the Projects and Algorithms course.

Students that enroll in the 2 or 3 stack option may also choose to remove bundles from their program. Courses may only be removed if the student has no attendance or activity in the course and must be requested prior to the course start date. Removed courses will reduce the cost of the program and may result in a refund or third-party adjustment.

Program Overview

In the Software Development Part-Time Accelerated program, students explore the fundamental building blocks of web and software development by being guided through the basics of how the web works, front-end development, back-end development, and database development. Beginning with web fundamentals, students will encounter HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, students explore a set of popular back-end languages and technologies such as Python, JavaScript, or Java to manage and manipulate data through the request-response cycle. These concepts are typically used for building out many common applications, which students will also have time to contribute to their own portfolio. By the end of the program, students will have exposure to various software design patterns such as MVC, OOP, SPAs and REST.

Courses (see Appendix for course descriptions)

- Programming Basics - Required(starting Q1 2023)
- Web Fundamentals - Required
- A selection of the following based on stack bundle option (minimum 1 required)
 - Python
 - JavaScript
 - Java

- Projects and Algorithms - Required

Certificate:

One Stack Program: Certificate of Completion

Two and Three Stack Programs: Certificate of Achievement

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Software Development Online Part-Time Accelerated Program.

While Coding Dojo, as part of Colorado Technical University, is part of a Title IV eligible institution offering Title IV eligible programs, Coding Dojo has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of payment options for students.

Software Development Online Part-Time Flex

Typical Program Length: 30 Weeks

Total Course Hours for Software Development Part-Time Flex: 300 hours (60 lecture, 240 lab/hands-on). This does not include any course retakes.

Retake Policy:

Due to program duration, students who prove competency prior to week nine of the 16-week course may be allowed to begin their retake on week nine (9). Competency will be determined as follows:

- Maintaining “Satisfactory Progress” or “Good Standing” by keeping a minimum of 90% core assignment completion at all formal program status checks for weeks 1-8 (final check on Monday week 9).
- Instructor grading of the week 8 core assignment for proficiency in week 1 through week 8 content. This grading is based on the same grading scale as utilized for exams.

Attendance and assignment tracking for cases of “partial” retakes will resume on the first day of their retake. Attendance and assignment completion for the first 8 weeks will carry over and count towards the total graduation requirements for the 16 week course.

Program Overview

In the Software Development Part-Time Flex program, students explore the fundamental building blocks of web and software development by being guided through the basics of how the web works, front-end development, back-end development, and database development. Beginning with web fundamentals,

students will encounter HTML, CSS, and JavaScript to design and manipulate user interfaces. Then, students explore a set of popular back-end languages and technologies like Python and MySQL to manage and manipulate data through the request-response cycle. These concepts are typically used for building out many common applications, which students will also have time to contribute to their own portfolio. By the end of the program, students will have exposure to various software design patterns such as MVC, OOP, SPAs and REST.

Courses (see Appendix for course descriptions)

- Programming Basics - Required(starting Q2 2023)
- Web Fundamentals - Required
- Python - Required
- Projects and Algorithms - Required

Certificate or Diploma: Certificate of Recognition

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Software Development Online Part-Time Flex Program.

E. Data Science Online Part-Time

Program is no longer offered after 6/26/2023.

Program Length: 16 Weeks-20 Weeks

Total Course Hours for Data Science Online Part-Time 16 week program: 480 hours (48 lecture, 432 lab/hands-on). This does not include any course retakes.

Total Course Hours for Data Science Online Part-Time 20 week program: 600 hours (60 lecture, 540 lab/hands-on). This does not include any course retakes.

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 course.

Program Overview

The Data Science Online Part-Time program is designed to help turn data beginners into data professionals by teaching a job-applicable balance between practice and theory. Coding Dojo's "Learn by Doing" training provides students hands-on experience in in-demand Data Science technologies and methodologies, from data cleaning all the way to advanced machine learning concepts.

Courses (see Appendix for course descriptions)

- Data Science Fundamentals - Required
- Machine Learning - Required

- Advanced Machine Learning - Required
- Data Enrichment - Required
- Data Visualization (Required for 20 week program only)

Certificate: Certificate of Recognition

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Data Science Online Part-Time Program.

F. Data Analytics & Visualization

Program Length: 16 Weeks

Total Course Hours for Data Analytics & Visualization program: 480 hours (48 lecture, 432 lab/hands-on). This does not include retakes.

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 course.

Program Overview

The Data Analytics & Visualization program combines data science fundamentals with practical skills to delve into popular technologies, Python, SQL, and Tableau along with other tools to manipulate, process, and visualize data into powerful insights.

Students will study data manipulation using Pandas, apply Machine Learning concepts, explore hypothesis testing, ETL processes, time series analysis, and create reporting-quality visuals in Tableau. Throughout the program, students will work across a range of technologies, languages, frameworks, and libraries. Upon successful completion of the program, students will have tackled real-world data challenges and have made informed decisions using data-driven insights.

Courses (see Appendix for course descriptions)

- Data Science Fundamentals - Required
- Introduction to Machine Learning - Required
- Data Enrichment - Required
- Data Visualization - Required

Certificate: Certificate of Recognition

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Data Analytics & Visualization program.

G. Data Science & Machine Learning

Program Length: 24 Weeks (start effective July 2023)

Total Course HOURS for Data Science & Machine Learning 24 week program: 720 Course Hours (72 Lecture, 648 Lab). This does not include any course retakes.

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 course.

Program Overview

The Data Science & Machine Learning program combines data science fundamentals with practical skills to harness technologies in Python, SQL, and Tableau to produce powerful data insights and develop, train, and optimize Machine Learning models.

Students in this program will study intermediate and advanced machine learning concepts in Deep Learning (DL), Natural Language Processing (NLP), unsupervised machine learning, and be introduced to AI through SHAP. Through the program, students will delve into data manipulation using Pandas, exploring hypothesis testing, ETL processes, time series analysis, and creating reporting-quality visualizations in Tableau. Upon successful completion of the program, students will have tackled real-world data challenges to train and deploy Data Science models from end-to-end.

Courses

- Data Science Fundamentals - Required
- Introduction to Machine Learning - Required
- Data Enrichment - Required
- Data Visualization - Required
- Intermediate Machine Learning - Required
- Advanced Machine Learning - Required

Certificate: Certificate of Recognition

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Data Science & Machine Learning Program.

H. Cybersecurity Online Part-Time

Program Length: 24 Weeks

Total Course Hours for Cybersecurity Online Part-Time: 720 (96 lecture, 624 lab). This does not include the expected additional hours of outside class work per week or any course retakes.

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 course.

Program Overview

Complete Coding Dojo's Cybersecurity bootcamp and study how to identify, assess, report, and mitigate technology and information security risks in as little as 24 weeks. Learn skills applicable for the CompTIA Security+, CompTIA CySA+, CompTIA Network+, CompTIA Linux+, CompTIA Server+, and Certified Ethical Hacker (CEH) certification exams.

The program 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. 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.

The cybersecurity journey takes students through the fundamentals, then expanding into the Cyber Analyst and Cyber Operations realms. Top it off with Penetration Testing and Ethical Hacking to round out the experience. With labs throughout the program, there will be numerous opportunities to carry out scenarios that professionals may deal with every day.

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

Certificate: Certificate of Recognition

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the Cybersecurity Online Part-Time Program.

I. UI/UX Design Online Part-Time (Not Currently Offered)

Program Length: 24 Weeks

Total Course Hours for UI/UX Design Online Part-Time: 480 hours (96 lecture, 384 lab). This does not include the expected additional hours of outside class work per week or any course retakes.

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 course.

Program Overview

The UI/UX Design Online Part-Time program is a flexible, part-time program designed for working professionals who are looking to gain design skills to change their career path. The coursework is structured so students receive comprehensive experience in both UX and UI design processes. Instruction emphasizes research and synthesis techniques for gathering and evaluating quantitative/qualitative data, creating concepts, wireframes and prototypes for live user testing, and crafting high fidelity screens and prototypes for final evaluative tests that are portfolio ready.

Students who successfully complete the program will graduate with 2 solid portfolio pieces, including a live client project to showcase to perspective employers.

Courses (see Appendix for course descriptions)

- Design Proficiency - Required
- Client Phase - Required
- Career Phase - Required

Certificate: Certificate of Recognition

Upon completing the program requirements and meeting graduation requirements, students receive a certificate as outlined above for the UI/UX Design Online Part-Time Program.

J. Credit-Bearing Certificate Programs

Below are the current programs at Coding Dojo that can result in a credit-bearing certificate offered in conjunction with Colorado Technical University (CTU). CTU is accredited by the Higher Learning Commission ([hlcommission.org](https://www.hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education. For more information, see: <https://www.coloradotech.edu/about/accreditations>

Software Development Certificates

Effective for programs starting May 1, 2023 and onward, students who successfully

completed any of the following Software Development programs qualify to receive a certificate from Colorado Technical University that awards credit.

- Software Development Online Full-Time: 24 quarter credit hours
- Software Development Online Part-Time Accelerated 2 Stack: 24 quarter credit hours
- Software Development Online Part-Time Accelerated 3 Stack: 30 quarter credit hours

7. Schedule

A. Onsite and Online Full-Time Hours of Operation

Onsite Full-Time Hours of Operation

The business office of the Onsite Full-Time programs 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.

Online Full-Time Hours of Operation

Online Full-Time programs follow the same schedule as the Onsite Full-Time program and are offered in Mountain Time.

B. Onsite Facilities and Equipment

The school's equipment complies with the applicable federal, state, and local ordinances and regulations, including those requirements as to fire safety, building and health. Coding Dojo's locations include accessible, safe, well-lighted and ventilated classrooms, men's and women's restrooms, and offices for the business team. Equipment in the classroom and student areas is owned by Coding Dojo and includes the following: projector, whiteboards, monitors, printers, couches, tables, TVs and chairs.

Coding Dojo provides a monitor workstation for each student, an immersive learning environment filled with like-minded students and alumni, a complimentary coffee/tea and snack bar, break areas with sofas and lounge chairs whenever

possible, a kitchen to store meals, and high-speed internet.

Students are responsible for providing their own laptop and are expected to keep their equipment up-to-date and in working condition. Minimum requirements for laptops are listed above in the Computer Requirements section.

All instructional materials for coursework are provided to each student. Should additional learning materials be sought, students have access to volumes of video tutorials for studying through Coding Dojo's learning platform. Access to these materials is provided to each student upon enrollment and is available for use 24/7.

C. Software Development: Full-Time Schedule

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 watch the assigned videos and complete the assigned readings 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 approximately 30-45 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.

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 and Career Talks

Coding Dojo may occasionally host visitors from the tech community to share their experience or Career Service Managers to offer career advice to students. 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

Access to Course Materials

After formal instruction for the day has concluded, 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 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 the above session 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 (see TA Hours section for more information).

D. Software Development, Part-Time Program Schedules

Students in the **Software Development Online Part-Time** programs are given various mediums to learn software development subject matter.

Discussion topics are delivered one or more times per week on the learning platform which are meant to expand a student's learning by researching an applicable topic and responding in short-answer format.

Lectures are given one or more times per week, live over video-conferencing software. All lectures are recorded and deliver concepts the student will need to complete 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. Students are also equipped with a checklist, cohort communication tool, access to code reviews, and access to online teaching assistants (see TA Hours section for more information).

E. Data Science, Data Analytics & Visualization, Data Science & Machine Learning, Cybersecurity, and UI/UX Design, Part-Time Program Schedules

Students in the **Data Science, Data Analytics & Visualization, Data Science & Machine Learning, Cybersecurity, and UI/UX Design** programs are given various mediums to learn the respective subject matter.

Students will be required to attend live lectures twice a week, held at 6:00pm MT on either a Monday/Wednesday or Tuesday/Thursday schedule. All lectures are live over video-conferencing software. Lectures are recorded and deliver concepts the student will need to complete 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. Students are also equipped with a checklist, cohort communication tool, access to code reviews, and access to online teaching assistants (see TA Hours section for more information).

F. TA Hours

Teaching Assistants are provided throughout the program at various times during either the week or the weekend to help answer questions, provide assignment feedback, or other subject matter help. Please see the assigned course overview for specific dates and times of TA availability for the program of choice. Below are general guidelines of TA availability.

TA Support for Full-Time Programs

Software Development Onsite Full-Time Program (not currently offered): Students have TA support Monday - Friday while class is in session.

Software Development Online Full-Time Program: Students have TA support available Monday - Friday while class is in session.

TA Support for Part-Time Programs

Students have TA support available during the week and limited hours on weekends when classes are in session.

Additional hours may be available but not guaranteed.

G. Holidays

The school observes and honors the following holidays:

1. New Year's Day (if this falls on a weekend day, the school will observe the Federally designated holiday)
2. Martin Luther King Jr. Day (third Monday in January)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4th or as observed federally for the calendar year)
5. Labor Day (First Monday in September)
6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving
8. Christmas Eve (if on a Saturday, the holiday time off will be the Friday before, if day falls on a Sunday, the holiday time will be the Tuesday after Christmas)
9. Christmas Day (if this falls on a weekend day, the school will observe the Federally designated holiday)

These dates are taken into consideration prior to class starting, and any make up classes necessary are already incorporated into the schedule.

H. Inclement Weather Policy - Onsite Only

Campus staff or Instruction will notify students of campus closings during inclement weather. Generally, campuses follow state and local closures, but it is the responsibility of the student to confirm closures with campus staff. Instructors may choose to reschedule missed lectures with advance notice to students.

8. Attendance Policies

A. Software Development Onsite Full-Time Attendance Policy (Not Currently Offered)

Daily attendance is taken three times a day by Coding Dojo instructional staff: once during morning algorithms, once during lecture, and once in the afternoon.

Students are required to be present for a **minimum of 70%** of class for each course.

If a student has more than 30% absence for a course, the student will need to attend make-up sessions before the end of the course to raise attendance to at or above 70%. Absences exceeding 30% at the end of a course will require a retake or otherwise the student will be dismissed from the program.

A total of 30% absence in the Software Development Onsite Full-Time program is defined as the following:

- 1 week course³ - maximum of 1 days (8 hours) or 3 Sessions of absence
- 2 week course - maximum of 3 days (24 hours) or 9 Sessions of absence
- 3 week course – maximum of 4 days (32 hours) or 12 Sessions of absence
- 4 week course - maximum of 6 days (48 hours) or 18 Sessions of absence

NOTE: Any student who is absent for three (3) consecutive days (24 hours) without prior notice or response to outreach, will be reviewed for program dismissal.

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) by Coding Dojo instructional staff.

Effective for students starting on or after May 1, 2023: Students are required to be present for a **minimum of 70%** of class for each course.

If a student has more than 30% absence for a course, the student will need to attend make-up sessions before the end of the course to raise attendance to at or above

³ In the interest of both learning experience and the reality of force majeure and mitigating circumstances, 1 week courses in the full-time program(s) allow for 2 absences.

70%. Absences exceeding 30% at the end of a course will require a retake or otherwise the student will be dismissed from the program.

A total of 30% absence in the Software Development Online Full-Time program is defined as the following:

- 1 week course⁴ - maximum of 1 days (8 hours) or 3 Sessions of absence
- 2 week course - maximum of 3 days (24 hours) or 9 Sessions of absence
- 3 week course – maximum of 4 days (32 hours) or 12 Sessions of absence
- 4 week course - maximum of 6 days (48 hours) or 18 Sessions of absence

NOTE: Any student who is absent for three (3) consecutive days (24 hours) without prior notice or response to outreach, will be reviewed for program dismissal.

Effective for students who started prior to May 1, 2023, students are required to be present for a **minimum of 90%** of class course hours for each course.

- 1 week course⁵ - maximum of 1 days (8 hours) or 3 Sessions of absence
- 2 week course - maximum of 2 days (16 hours) or 6 Sessions of absence
- 3 week course – maximum of 3 days (24 hours) or 9 Sessions of absence
- 4 week course - maximum of 4 days (32 hours) or 12 Sessions of absence

NOTE: Any student who is absent for three (3) consecutive days (24 hours) without prior notice or response to outreach, will be reviewed for program dismissal.

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 absence for 1 session.

C. 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.

⁴ In the interest of both learning experience and the reality of force majeure and mitigating circumstances, 1 week courses in the full-time program(s) allow for 2 absences.

⁵ In the interest of both learning experience and the reality of force majeure and mitigating circumstances, 1 week courses in the full-time program(s) allow for 2 absences.

Questions are open for one (1) week from Monday 1:00 am MT through Monday 12:59 am MT. **Note:** In the final week of each program course, discussion questions are open from Monday 1:00 am MT through Friday 1:00 pm MT, to allow for final attendance processing.

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) consecutive assigned sessions, is considered **inactive**. In this instance, the student will be reviewed for program dismissal.

A student who has missed more than the maximum discussions noted below by the end of the course will be required to withdraw from the program.

Part-Time Accelerated Programs

- 2 week course⁶ - 2 maximum missed discussions
- 4 week course - 3 maximum missed discussions
- 8 week course - 6 maximum missed discussions

Part-Time Flex Program

- 2 week course³ - 1 maximum missed discussions
- 4 week course - 2 maximum missed discussions
- 8 week course - 3 maximum missed discussions
- 16 week course - 5 maximum missed discussions

D. Other Online Part-Time Programs 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.

Any student who is absent for two (2) consecutive lectures (a full 5 day week of lessons), without prior notice or response to outreach, will be reviewed for program dismissal.

- 3 and 4 week course - maximum of 2 days of absence
- 8 week course - maximum of 4 days of absence
- 10 and 11 week course - maximum of 6 days of absence

⁶ In the interest of both learning experience and the reality of force majeure and mitigating circumstances, 2 week courses in the part-time program(s) allow for 2 absences.

E. Attendance 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.

- Attendance Exemption: Student attendance during this period will be marked as excused but will not count against the normal excused limits for a course.

F. Holidays, Program, and Instruction Breaks

Coding Dojo observes holidays as aforementioned and also holds scheduled breaks during the course of the year for internal purposes. Scheduled holidays and breaks are not counted against a student's attendance record.

G. Retake Attendance Policy

Students who miss in excess of the maximum allowed absences will be required to either attend make-up sessions (as applicable by program) during the course or utilize a retake, if available. Students who do not make up excess absences and do not have retakes available will be reviewed for program dismissal.

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

H. Leave of Absence and Postponement

Due to the fast pace and short time span, extended leaves are disruptive to the curriculum style and can significantly hinder student success. Generally, if a student has a situation that requires them to miss more than the allotted absences, the student will be withdrawn from the program and any refunds will be processed. If the student decides to come back later and was previously in good standing, the student can enroll in the next available cohort. However, there are circumstances where a temporary leave from the program may be considered.

Communication is of utmost importance - please talk with instruction staff or your Student Experience Manager regarding options before making any decisions to temporarily leave the program. If a student falls under an abrupt change in circumstances, it is expected that the student will make a reasonable attempt to contact staff to at least notify of ongoing concerns, ideally within 72 hours of the change in circumstances if possible (email or phone call). Failure to communicate with staff may result in the student's dismissal from the program due to falling out of compliance with the attendance policy.

Leave of Absence requests and Postponement requests may be made by emailing support@codingdojo.com for assistance. Students are permitted one Leave of

Absence and one Postponement per program.

Leave of Absence

Students with proper supplementing documentation for extreme mitigating circumstances are permitted a leave of absence (LOA) period of up to eight (8) weeks. A student may utilize a leave of absence once per program. The LOA will extend from the last date of attendance, a maximum of eight (8) weeks, until the next start date of either the same course or the next course in sequence. Students who postpone following a void course request may start their postponement following the end of the voided course and at the start of the next available course.

Examples of circumstances that constitute a valid leave of absence 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)

Postponement

A student may postpone a course start once per program for up to four (4) weeks and will need documentation for Force Majeure or Mitigating Circumstances, accepted as a signed document or signed written statement from the student. A student may utilize a postponement once per program. The postponement will extend from the last date of attendance, a maximum of four (4) weeks, until the next start date of either the same course or the next course in sequence. Students who postpone following a void course request may start their postponement following the end of the voided course and at the start of the next available course.

Mitigating circumstances are defined as any serious circumstances beyond a student's control which may have adversely affected academic performance.

Examples include but are not limited to:

- serious illness or sudden deterioration of chronic illness for the student (may require documentation)
- serious illness of a close friend or relative
- death of a close friend or relative
- extreme family situations leading to stress
- extreme financial circumstances leading to stress (e.g., loss of job)
- US Visa problems or change in immigration status
- Technical difficulties (e.g., broken computer)

Examples that do **not** constitute as mitigating circumstances include but are not

limited to:

- Moving house (unless the student is evicted)
- Vacations, weddings, or other planned events or appointments (see excused absence policy)
- Common illnesses - such as colds, flus, stomach bugs - that normally would fall under the absence threshold, unless illness reaches level of seriousness as outlined above
- Poor practice (e.g., no back up of electronic documents)
- Criminal conviction
- Being unaware of the dates/ times of submission deadlines or examination(s)
- Not being aware of the Attendance Policy, Academic Policy, or Code of Conduct

If the affected course meets all the requirements to be voided, students going on a leave of absence or a postponement will have the affected course automatically voided unless explicitly requested otherwise.

I. Program Pause

A student's program is considered to be "paused" if the student is available to attend classes, but the specific class or course 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 course start dates
- the closest available course 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 (e.g., a student's program cannot be paused to take courses in a certain order of preference). Program pauses cannot be used in lieu of or to gain additional weeks in a postponement or leave of absence.

All instances of program pauses will be reviewed case-by-case by the Student Experience Team 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 course start date. Further extension may require postponement or leave of absence.

J. Student Housing

Coding Dojo does not offer student housing assistance, assume responsibility for

student housing, and does not have dormitory facilities under its control.

9. Academic Policies

A. Academic Status Cadence

Onsite and Full-Time Online Software Development Programs - Student progress will be reviewed each Monday of a course, with the exceptions of the first Monday of a course and at the completion of the course. Formal academic progress is not taken at any 1-week course (e.g., Programming Basics) given the nature of the short course, but instead student attendance and engagement will be reviewed the Wednesday of the 1-week course 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 course and continuing on each alternating Monday in the course (checks every two weeks), and at the completion of the course. Formal academic progress is not taken at any 2-week course (e.g. Programming Basics) given the nature of the short course, but instead student attendance and engagement will be reviewed on Monday week 2 of the course to ensure student participation.

Data Science Online Part-Time Programs - Student progress will be reviewed halfway through a course - which typically is Monday of the third week of a course - and at the completion of the course.

Data Analytics & Visualization and Data Science & Machine Learning Programs - Student progress will be reviewed halfway through a course - which typically is Monday of the third week of a course - and at the completion of the course.

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 course and continuing on each alternating Tuesday in the course (checks every two weeks), and at the completion of the course.

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 course, 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 course check only as completion of all core assignments less one (1) core assignment (e.g., a student completing a course with 8 core assignments will be considered in good standing if 7 of 8 core assignments are completed by end of course)

- 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 instructors 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 assignment completion at each progress checkpoint and/or at the end of each course.

- Students in 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 assignment completion at each progress checkpoint and/or at the end of each course.

- Students in 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 MT 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 MT 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. Belt Exam Eligibility Policy

All Full-Time Programs

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 course 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.

All Part-Time Programs

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).

D. Assignment Make-up Policy

Students are required to complete 90% core assignments (or all core assignments less 1) during each course throughout the program. This is independent of student attendance or excused absences within a course.

Students who claim to miss submission of assignments due to technical issues need to email their instructor and Student Experience Manager before 11:59 pm MT Sunday (or before 1:00 pm MT Friday on the last week of the course) 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 course 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 course attempt is independently reviewed for program progress. Only the most recent attempt in a course is counted towards graduation requirements. (Note that partial retakes for the Part-Time Flex program is the only exception, see Section 6C).

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

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

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

E. Incomplete Policy

An Incomplete (I) course status is a temporary extension which allows a Coding Dojo student two (2) calendar days from the end of a course to submit unfulfilled

coursework requirements. An Incomplete (I) mark is intended to support students who experience extenuating circumstances that are outside of their control or which are otherwise unforeseeable. Incomplete (I) marks are not intended for students who have fallen behind in their coursework and request an extension past the last date of the course solely to submit coursework.

To receive an Incomplete (I) mark, the student must petition the course Instructor or Student Experience Manager in writing. The period to request an Incomplete (I) mark begins on the first day of the final week and must be submitted three days before the course end date.

A student may experience certain life events or other pressing commitments that may result in the need for an Incomplete (I) extension. In all instances, Coding Dojo encourages the student to work closely with his/her instructor to meet the course requirements while balancing professional and personal obligations.

At the time of the petition, the Instructor and Student Experience Manager must determine:

If the student experienced circumstances contributing to the need for an Incomplete (I) extension, or if there were unforeseen, extenuating, or extreme circumstance(s) experienced by the student (as stated in the student's petition)

Examples of extenuating or extreme circumstances would be, but are not limited to:

Loss of home
Medical conditions, injuries, hospital stays, and medical emergencies
Natural disasters
Loss of family members
Family emergencies or care for a family member
Military commitments

The Instructor and Student Experience Manager must approve or deny the petition in writing to the student within three business days of receiving the student's petition, but no later than the last day of class.

F. 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 progress⁷.

⁷ Formal academic progress is not taken at any 1-week course in FT programs or 2-week courses in PT programs (e.g., Programming Basics) given the nature of the short course, but instead student attendance and engagement will be reviewed the Wednesday of the 1-week course to ensure student participation.

- Submission of invalid assignments, including but not limited to:
 - Empty assignment submissions
 - Unrelated submissions (e.g., Cat Pictures)
 - Assignments that are missing greater than 50% of required elements (e.g., 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 one-on-one meeting with the instructor to review progress and understanding of course material.
- Attend all scheduled appointments with Coding Dojo staff

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 course. Students who fail to reach satisfactory progress by the end of the course will be placed under academic review to determine the course of action, which may include:

- Retake of course
- Withdrawal from program
- Program transfer

G. Academic Probation

A student may be determined to be under Academic Probation given any of the following:

- Falling at or below 59% of core assignment completion, as determined through regular review of student progress⁸.
- 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

Students who are placed under academic probation are required to do the following until the student is determined to be making Marginal Progress:

⁸ Formal academic progress is not taken at any 1-week course in FT programs or 2-week courses in PT programs (e.g., Programming Basics) given the nature of the short course, but instead student attendance and engagement will be reviewed the Wednesday of the 1-week course to ensure student participation.

- Contact their Student Experience Manager and current instructor to schedule regular updates on their academic progress.
- Schedule a one-one-one meeting with the instructor to review progress and understanding of course material.
- Attend all scheduled appointments with Coding Dojo staff
- Participate in all required class sessions, such as 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 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 course is active. Retroactive requests for past courses will not be considered. Probations associated with voided courses are automatically voided.

A student is allowed one (1) excused academic probation per course. 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 any of the 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 course. Students who fail to reach good standing by the end of the course will be placed under academic review to determine

- Retake of course
- 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.

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) 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 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 prorated policies based on their program Enrollment Agreement.

Students who are expelled are not eligible to reapply for a new or different program with Coding Dojo.

I. 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.

J. Withdrawal

A student will be withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution, in writing via mail or email, of the student's intent to withdraw.
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 Coding Dojo
- c. Absences in excess of maximum set forth by Coding Dojo
- d. Failure to meet financial obligations to Coding Dojo

The date of withdrawal is the date on which the student notifies the school in writing of their intent to withdraw. Students may obtain a withdrawal form from their Student Experience Manager. If no official written notification is given, the school determines the date the student has withdrawn based upon the 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 Experience 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.

K. Readmission

The below steps must be completed in addition to completing and signing a Withdrawal Form in order to begin the re-enrollment process for a new program. Once completed, students may join the next available cohort start date (enrollment cut-off dates and current, published tuition rates apply).

Student Withdrawal

Students who have completed the withdrawal process and electively withdrawn from a program may apply for re-enrollment at any time by speaking to an admissions advisor, after completing and signing a Withdrawal Form. If any pending prorated amounts due on the original program have been paid, students may begin the enrollment process to join the next available cohort start date (enrollment cut-off dates and 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 re-enrollment.

10. Graduation Requirements

A. Grading and Marking System

Belt Exams

Belt Exams are used to assess a student's progress during the program. These exams are timed in order to assess if a student is able to build an application within the allotted time frame.

Grades provided for Belt Exams are between 1-10. Students must earn a score of 8 or higher to pass the exam in the course.

10 - Mastery
8 - Proficient
Below 8 - Fail

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.

Criteria for Grading Belt Exams

1. Exams are submitted within the time allotments set by instruction.
 - a. Additional allotments may be made for students with approved accommodations.
2. Exams are graded against a rubric, wherein students are assessed on their level of proficiency against the exam criteria outlined in the exam directions provided to the students.

Belt Exams are mandatory for each student to assess the level of skills they have acquired during the program.

Students are allowed to retake the Belt Exam up to two (2) times if they fail on their initial attempt. All exam attempts must be started before the exam cut-off date, unless the student has pre-approved accommodations. A student must receive a Belt Exam score of 8.0 or higher to successfully pass the exam.

Assignments and Projects

Weekly, instructors assess the student's progress on the learning outcomes via an Assignment Review (sometimes called a Code Review in the software development programs), 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.

Completion and Certificate

Successful completion of the program results in the award of a Certificate dependent on the program. See Program Descriptions (Section 6) for more information.

Completion is based on program attendance, Belt Exam scores, and completion of assignments.

Program Attendance

- Students must meet the minimum attendance requirements as outlined under the Attendance Policies section for each program course.

Belt Exams

- Students must get an 8.0 (or 80%) or higher on the course's Belt Exam to progress to the next course.
- Students are permitted to retake an exam specific to their course up to two (2) times by course evaluation date.

Completion of Assignments

- Students must complete at least 90% or more of the course's core assignments
- Students must upload their assignments through the online learning platform.
- Assignments will be marked either "Pass" or "Fail".
- Incomplete and Invalid assignments will be marked "Fail"

Certificate Types

- Certificate of Achievement: a certificate in a program that awards credit

and can be applied to the CTU degree program indicated within the Coding Dojo program description (Section 6)

- Certificate of Completion: a certificate that indicates students completed the Coding Dojo program of study and have earned CTU credits for certain courses completed.
- Certificate of Recognition: a certificate that indicates a student completed the Coding Dojo program of study.

B. Evaluation for Graduation Eligibility

1. Progress Reports

Students will receive regular progress reports that communicate their attendance and progress in each course of the program under the Academic Policies previously outlined. A final review of the student's program progress will be completed at the end of the program to determine that the student is eligible for graduation.

2. Graduation Eligibility

To qualify for graduation, students must meet the following criteria:

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 80% 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 C), a maximum of 10% excused absences is allotted.
- Receive a White Belt in Programming Basics (8.0)
- Receive a Yellow Belt in Web Fundamentals (8.0)
- Receive a Red Belt (or better) in Python (8.0)
- Receive an 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)**
 - 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 White Belt in Programming Basics (8.0)
- Receive a Yellow Belt in Web Fundamentals (8.0)
- Receive an Orange Belt (or better) in each subsequent Full-Stack course of the program. (8.0)
- 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 course**
 - At or greater than 70% discussion questions in each course (80% required for courses 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 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)
- Completion of Projects & Algorithms

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 course**
 - 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 or projects

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 course**
 - 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 or projects
- Scheduled exams for CompTIA Security+ and CompTIA CySA+ before the last day of the affiliated course.

UI/UX Design Online Part-Time Program (Not Currently Offered)

- 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**
 - 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

* Alumni Pass eligibility will be revoked if the student fails to pay tuition in full within 6 months post-graduation date as expressed in section 4.B. Late Payments, or determined by an agreed upon payment schedule. Eligibility will be reinstated upon full payment of missing tuition.

**Eligible program course is a course that counts toward the program's completion. If a course is retaken, only the most recent attempt at the course is counted toward graduation requirements. Students are allowed to miss one core assignment or 10% of all core assignments in a class, whichever is less.

C. Certificate Review and Issuance

A final review of the student's program progress will be completed at the end of the program to determine if the student is eligible for graduation. Reviews are made in collaboration between instruction and student records departments and may take two to four (2-4) weeks for complete verification.

Upon final verification and approval, students will be issued certificate via Diplomasafe. Physical copies of certificates are not available at this time. Students can email records@codingdojo.com for questions surrounding certificates.

11. Career Services

Career Services is dedicated to providing quality career preparation and job readiness services; providing students with knowledge and skills necessary in order to navigate the job search process in the tech industry.

The Career Services team is here to support students throughout their bootcamp journey by offering personalized support, group workshops, and job search strategies and resources to help in the job search and career development. Support includes but is not limited to resume and cover letter reviews, mock interviews, networking and personal branding guidance, interview preparation, salary negotiation strategies, LinkedIn and GitHub tips, and more.

Although Coding Dojo has a great track record of helping students prepare for the job search, **Coding Dojo cannot guarantee employment, salary or career advancement.**

A. Requirements to Qualify for Career Services.

During enrollment, students will have the option to OPT-In or OPT-Out of Career Services. Students that initially Opt-Out will be directed to sign an OPT-Out contract agreement. There are potential opportunities for these opted-out students to opt back in during their training. Students can request to opt back in to career services by contacting the Career Services Department.

Students that Opt-In to Career Services will need to:

- Participate in all career services curriculum required, including any lectures and assignments. Absences, communicated in advance, should be discussed with the Career Services team to make accommodations for making up any missed assignments.
- Complete all the required assignments from the Career Services team to be able to move forward throughout each milestone. Students will get a list of milestones/assignments from Career Services throughout their training and post-graduation. Any necessary revisions requested by a Career Service Manager must be completed by the assigned due date.
- Remain active in their job search once their local Career Services team communicates that their LinkedIn, resume, GitHub profile and portfolio are approved for use, actively applying to at least 10 new positions every business day. This does not include jobs supplied through representation by a recruitment firm, but direct applications sent to prospective employers.
- Be involved in networking events focusing on tech, get themselves out

there, and be proactive and reach out to the Career Services team for additional support and advice.

Students are recommended to regularly communicate with their Career Services Manager regarding their job applications, interviews and updated status. The Career Services team has an open-door policy where students are welcome to utilize the Career Services Managers as much or as little as they desire.

These assignments are designed to help students achieve their career path goals. Failure to complete these assignments will not impact program grades or ability to graduate with a certificate.

By opting into Career Services, students acknowledge all requirements for participation in Career Services, and agree that their participation in Career Services will be terminated should the above requirements cease to be fulfilled.

Career Services also reserves the right to terminate student participation in the event of withdrawal or expulsion from a Coding Dojo program.

12. Record Retention and Transcript Request

Coding Dojo maintains a permanent record for each student for 50 years from the last date of the student's attendance. Records include a student's academic transcript, documents, and files containing student data about academic credits earned, courses completed, grades awarded, degrees or certificates awarded, and periods of attendance, and are maintained by the institution, except as provided by law.

An electronic PDF copy of a student's transcript and certificate is available to be emailed directly to the student upon request, free of charge. Requests should be sent to the Support Office and Custodian of Records at records@codingdojo.com.

Transcript copies may not be requested by anyone other than the Student unless Coding Dojo first receives written authorization from the Student.

13. Legal Notices

A. Cancellation and Refund Policy

If a student has not yet started their program, or if the student has no active progress in their program before the program start date, then the student may request a cancellation by reaching out to their admissions advisor or by emailing support@codingdojo.com. The student will be required to sign a Cancellation Form, which records important information and explains the refund policies. The form will be emailed to the student by a staff member and can be returned electronically.

Students who cancel this Agreement within seven (7) calendar days of signing or depositing, or program start, whichever is less will receive a full refund of all monies paid. Students who cancel after the seven (7) calendar day window will receive a refund of all monies paid, less a non-refundable deposit of \$99. Cancellation requests are valid up through the program start date, as long as the Student has not started training.

If a student electively wishes to withdraw from the program for any reason, the student must email support@codingdojo.com for assistance with this request. Any student that withdraws or is dismissed from the program will be required to sign a Withdrawal Form, which records important information and explains the refund policies. The form will be emailed to the student by a staff member and can be returned electronically.

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Prorated refunds are made for students who withdraw or are withdrawn from Coding Dojo if they have completed 50% or less of the program. All refunds are based on the amount due for the program at the time of withdrawal, not the amount the Student has actually paid. The date from which refunds will be determined is the date on which the student notifies the school in writing of their intent to withdraw. If no official written notification is given, the school determines the date the student has withdrawn based upon the last date of recorded attendance or completed assignment. All requests for withdrawal by the student must be made in writing to support@codingdojo.com. The student is responsible for paying any balance due. In the case of extenuating circumstances, Coding Dojo reserves the right to work directly with students on an individual basis to arrive at a tuition refund resolution.

All refunds must be paid within forty-five (45) calendar days of the student's official termination date.

Should a student desire to contest the prorated or refund calculated during the withdrawal process, the student has 14 days from the date the withdrawal form was

provided to the student to inform support@codingdojo.com and complete the requested documentation of the refund or prorated contest.

New Online Undergraduate Student

A new undergraduate student, defined as one entering Coding Dojo or an affiliated institution for the first time with less than 24 online college credits that is enrolled in a fully online program, may elect to withdraw from Coding Dojo at any time during the first 21 days of the program without incurring any tuition or fees by withdrawing from Coding Dojo in accordance with the requirements set forth in the catalog. Specifically, an eligible student intending to withdraw must submit a written notice that they are withdrawing from Coding Dojo to support@codingdojo.com. An eligible student is considered conditionally enrolled during this 21-day period.

Please reach out to an admissions advisor or support@codingdojo.com for any questions about the refund policy.

B. Student Code of Conduct

Coding Dojo is dedicated to providing a harassment-free educational experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion.

Onsite Campus Dress Code

Coding Dojo observes a dress code and grooming standards for students, staff, and instructors in order to create/encourage a focused learning environment. Coding Dojo bootcamps are built to help students prepare to pursue a career path in tech, which includes professional training and how to be prepared for a professional workplace.

- Shirts and tops should be appropriate for a professional setting;
- Attire that shows undergarments is not permitted;
 - Excessively short shorts, dresses, skirts, or tops are not permitted;
- Attire with gang, drug, alcohol, or sexual paraphernalia, and/or other offensive designs or logos are not permitted;
- Dress/grooming violations will be at the reasonable discretion of the lead instructor's best judgment to determine appropriate/inappropriate attire and violations of dress code. Dress code policy will be strictly enforced;
- Corrective actions will be taken if the lead instructor determines that a student is in violation of dress/grooming standards;
- Repeated violations may result in expulsion from the program.

Campus Security

Coding Dojo strives to maintain a safe and secure atmosphere for the campus community. The School fosters an environment where diversity is celebrated, and where persons of all races, creeds, sexual orientations, religions and nationalities are

made welcome. The safety, security and rights of students and employees are of critical importance.

Although Coding Dojo does not currently have in-person campus programs running at this time, should it restart in-person programs at a campus it will act in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Campus Security/Clery Act). To comply with the Campus Security/Clery Act, Colorado Technical University, which Coding Dojo is a part of, publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years, if applicable. The annual security report is provided to all current students and employees. Students attending a physical campus may receive a copy of the most recent annual security report during regular business hours from the Student Services Office.

In addition to the annual security report, Coding Dojo maintains a log of all crimes committed and reported on its local campus. The crime log is available for public inspection during regular business hours at the Student Services Office. Coding Dojo will provide timely warning to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Coding Dojo reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Unauthorized Sharing of Learn Platform Content

Students acknowledge that Coding Dojo material content found in the Learn Platform which includes student-created materials and any other work product that is in relation to the student's progression in the program are subject to the following:

- Coding Dojo prohibits students from streaming or uploading any of the learning platform content and its recorded lectures to any social media websites or streaming platforms;
- Any intention to share recorded lectures or content must be reviewed and with written approval or consent by a duly authorized representative from Coding Dojo;
- Any violation thereof would be subject to a disciplinary review by a Coding Dojo-authorized representative

Technology Usage Policy

Coding Dojo students, faculty, and staff are advised to use proper social and professional etiquette when using Coding Dojo's technology resources and systems. Use of Coding Dojo's technology resources and systems and their related networks implies consent for monitoring of traffic that is necessary for smooth administration of these resources and systems.

Coding Dojo does not condone the use of inappropriate language or images when communicating to students, faculty, and staff. Coding Dojo's technology resources and systems must not be used to produce, view, store, replicate, distribute, display, or transmit harassing, obscene, or offensive materials. This includes but is not limited to, material from the Internet, screen savers, virtual background images, pseudonyms or any printed or online material. Any student who violates this policy is subject to the Coding Dojo Student Code of Conduct Policy and other related policies.

Coding Dojo technology resources and systems must not be used for any purposes that cause excessive strain (directly or indirectly) or unwarranted and unsolicited interference with the use of these technology resources and systems. Engaging in any use that would interfere with another student's, faculty's, or staff member's work or disruption of the intended use of the technology resources and systems is prohibited. Any passwords or other permissions granted to students, faculty, and staff for the use of technology resources and systems must be safeguarded and not be shared or disseminated.

Coding Dojo technology resources and systems should only be used to accomplish Coding Dojo-specific tasks, goals, and learning objectives. No other use is sanctioned by the school. Penalties for misuse of e-mail, Internet, or any other part of Coding Dojo's technology resources or systems are determined by the school Administration consistent with the Coding Dojo Student Code of Conduct Policy and other related policies.

Recording Policy

Online chat or classroom sessions may be recorded for use by enrolled students, including other students enrolled at Coding Dojo but not in the student's course section. Students who participate with their web camera engaged or utilize a profile image are consenting to have their video or image recorded. If students are unwilling to consent to have their profiles or video images recorded, they should keep their web camera off and not use a profile image. Likewise, students who un-mute during class and participate orally are consenting to have their voices recorded. If students are not willing to consent to have their voices recorded during class, they will need to keep their mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Falsification of Documents

Statements made and documents provided by potential or current students of Coding Dojo must be complete and accurate. Coding Dojo does not tolerate any falsification of documentation requested. If unexplained discrepancies appear between statements or documents provided to Coding Dojo and information obtained otherwise, other than in the case of misspellings and other such inadvertent errors, Coding Dojo reserves the right to conduct its own investigation and applicants may be rejected for admission and enrolled students may be dismissed.

Sexual Misconduct – Sexual Harassment Policy Under Title IX

The Sexual Misconduct – Sexual Harassment Policy prohibits all forms of sexual harassment including: **quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, and stalking.**

Applicable Federal Law

This policy supplements the general policy statement set forth above and addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Policy Statement

As noted above, it is the policy of the School to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Administrators, faculty members, staff, students, contractors, guests, and other members of the School community who commit Sexual Harassment are subject to the full range of School discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (that is, termination or dismissal); physical restriction from School property; cancellation of contracts; and any combination of the same.

Sexual Misconduct - Sexual Harassment Policy Scope

This policy applies to Sexual Harassment that occurs within the University's Education Programs or Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the School community. Educational program includes physical locations and community events over which the institution exercises "substantial control over both the

respondent and the context in which the sexual misconduct occurs." This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the University's Education Programs or Activities including those outside of the United States; such sexual misconduct may be prohibited by the Student Conduct Policy if committed by a student, the Faculty Handbook if committed by a faculty member, or other University policies and standards if committed by an employee including but not limited to the No Fraternization with Students Policy outlined in the Employee Code of Business Conduct & Ethics.

Dismissing a Formal Complaint

The School must dismiss a formal complaint if: (a) the alleged victim is not a current or attempted participant in educational programs or activities; (b) the complaint does not allege sexual harassment in the School's education program or activities; (c) the complaint alleges sexual harassment outside of the U.S.; or (d) the alleged conduct would not constitute sexual harassment if proven.

The School may terminate the formal complaint process at any time during the investigation or hearing if: (a) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (b) the respondent is no longer enrolled or employed by the institution; or (c) the institution is prevented from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations therein.

If the above occurs, the institution will notify all parties in a timely manner as well as determine if other University policies such as those described under the Student Conduct, Faculty Handbook, or Employee Handbook may be appropriately implemented. In some circumstances, such as those where there is an ongoing threat to the campus community, the Title IX Coordinator may decide to pursue formal grievance processes against an alleged perpetrator even if the complainant withdraws their formal complaint.

Reporting Alleged Violations of this Policy

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

Title IX Coordinator

Jaimie Aister

Ombudsman

4435 North Chestnut Street

Colorado Springs, CO 80907

Tel: 224-293-5963

Fax: 847-586-7992

E-mail: JAister@colordotech.edu

The Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of Colorado Technical University and all of its campuses. This includes coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of this policy. Additional responsibilities include but are not limited to: contacting complainants and respondents to offer supportive measures and discuss proceedings, deciding emergency interim removals, advising parties of the adjudication process, and managing the appeals process.

Campus Specific Contacts

Campus Support Center

1750 E. Golf Road, Suite

Schaumburg, IL 60173

Tel: 847-585-2608

E-mail: CTUOnline_Title9Coordinator@coloradotech.edu

Colorado Springs

4435 North Chestnut Street

Colorado Springs, CO 80907

Tel: 719-590-6795

E-mail: CTUColoradoSprings_Title9Coordinator@coloradotech.edu

Denver South

3151 South Vaughn Way

Aurora, CO 80014

Tel: 303-632-2300

E-mail: CTUDenver_Title9Coordinator@coloradotech.edu

Coding Dojo also supports the use of confidential resources for all parties, for any reason including but not limited to crisis intervention, advocacy, assistance with legal and housing matters, as well as for sexual misconduct such as sexual harassment, domestic and dating violence, sexual assault, and stalking. Information shared with a confidential resource is not disclosed to any party outside of the resource with limited exceptions as defined by law. Coding Dojo employees who are confidential resources are not required to report sexual misconduct under this policy, however they may have an obligation to report some forms of criminal conduct to the Campus Security Authority or designee as well as to law enforcement officials. A person defined as a confidential resource may consult with the Title IX Coordinator or internal counsel to determine whether a reporting obligation exists.

To seek a confidential resource internal of the School, please contact ConfidentialReporting@coloradotech.edu. External opportunities for confidential reporting may be found on the School's website under the "[University Safety](#)" page.

Definitions of Conduct Prohibited Under this Policy

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (hostile environment).

Quid Pro Quo Sexual Harassment

Quid pro quo translates as "something for something." This type of harassment occurs when a person in authority, usually a supervisor or instructor, demands sexual favors in exchange for a job, promotion, grade, or other favorable treatment. In quid pro quo cases, the offense is directly linked to the individual's terms of employment or academic success, or forms the basis for employment or academic decisions affecting the individual. Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

Hostile Environment

Conduct on the basis of sex that is "unwelcome conduct determined by a reasonable person to be so significantly persistent, severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's [institution's] education program or activity." Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affecting one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

Sexual Assault

(1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- (a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- (c) The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- (d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- (e) At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or

(f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or

(g) The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or

(h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented. [C.R.S. 18-3-402](#)

(2) Sexual Assault on a Child: Any actor who knowingly subjects another not his or her spouse to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years other than the victim. [C.R.S. 18-3-405](#)

Sexual Offenses - Rape, Fondling, Incest, Statutory Rape

For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape.

Incest: Any person who knowingly marries, inflicts sexual penetration or sexual intrusion on, or subjects to sexual contact, as defined in section 18-3-401, an ancestor or descendant, including a natural child, child by adoption, or stepchild twenty-one years of age or older, a brother or sister of the whole or half blood, or an uncle, aunt, nephew, or niece of the whole blood commits incest, which is a class 4 felony. For the purpose of this section only, "descendant" includes a child by adoption and a stepchild, but only if the person is not legally married to the child by adoption or the stepchild. [C.R.S. 18-6-301](#)

The institution has determined, based on good-faith research, that Colorado law does not define the term sexual offenses. Therefore, the University utilizes the federal definition when investigating sexual harassment complaints.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. [34 CFR § 668.46](#)

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. [34 CFR § 668.46](#)

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. [34 CFR § 668.46](#)

Sexual Offenses - Other "Sexual Assault" Crimes

Other crimes under Colorado law that may be classified as "sexual assault" include the following:

Unlawful Sexual Contact - Any actor who knowingly subjects a victim to any sexual contact commits unlawful sexual contact if:

(a) The actor knows that the victim does not consent; or

- (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
 - (c) The victim is physically helpless and the actor knows that the victim is physically helpless and the victim has not consented; or
 - (d) The actor has substantially impaired the victim's power to appraise or control the victim's conduct by employing, without the victim's consent, any drug, intoxicant, or other means for the purpose of causing submission; or
 - (e) [Repealed]
 - (f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority, unless incident to a lawful search, to coerce the victim to submit; or
 - (g) The actor engages in treatment or examination of a victim for other than bona fide medical purposes or in a manner substantially inconsistent with reasonable medical practices. [C.R.S. 18-3-404](#)
- Unlawful Sexual Contact* - Any person who knowingly, with or without sexual contact, induces or coerces a child by any of the means set forth in section 18-3-402 to expose intimate parts or to engage in any sexual contact, intrusion, or penetration with another person, for the purpose of the actor's own sexual gratification, commits unlawful sexual contact. For the purposes of this subsection (1.5), the term "child" means any person under the age of eighteen years. [C.R.S. 18-3-404](#)

Domestic Violence

"Domestic violence" means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Domestic violence" also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

"Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or person who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time. [C.R.S. 18-6-800.3](#)

Stalking

(l) A person commits stalking if directly, or indirectly through another person, the person knowingly:

- (a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- (b) Makes a credible threat to another person and, in connection with that threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- (c) Repeatedly follows, approaches, contacts, places under surveillance, or

makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress. [C.R.S. 18-3-602](#)

Investigation and Grievance Procedures

The School is committed to undertaking prompt, thorough, impartial and fair investigations upon receiving formal notice or allegation of a complaint of sexual misconduct and/or sexual harassment. The School will make no determination regarding responsibility for the alleged conduct until the conclusion of the investigative and adjudicative process. From the initial investigation to final result, the School will treat all involved individuals with respect and sensitivity. Depending upon the nature of the alleged or suspected policy violation, the relevant School official (or their designee) will conduct an investigation either alone or with one or more other School officials as deemed appropriate by the School. Although the length of each investigation may vary depending on the totality of the circumstances, the School strives to complete each investigation within sixty (60) to ninety (90) days of the transmittal of the written notice of Formal Complaint.

The School will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint. Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the School will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The School will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

The School will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from one or more of the School's Education Programs or Activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the School may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process (see "Investigation" and "Adjudication").

For all other Respondents, including independent contractors and guests, the University retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Informal Resolution Process

Violations of the Sexual Misconduct Policy, including allegations of sexual harassment, may be resolved using an informal resolution process overseen by one or more School representatives if (i) the School determines, in its discretion, that such a process would be appropriate; and (ii) all parties provide their signed consent to participate. The parties to any such informal process will not be required to deal directly with one another without the School's involvement. Instead, one or more School representatives may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time by completing the appropriate paperwork provided by the Title IX Coordinator or designee. In these instances, the formal resolution process (described below) would commence. A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized. Informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

Formal Resolution Process

The formal resolution process applies (i) when any party so requests in connection with a matter that is eligible for informal resolution; and (ii) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual misconduct, as well as complaints of an employee violating this policy with a student). The Title IX Coordinator may also elect to use the formal resolution process in any matter when the University deems it appropriate, including when complaints are brought forward anonymously and/or the Title IX Coordinator has received reports of serious misconduct and not particular alleged victim wishes to sign a formal complaint. Formal complaints may be filed with the Title IX Coordinator in person, by mail, or by e-mail. This process applies to both students and University employees.

Standard for Determining Responsibility. The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a "preponderance of the evidence" standard. This standard is utilized in all investigations under Title IX for both students and employees.

- **Rights of Complainants and Accused Parties; Timing of Resolution.** The School shall provide all parties suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy.
 - The opportunity to speak on their own behalf.
 - The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
 - The opportunity to submit other evidence on their behalf as well as review any evidence offered by the other party in support of their position (to the greatest extent possible and consistent with FERPA or other applicable law), as well as timely and equal access to any other information that will be used during any informal or formal disciplinary proceedings. Evidence will be provided to the alternate party with a minimum of 10 days to review prior to a scheduled hearing.
 - The opportunity to review any additional information related to the outcome of the internal investigative proceedings.
 - The opportunity to be accompanied to any meeting or proceeding related to the University's resolution of an alleged or suspected violation of this policy by an advisor of their choice. The University will not limit the choice of advisor or presence for either the complainant or accused party. Should the complainant or accused party/parties not have an advisor to accompany the live hearing, one will be provided to them on behalf of the University.
 - Receive a copy of the Investigative Report with ability to review the document for a minimum of 10 days. The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
 - The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
 - The opportunity to appeal the outcome of the investigation for one of the following reasons: 1) a procedural irregularity that affected the outcome, 2) new evidence that was not reasonably available that could have affected the outcome, or 3) conflict of interest or bias by the institutional participants that affected the outcome.
 - Parties have the right to select an advisor of their choice during an investigation as well as to attend a live hearing for formal adjudication. While an advisor does not have to be an attorney, it can be if preferred. The role of an advisor is to provide support, strategic information, as well as to participate in the live hearing by conducting cross examination to the responding party. If either the

complainant(s) or reporting parties do not have an advisor, the institution will provide an advisor to them.

Sanctions; Corrective Actions

The range of potential sanctions/corrective actions that may be imposed are as follows:

Student sanctions may include but are not limited to: written or verbal apology; sexual assault, dating violence, domestic violence or stalking prevention education; verbal, written or final warning; no-contact order issued by the School; probation, suspension, and/or dismissal from the University.

Employee sanctions may include but are not limited to: verbal coaching; documented coaching; formal policy reminder; written warning; final written warning; termination of employment; administrative leave of absence; sexual assault, dating violence, domestic violence or stalking prevention education; training; and/or no-contact order issued by the School. *Note: Employees are also subject to all Employee Handbook, department, and workplace policies, including but not limited to the Code of Business Conduct & Ethics.*

Guests and other third party sanctions may include but are not limited to: removal from the School property; referral to law enforcement; requirement to complete prevention education training prior to resuming a relationship with the School; and/or termination of contractual or other arrangements.

The School may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order). The University will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). Under no circumstances will either party be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

Notification of Outcome

After the conclusion of the investigation, the School will provide written notification to the complainant and the accused of the outcome (i.e., whether a violation of this policy has occurred) within seven (7) calendar days after the conclusion of any hearing or proceeding unless the School determines that additional time is required. This notice shall be issued contemporaneously to both parties to the extent practicable. The School may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order). The School will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). In no event will the complainant in matters involving an alleged violation of the Sexual Misconduct - Sexual Harassment Policy Under Title IX be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

Right to Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affecting the outcomes;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, hearing council, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the appeals officer, who is identified and serves as the appeal officer for the formal case. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer should also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the University strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

Retaliation

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in "Reporting Sexual Harassment," and "Formal Complaint." Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the School's programs or activities; and (ii) is motivated in whole or in part by the individual's participation in the complaint process. Any acts of retaliation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. The School retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

Confidentiality

The School will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. The School will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeals records. Notwithstanding the foregoing, the School may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out the School's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding the School's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

Note that certain types of Sexual Harassment are considered crimes for which the School must disclose crime statistics in its Annual Security Report that is proved to the campus community and available to the public. These disclosures will be made without including personally identifying information.

Fabricated Allegations

Any allegations suspected to be fabricated for the purpose of harassing the accused party or disrupting the School's operations are subject to these investigation and grievance procedures and could result in disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. *Additional detail as it relates to equal opportunities for both parties, documentation (including the Investigative Report), access to evidence, and the adjudication process, live hearing and pre-live hearing meetings can be found via the full policy link [here](#).*

Minor Behavior Infractions

Students who show disruptive behavior in communication and actions but are not so disruptive as to warrant immediate expulsion review will be given a behavioral write-up and a warning for immediate improvement. Minor behavior infractions include but are not limited to rude or demeaning communication with instruction or staff; excessive unproductive communication when addressing questions or concerns; or other behavior identified as disruptive by instruction or staff but is not explicitly disrupting the learning environment of other students.

Any student who receives three write-ups for behavior concerns without corrective action will be under expulsion review.

Academic Dishonesty

Students who exhibit academic dishonesty; including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud may be expelled from the program immediately. Academic dishonesty includes the use of AI based programming assistants for the completion of assignments or exams.

Students found willfully destroying school property; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior may be dismissed and prohibited from re-enrollment in another program. Students dismissed due to academic dishonesty, disruptive and/or disrespectful conduct will not be readmitted to Coding Dojo in any future programs.

If a student is being harassed, notices that someone else is being harassed, or has any other concerns, please contact a member of the staff immediately or email support@codingdojo.com

Substance Abuse Policy

In compliance with the Drug-Free Workplace Act of 1988 (P.L. 101-690) and the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) Coding Dojo has taken steps to provide a drug-free environment. As a matter of policy, Coding Dojo prohibits the unlawful manufacture, possession, use, sale, dispensations, or distribution of controlled substances by students and employees on its property and at any school activity; supports the enforcement of Federal and state drug laws; prohibits the possession, use, and sale of alcoholic beverages by students and employees on its property and at any school activity; and supports the enforcement of state underage drinking laws. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Expulsion

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 exam

- Two or more times on Academic Probation due to Academic Dishonesty on assignments
- Any substance abuse policy violation

C. ADA Compliance and Accommodations

Coding Dojo is committed to providing a welcoming environment for all potential students. Applicants for admission to the School or current students requesting an accommodation must complete a Request for Accommodation and Student Authorization for Disclosure of Medical Information forms and have his or her health-care provider complete a Provider Certification of Disability and Recommendations for Accommodation form. Copies of these forms may be obtained from the ADA/504 Coordinator at accommodations@codingdojo.com. The School may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to accommodations@codingdojo.com. To enable the School to evaluate an individual's needs, engage in an interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, the School requests that individuals complete and submit the required forms and supporting documentation at least during the first week classes, or as soon as practicable under the circumstances.

The School will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation, the School's ADA/504 Coordinator, and faculty and administrators, as necessary. Except in unusual cases, the School will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination within three (3) weeks of his or her properly submitted request. In the event requested accommodations have been denied, the School's determination letter will inform the individual of the reason(s) and of his or her right to appeal the School's determination as set forth below. The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, any relevant communications (including notes of oral communications) between the individual and the School, the determination letter from the School to the individual, and the reason(s) for any denials. Any disagreements between an individual requesting accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the School's Grievance Procedures set forth below.

Reporting Alleged Violations of Anti-Discrimination

Alleged violations of the ADA/Section 504 Reasonable Accommodations Policy shall be reported to the office of the Colorado Technical University Provost, 1750 East Golf Road, Schaumburg, IL 60173.

D. Equal Opportunity

Coding Dojo, (hereinafter “the School”) does not discriminate, or tolerate discrimination against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state, or local law in matters of admissions or in any aspect of the educational programs or activities it offers.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual’s academic performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment.

Additional information regarding the School’s prohibitions against sex discrimination including sexual harassment, quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence and stalking as well as disability discrimination are set and in the policies below.

While the School is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Examples of discrimination and harassment may include (but are not limited to):

- Refusing to offer educational opportunities to someone because of the person’s protected status;
- Making a grading decision because of a person’s protected status;
- Jokes or epithets about another person’s protected status;
- Teasing or practical jokes directed at a person based on his or her protected status;
- The display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Student Religious Observance Accommodation

In support of the School’s mission to serve a diverse population, any student who, as a result of religious holidays or observances, is unable to attend class or submit assignments on a particular day(s) may be granted an accommodation to submit assignments at an alternative time.

Students must notify their instructor and send an email to support@codingdojo.com a minimum of at least one week before the religious holiday or observance allowing the instructor sufficient time to arrange for an appropriate reasonable accommodation. Students are responsible for completing assignments (without penalty) given during their absence, but instructors should grant the opportunity to make up work missed because of religious observance.

Accommodations involving extensions beyond the last day of class must adhere to the Incomplete Grade policy.

Possible religious accommodations may include:

- Rescheduling of an exam or giving a make-up exam for the student
- Altering the time of student's presentation
- Allowing extra-credit assignments to substitute for missed class work
- Arranging for an increased flexibility in assignment due dates

Student Grievances

Please note that this grievance procedure is intended for grievances concerning a student's recruitment, enrollment, attendance, financial assistance, career services assistance, or the educational process or other school matters. The student grievance procedure *does not* apply to student grievances regarding grades; academic dismissals; or verbal, physical, or visual harassment or discrimination, which are addressed in other sections of this catalog.

Students are strongly encouraged to utilize the School's grievance procedure as outlined below. For additional state and accreditor contact information for filing complaints, please see Appendix C.

This section describes the steps of Coding Dojo's Student Grievance Procedure, which is designed so that a student's grievance can be investigated and addressed promptly and without undue delay. In order to achieve that, it is strongly recommended that the student begin these steps at the first indication of a problem or concern.

Coding Dojo and the student agree to participate in good faith in this grievance procedure. Coding Dojo will receive all grievance information submitted by the student in strict confidence and Coding Dojo and the student agree to maintain confidentiality throughout the steps of the grievance procedure.

No reprisals of any kind will be taken by any party of interest or by any member of the school administration against any party involved. Coding Dojo will investigate all grievances fully and promptly.

The Grievance Procedure applies to ALL students whether attending classes via on-campus or online.

A student should refer to the “Agreement to Submit to Coding Dojo’s Grievance Procedure” section of his/her Enrollment Agreement for important terms and conditions regarding this grievance procedure and other rights. Nothing in the student’s Enrollment Agreement prevents him/her from presenting any grievance to an accrediting agency or government agency authorized to hear such grievance prior to submitting such matter under this grievance procedure.

Should a complaint/grievance arise, the following steps can be taken. If at any point the student is not satisfied with the result, proceed to the next step in the following order:

1. Make an appointment to discuss the matter with the instructor. Coding Dojo **strongly** encourages the student to resolve grievances through discussion with the appropriate instructor or staff member at the **first** indication of a problem or concern to speed the process to resolution. However, the student can have up to ten (10) business days of the occurrence to take this Step 1.
2. If Step 1 fails to yield a mutually agreeable resolution between the student and instructor, the student should document the concern in writing and make an appointment to discuss the matter with the Lead Instructor or Student Experience Manager by emailing support@codingdojo.com.
 - a. The formal written concern must state the issue and desired outcome, and should include a description of the actions taken to resolve the matter in Step 1. The description should be provided no later than ten (10) business days after receiving a response from Step 1. Coding Dojo will review the written statement and any supporting documentation, gather facts, and endeavor to provide a written response to the student within fourteen (14) business days.
3. If Step 2 fails to yield a mutually agreeable resolution, then the student may choose to file a formal grievance of the matter. If the student chooses to file a formal grievance, it is strongly recommended that the student files the grievance **upon receiving** the decision upon completion of Step 2, but no later than ten (10) business days after receiving the decision in Step 2.

E. Notification of Rights under FERPA with respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Coding Dojo receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Records Department Records@codingdojo.com. The written request should identify the record(s) the student wishes to inspect. The school official will make arrangements

for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Registrar (registrar@codingdojo.com), clearly identifying the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Coding Dojo discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Coding Dojo who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by Coding Dojo without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Coding Dojo to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Coding Dojo whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the

aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information” may be released at the school’s discretion. Coding Dojo has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student ID and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Registrar Office, or for students attending online, submit to Records@codingdojo.com within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

14. Personal Information

Any change of name, address, telephone number, email or other pertinent information must be reported to Instruction or Records as soon as possible.

Personal Information

The collection, use, and disclosure of personal information is governed by the Coding Dojo (the “School”) Privacy Policy. The School collects and maintains personal information for various purposes, such as to provide student educational services, support the School’s mission, educational goals, strategic planning, recordkeeping and continual assessment practices, complete transactions, comply with legal obligations, debt servicing or collections activities, and marketing and promotional activities. Please refer to the Coding Dojo Privacy Policy on the website (<https://www.codingdojo.com/privacy-policy>) for additional information about the School’s privacy practices including:

- Whom the School collects personal information from
- What categories of personal information School collects
- How the School collects personal information
- How the School uses personal information
- When personal information is shared with service providers and third parties
- What rights individuals have with regard to their personal information, including how to opt-out of marketing communications, control advertising cookies and tracking tools, make requests related to their personal information, and review state-specific privacy rights.

In addition, information about eligible students’ rights with respect to their education records is provided in the School’s FERPA policy.

Security of Personal Information

Coding Dojo has implemented reasonable security measures to protect against the loss, misuse, and alteration of personal information under our control. However, no data transmission over the Internet can be guaranteed to be completely secure. Individuals should always use caution when using the Internet and take care when disclosing personal information, including not sending personal information through insecure email, social networks, or other Internet channels. Privacy-related questions may be sent to privacymatters@coloradotech.edu.

15. Accreditation and Licensure

Coding Dojo is part of Colorado Technical University, which is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
complaints@hlcommission.org
<http://www.hlcommission.org/>

Colorado Technical University's authorization to award degrees has been granted by the State of Colorado, Department of Higher Education, Colorado Commission on Higher Education: 1600 Broadway, Suite 2200 Denver, CO80202. Main: (303) 862-3001 <https://highered.colorado.gov/filing-student-complaint>.

Appendix A - Governance

CEO - Richard Wang
President - Kiana Pan
VP of Marketing & Sales - Kyle Petzinger
VP of Content & Curriculum - Todd Enders
SVP of Instruction- Speros Misirlakis
Chief Learning Officer - Jessi Chartier
General Counsel - Joe Sutton
Director of PR & Communications - Luke Lappala
Director of Admissions - DaReasha Gesling
Director of Student Experience - Mario Quinteros
Director of Partnerships & Recruitment - Erika Underwood
Director of Career Services - Maribel Carrasco

For Colorado Technical University Administration, please see the CTU catalog, located here
(<https://coloradotech.smartcatalogiq.com/en/current/catalog/administration-faculty/administration/>).

Appendix B - Course Descriptions

A. Software Development Onsite Full-Time (Not Currently Offered)

Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Required courses (stacks)					
Programming Basics	1 week	15	25	40	30
Web Fundamentals	3 weeks	45	75	120	90
Python	4 weeks	60	100	160	120
Two of the following courses (stacks), depending on campus location:					
JavaScript	4 weeks	60	100	160	120
Java	4 weeks	60	100	160	120
C#/.NET Core	4 weeks	60	100	160	120
Total Required	16 weeks	240	400	640	480

*Please note that not all courses are available at all locations. Please check the course listing on the website to see which courses are being offered for a specific location.

The Software Development Onsite Full-Time Program is 16 weeks

The Software Development Onsite Full-Time Program is 16 weeks with express pre-approval from staff, and subject to the retake policy, students have a maximum time of 28 active weeks to complete the program, not including valid leave of absence, postponement, or void course. If a student is unable to complete the program within 28 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.

Programming Basics

Length: 1 week

40 Course Hours (15 Lecture, 25 Lab)

Prerequisite: None

Course Description

This course is designed to help students learn basic computer literacy skills, such as how to install and navigate basic programming tools. The course covers algorithmic thinking to make predictions of common programming components such as variables, arrays, conditionals, functions, and loops.

Learning Outcomes

- Demonstrate basic computer literacy.
- Write code including conditionals, functions, and loops involving collection data types within an IDE/Text Editor.
- Explain the most common data types/concepts in programming.

Web Fundamentals

Length: 3 weeks

120 Course Hours (45 Lecture, 75 Lab)

Prerequisite: Programming Basics

Course Description:

This course introduces students to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript. Students will write code for static web pages with JavaScript interactivity.

Learning Outcomes:

- Write HTML code for a webpage within an IDE.
- Write HTML and CSS code for webpage layouts and styling within an IDE.
- Write basic JavaScript code within an IDE.

Python

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals

Course Description:

This course introduces students to Python full-stack programming and associated technologies. This course is designed to familiarize students with the Python programming language, object-oriented programming and the request/response cycle. Students will also have experience using a modern framework (e.g. Flask) and structuring and manipulating a database (e.g. MySQL).

Learning Outcomes:

- Write Python code based on common programming and object-oriented programming concepts.
- Write code for Back-End Flask applications without the use of a Database.
- Translate basic data requirements into Entity Relationship Diagrams (ERDs)
- Write Flask and MySQL database query code for a full-stack application.
- Explain the Model-View-Controller (MVC) architecture.

JavaScript

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

Course Description

This course introduces students to the fundamentals of MongoDB, Express, React, and Node (MERN) programming. This course provides students with the opportunity to become familiar with JavaScript, as well as to build web applications using common industry technologies.

Note: the specificity of database, back-end frameworks, front-end framework, and server may change based on industry needs.

Learning Outcomes:

- Write JavaScript code for Front-End functionality.
- Write React code for interactive Single Page Applications.
- Write Node and Express code for Hypertext Transfer Protocol (HTTP) ready applications.
- Write MongoDB code for Data Persistence on the server.
- Write MERN stack code for a full client and server application.

Java

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

Course Description:

This course is designed to provide students with a base knowledge in procedural programming in Java, object-oriented programming, and Model-View-Controller (MVC) patterns using popular Java frameworks. Students will also write Java code for database (e.g. MySQL) manipulation.

Learning Outcomes:

- Write Java code based on common programming and object-oriented programming concepts.
- Write Java code for server-side rendering applications with back-end logic.
- Write MySQL code based on Java Persistence API (JPA).
- Write Java code for full-stack Model-View-Controller (MVC) applications.

C#/.NET Core

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

Course Description:

This course is designed to provide students with a base knowledge in the MVC framework .NET Core. Other topics explored include object-oriented programming and fundamentals with C#. Students also will write C# code for database (e.g., MySQL) manipulation.

Learning Outcomes:

- Write C# code based on common programming and object-oriented programming concepts.
- Write C# code for basic front-end/back-end .NET Core applications without the use of a database.
- Write C# code for basic front-end/back-end applications with .NET Core Model-View-Controller (MVC) patterns with a relational database.

B. Software Development Online Full-Time Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours	Quarter Credit Hours
Required courses (stacks)						
Programming Basics	1 week**	15	25	40	30	0
Web Fundamentals	3 weeks**	45	75	120	90	6
Python	4 weeks	60	100	160	120	6
JavaScript	4 weeks	60	100	160	120	6
Java or C# / .NET	4 weeks	60	100	160	120	6
Total Required	16 weeks	240	400	640	480	24

**Adjusted and/or added course shall take effect on February 2023.

The Software Development Online Full-Time Program is 16 weeks

Effective for programs starting May 1, 2023 and onward, this is a credit-bearing certificate program offered in conjunction with Colorado Technical University, which is accredited by the Higher Learning Commission.

<https://www.coloradotech.edu/about/accreditations>

Total Credit Hours: 24 quarter credit hours

With express pre-approval from staff, and subject to the retake policy, students have a maximum time of 28 active weeks to complete the program, not including valid leave of absence, postponement, or void course. If a student is unable to complete the program within 28 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.

Programming Basics

Length: 1 week

40 Course Hours (15 Lecture, 25 Lab)

Prerequisite: None

Course Description

This course is designed to help students learn basic computer literacy skills, such as how to install and navigate basic programming tools. The course covers algorithmic thinking to make predictions of common programming components such as variables, arrays, conditionals, functions, and loops.

Learning Outcomes:

- Demonstrate basic computer literacy.
- Write code including conditionals, functions, and loops involving collection data types within an IDE/Text Editor.
- Explain the most common data types/concepts in programming.

Web Fundamentals

Length: 3 weeks

120 Course Hours (45 Lecture, 75 Lab)

Prerequisite: Programming Basics

Course Description:

This course introduces students to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript. Students will write code for static web pages with JavaScript interactivity

Learning Outcomes:

- Write HTML code for a webpage within an IDE.
- Write HTML and CSS code for webpage layouts and styling within an IDE.
- Write basic JavaScript code within an IDE.

Python

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals

Course Description:

This course introduces students to Python full-stack programming and associated technologies. This course is designed to familiarize students with the Python programming language, object-oriented programming and the request/response cycle. Students will also have experience using a modern framework (e.g. Flask) and structuring and manipulating a database (e.g. MySQL).

Learning Outcomes:

- Write Python code based on common programming and object-oriented programming concepts.
- Write code for Back-End Flask applications without the use of a Database.
- Translate basic data requirements into Entity Relationship Diagrams (ERDs)
- Write Flask and MySQL database query code for a full-stack application.
- Explain the Model-View-Controller (MVC) architecture.

JavaScript

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

Course Description

This course introduces students to the fundamentals of MongoDB, Express, React, and Node (MERN) programming. This course provides students with the opportunity to become familiar with JavaScript, as well as to build web applications using common industry technologies.

Note: the specificity of database, back-end frameworks, front-end framework, and server may change based on industry needs of the location.

Learning Outcomes:

- Write JavaScript code for Front-End functionality.
- Write React code for interactive Single Page Applications.
- Write Node and Express code for Hypertext Transfer Protocol (HTTP) ready applications.
- Write MongoDB code for Data Persistence on the server.
- Write MERN stack code for a full client and server application.

Java

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

Course Description:

This course is designed to provide students with a base knowledge in procedural programming in Java, object-oriented programming, and Model-View-Controller (MVC) patterns using popular Java frameworks. Students will also write Java code for database(e.g. MySQL) manipulation.

Learning Outcomes:

- Write Java code based on common programming and object-oriented programming concepts.
- Write Java code for server-side rendering applications with back-end logic.
- Write MySQL code based on Java Persistence API (JPA).
- Write Java code for full-stack Model-View-Controller (MVC) applications.

C#/.NET Core

Length: 4 weeks

160 Course Hours (60 Lecture, 100 Lab)

Prerequisite: Web Fundamentals AND Python

Course Description:

This course is designed to provide students with a base knowledge in the MVC framework .NET Core. Other topics explored include object-oriented programming and fundamentals with C#. Students also will write C# code for database (e.g. MySQL) manipulation.

Learning Outcomes:

- Write C# code based on common programming and object-oriented programming concepts.
- Write C# code for basic front-end/back-end .NET Core applications without the use of a database.
- Write C# code for basic front-end/back-end applications with .NET Core Model-View-Controller (MVC) patterns with a relational database.

C. Software Development Online Part-Time Accelerated Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours	Quarter Credit Hours (for applicable programs)**
Required courses (stacks)						
Programming Basics	2 weeks***	4	56	60	15	0
Web Fundamentals	4 weeks	12	108	120	30	6
Python	8 weeks	24	216	240	60	6
Projects & Algorithms	4 weeks	12	108	120	20	6
Total	18 weeks	52	488	540	125	
Based on stack bundle selected, students can add the following courses (stacks)						
JavaScript	8 weeks	24	216	240	60	6
Java	8 weeks	24	216	240	60	6

Online Part-Time has the same program and course objectives, just over a longer period of time to allow for students to work at a more flexible pace.

*Please note that specific course offerings are subject to change due to industry needs, however the course offerings **will** be chosen from the listed courses.

**Quarter credit hours are only available to students who complete the Two Stack or Three Stack options and have a valid proof of high school graduation, GED or its equivalent on file.

***Adjusted and/or added course shall take effect as of March 2023.

The Software Development Online Part-Time Accelerated Program is 18 to 34 weeks, depending on the number of bundled courses.

Effective for programs starting May 1, 2023, the Online Part-Time Accelerated Two Stack (26 week) and Three Stack (34 week) programs are credit-bearing certificate programs offered in conjunction with Colorado Technical University, which is accredited by the Higher Learning Commission.

<https://www.coloradotech.edu/about/accreditations>

26 Week Total: 24 Quarter Credit Hours

34 Week Total: 30 Quarter Credit Hours

With express pre-approval from staff, and subject to the retake policy, students have a maximum time to complete the program, not including valid leave of absence, postponement, or void course. See below for a breakdown based on bundling options.

- One stack - 42 active weeks
- Two stacks - 50 active weeks
- Three stacks - 58 active weeks

A student may use up to three (3) 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.

Programming Basics

Length: 2 weeks

60 Course Hours (4 Lecture, 56 Lab)

Prerequisite: None

Course Description

This course is designed to help students learn basic computer literacy skills, such as how to install and navigate basic programming tools. The course covers algorithmic thinking to make predictions of common programming components such as variables, arrays, conditionals, functions, and loops.

Learning Outcomes:

- Demonstrate basic computer literacy.
- Write code including conditionals, functions, and loops involving collection data types within an IDE/Text Editor.
- Explain the most common data types/concepts in programming.

Web Fundamentals

Length: 4 weeks

Course Hours: 120 (12 lecture, 108 lab)

Prerequisite: Programming Basics

Course Description:

This course introduces students to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript. Students will write code for static web pages with JavaScript interactivity.

Learning Outcomes:

- Write HTML code for a webpage within an IDE.
- Write HTML and CSS code for webpage layouts and styling within an IDE.
- Write basic JavaScript code within an IDE.

Python

Length: 8 Weeks

Course Hours: 240 hours (24 lecture, 216 lab)

Prerequisite: Web Fundamentals

Course Description:

This course introduces students to Python full-stack programming and associated technologies. This course is designed to familiarize students with the Python programming language, object-oriented programming and the request/response cycle. Students will also have experience using a modern framework (e.g. Flask) and structuring and manipulating a database (e.g. MySQL).

Learning Outcomes:

- Write Python code based on common programming and object-oriented programming concepts.
- Write code for Back-End Flask applications without the use of a Database.
- Translate basic data requirements into Entity Relationship Diagrams (ERDs)
- Write Flask and MySQL database query code for a full-stack application.
- Explain the Model-View-Controller (MVC) architecture.

JavaScript

Length: 8 Weeks

Course Hours: 240 hours (24 lecture, 216 lab)

Prerequisite: Web Fundamentals

Course Description:

This course introduces students to the fundamentals of MongoDB, Express, React, and Node (MERN) programming. This course provides students with the opportunity to become familiar with JavaScript, as well as to build web applications using common industry technologies.

Learning Outcomes:

- Write JavaScript code for Front-End functionality.
- Write React code for interactive Single Page Applications.
- Write Node and Express code for Hypertext Transfer Protocol (HTTP) ready applications.
- Write MongoDB code for Data Persistence on the server.
- Write MERN stack code for a full client and server application

Java

Length: 8 Weeks

Course Hours: 240 hours (24 lecture, 216 lab)

Prerequisite: Web Fundamentals

Course Description:

This course is designed to provide students with a base knowledge in procedural programming in Java, object-oriented programming, and Model-View-Controller (MVC) patterns using popular Java frameworks. Students will also write Java code for database (e.g. MySQL) manipulation.

Learning Outcomes:

- Write Java code based on common programming and object-oriented programming concepts.
- Write Java code for server-side rendering applications with back-end logic.
- Write MySQL code based on Java Persistence API (JPA).
- Write Java code for full-stack Model-View-Controller (MVC) applications.

Projects & Algorithms

Length: 4 Weeks

Course Hours: 120 hours (12 lecture, 108 lab)

Course Description:

This course introduces students to basic data structures, sorting, and divide-and-conquer techniques. Additionally, this course is designed to provide students with a fundamental understanding of programming and problem-solving principles.

Learning Outcomes:

- Write basic data structures code for software development.
- Write code for sorting techniques with basic data structures.
- Write code for divide-and-conquer techniques, such as recursion.
- Write code for a client and server application with basic data structures, sorting, and divide-and-conquer techniques.

D. Software Development Online Part-Time Flex Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Required courses (stacks)					
Programming Basics	2 weeks**	4	16	20	10
Web Fundamentals	8 weeks	16	64	80	40
Python	16 weeks	32	128	160	80
Projects & Algorithms	4 weeks	8	32	40	20
Total	30 weeks	60	240	300	150

Online Flex has an abbreviated curriculum over a longer period of time to allow for students to work at a more flexible pace.

*Please note that specific course offerings are subject to change due to industry needs, however the course offerings **will** be chosen from the listed courses.

**Adjusted and/or added course shall take effect on March 2023.

The Software Development Online Part-Time Flex Program is 30 weeks.

With express pre-approval from staff, and subject to the retake policy, students have a maximum time of 78 active weeks to complete the program, not including valid leave of absence, postponement, or void course. A student may use up all retakes before hitting the 78 weeks permitted. If a student is unable to complete the program within the 78 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.

Due to program duration, students who prove competency prior to week nine of the 16-week course may be allowed to begin their retake on week nine (9). Competency will be determined as follows:

- Maintaining “Satisfactory Progress” or “Good Standing” by keeping a minimum of 90% core assignment completion at all formal program status checks for weeks 1-8 (final check on Monday week 9).
- Instructor grading of the week 8 core assignment for proficiency in week 1 through week 8 content.

Attendance and assignment tracking for cases of “partial” retakes will resume on the first day of their retake. Attendance and assignment completion for the first 8 weeks will carry over and count towards the total graduation requirements for the 16 week course.

Programming Basics

Length: 2 weeks

20 Course Hours (4 Lecture, 16 Lab)

Prerequisite: None

Course Description

This course is designed to help students learn basic computer literacy skills, such as how to install and navigate basic programming tools. The course covers algorithmic thinking to make predictions of common programming components such as variables, arrays, conditionals, functions, and loops.

Learning Outcomes

- Demonstrate basic computer literacy.
- Write code including conditionals, functions, and loops involving collection data types within an IDE/Text Editor.
- Explain the most common data types/concepts in programming.

Web Fundamentals

Length: 8 weeks

Course Hours: 80 hours (16 lecture, 64 lab)

Prerequisite: Programming Basics

Course Description:

This course introduces students to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript. Students will write code for static web pages with JavaScript interactivity.

Learning Outcomes:

- Write HTML code for a webpage within an IDE.
- Write HTML and CSS code for webpage layouts and styling within an IDE.
- Write basic JavaScript code within an IDE.

Python

Length: 16 weeks

Course Hours: 160 hours (32 lecture, 128 lab)

Prerequisite: Web Fundamentals

Course Description:

This subject introduces students to Python full-stack programming and associated technologies. This course is designed to familiarize students with the Python programming language, object-oriented programming and the request/response cycle. Students will also have experience using a modern framework (e.g. Flask) and structuring and manipulating a database (e.g. MySQL).

Learning Outcomes:

- Write Python code based on common programming and object-oriented programming concepts.
- Write code for Back-End Flask applications without the use of a Database.
- Translate basic data requirements into Entity Relationship Diagrams (ERDs)
- Write Flask and MySQL database query code for a full-stack application.
- Explain the Model-View-Controller (MVC) architecture.

Projects & Algorithms

Length: 4 Weeks

Course Hours: 40 hours (8 lecture, 32 lab)

Course Description:

This course introduces students to basic data structures, sorting, and divide-and-conquer techniques. Additionally, this course is designed to provide students with a fundamental understanding of programming and problem-solving principles.

Learning Outcomes:

- Write basic data structures code for software development.
- Write code for sorting techniques with basic data structures.
- Write code for divide-and-conquer techniques, such as recursion.
- Write code for a client and server application with basic data structures, sorting, and divide-and-conquer techniques.

E. Data Science Online Part-Time Course Descriptions and Objectives

Program Hour changes effective 4/21/23: Data Science 16 week program and 20 week program (No longer enrolling after June 2023).

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
<i>Required courses (stacks)</i>					
Data Science Fundamentals	4 weeks	12	68	80	n/a
Machine Learning	4 weeks	12	68	80	n/a
Advanced Machine Learning	4 weeks	12	68	80	n/a
Data Enrichment	4 weeks	12	68	80	n/a
Total	16 weeks	48	272	320	n/a
<i>Optionally, students can add the following course (stack)</i>					
Data Visualization	4 weeks	12	68	80	n/a

16 week program: 480 Course Hours (48 Lecture, 432 Lab) (change of program effective July 2023)

20 week program: 600 Course Hours (60 Lecture, 540 Lab) (discontinued effective July 2023)

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

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

A student may use up all three (3) 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.

Program of Study changes effective July 2023: Data Analytics & Visualization 16 week program

Data Science Fundamentals

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: None

Course Description:

This course introduces the basics of programming in Python such as lists, tuples, dictionaries, conditions, for-loops, and functions. Pandas will be introduced as a tool for loading, exploring, and manipulating data. Students will be taught the process of exploratory data analysis (EDA) with Python and will have the opportunity to reproduce visualizations using Pandas, Matplotlib, and Seaborn.

Learning Outcomes:

- Write Python code based on common programming concepts.
- Write code to load, explore, and manipulate data with Pandas.
- Demonstrate exploratory data analysis (EDA) of a dataset using Pandas.
- Reproduce visualizations using Pandas, Matplotlib, and Seaborn.

Introduction to Machine Learning

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Science Fundamentals

Course Description:

This course introduces students to supervised machine learning. Students will have the opportunity to pre-process data for machine learning algorithms. Scikit-Learn will be introduced as a popular tool for developing statistical models such as Linear Regression, Decision Trees, K-Nearest Neighbors, and Random Forest. Systematic optimization of model hyperparameters will be demonstrated with GridSearchCV, and students will have the opportunity to interpret statistical models using model explainers such as SHapley Additive exPlanations (SHAP).

Learning Outcomes:

- Write data pre-processing code for supervised machine learning with Scikit-Learn.
- Write code for statistical models including Linear Regression, Decision Tree, K-Nearest-Neighbors, Logistic Regression, and Random Forest models with Scikit-Learn.
- Write code for evaluation metrics appropriate for statistical models using Scikit-Learn.
- Outline the systematic optimization of model hyperparameters using GridSearchCV.
- Interpret statistical models using model explainers such as SHAP.

Advanced Machine Learning

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Introduction to Machine Learning

Course Description:

This course introduces students to the advanced applications of unsupervised machine learning including PCA (Principal Component Analysis) and dimensionality reduction, as well as to the fundamentals of querying data using SQL. It is designed to provide students with a conceptual understanding of neural networks and the vocabulary associated with these models. Students will be provided code to process and classify image data using convolutional neural networks (CNNs).

Learning Outcomes:

- Implement advanced concepts of unsupervised machine learning, such as dimensionality reduction technique and PCA
- Write queries to access data using SQL
- Apply basic deep learning techniques to develop and evaluate neural networks using Keras.

Data Enrichment

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Advanced Machine Learning

Course Description:

This course introduces students to the basic statistical concepts that are elemental to applying EDA (Exploratory Data Analysis). The steps of the ETL (Extract, Transform, and Load) process are explored as well as the basics of model assumptions and ERD (Entity Relationship Diagrams). Students will have the opportunity to write and interpret SQL queries.

Learning Outcomes:

- Apply basic statistical concepts to exploratory data analysis and hypothesis testing.
- Apply the process of extracting, transforming, and loading data.
- Select model assumptions appropriate for data sets and how to test those models.
- Analyze basic data requirements and construct Entity Relationship Diagrams (ERDs).
- Query in SQL to access and aggregate information.

Data Visualization

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Enrichment

Course Description:

In this course, students will be shown how to extract, visualize, and interpret importances for linear regression, logistic regression, and decision tree learning models. They will write Python code for implementing permutation_importance analysis with sklearn. Students will also be introduced to standard heuristics and common explanation tools for model interpretations including SHAP and LIME.

Learning Outcomes:

- Extract, visualize, and interpret model importances and coefficients of linear regression, decision tree, and logistic regression models.
- Interpret coefficients and importances for scaled/transformed features
- Implement permutation_importance analysis with sklearn
- Convert regression tasks into classification tasks shaped by stakeholder specifications
- Apply model explanation tools for global interpretations with SHAP
- Apply model explanation tools for local interpretations/explanations with LIME

F. Data Analytics & Visualization Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Required courses (stacks)					
Data Science Fundamentals	4 weeks	12	108	120	n/a
Introduction to Machine Learning	4 weeks	12	108	120	n/a
Data Enrichment	4 weeks	12	108	120	n/a
Data Visualization	4 weeks	12	108	120	n/a
Total	16 weeks	48	432	480	n/a

16 week program: 480 Course Hours (48 Lecture, 432 Lab)

*Please note that specific course offerings are subject to change due to industry demand, however the course offerings **will** be chosen from the listed courses.

The Data Analytics & Visualization Program is 16 weeks.

With express pre-approval from staff, and subject to the retake policy, students have a maximum time of 28 active weeks to complete the program, not including valid leave of absence, postponement, or void course. If a student is unable to complete the program within the 28 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.

Data Science Fundamentals

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: None

Course Description:

This course introduces the basics of programming in Python such as lists, tuples, dictionaries, conditions, for-loops, and functions. Pandas will be introduced as a tool for loading, exploring, and manipulating data. Students will be taught the process of exploratory data analysis (EDA) with Python and will have the opportunity to reproduce visualizations using Pandas, Matplotlib, and Seaborn.

Learning Outcomes:

- Write Python code based on common programming concepts.
- Write code to load, explore, and manipulate data with Pandas.
- Demonstrate exploratory data analysis (EDA) of a dataset using Pandas.
- Reproduce visualizations using Pandas, Matplotlib, and Seaborn.

Introduction to Machine Learning

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Science Fundamentals

Course Description:

This course introduces students to supervised machine learning. Students will have the opportunity to pre-process data for machine learning algorithms. Scikit-Learn will be introduced as a popular tool for developing statistical models such as Linear Regression, Decision Trees, K-Nearest Neighbors, and Random Forest. Systematic optimization of model hyperparameters will be demonstrated with GridSearchCV, and students will have the opportunity to interpret statistical models using model explainers such as SHapley Additive exPlanations (SHAP).

Learning Outcomes:

- Write data pre-processing code for supervised machine learning with Scikit-Learn.
- Write code for statistical models including Linear Regression, Decision Tree, K-Nearest-Neighbors, Logistic Regression, and Random Forest models with Scikit-Learn.
- Write code for evaluation metrics appropriate for statistical models using Scikit-Learn.
- Outline the systematic optimization of model hyperparameters using GridSearchCV.
- Interpret statistical models using model explainers such as SHAP.

Data Enrichment

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Introduction to Machine Learning

Course Description:

This course introduces students to the fundamentals of database architecture including data normalization and entity relationship diagrams in MySQL Workbench. The steps of the ETL (Extract, Transform, and Load) process are explored including acquiring and using developer credentials to access an API and interpreting JSON files. Students will be taught a methodical approach to hypothesis testing. Students will have the opportunity to write and interpret SQL queries using MySQL.

Learning Outcomes:

- Illustrate concepts of relational databases using an entity relationship diagram (ERD) in MySQL Workbench.
- Outline the process of extracting, transforming, and loading (ETL) data.
- Write code for hypothesis tests using SciPy and statsmodels.
- Write Structured Query Language (SQL) queries using MySQL.

Data Visualization

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Enrichment

Course Description:

In this course, students will be shown how to identify, preprocess, and resample a time series dataset. They will write Python code for developing and interpreting time series forecasts using ARIMA (Autoregression Integrated Moving Average) and SARIMA (Seasonal Autoregression Integrated Moving Average). Effective data analysis and visualization techniques will be explored in Tableau, and students will have the opportunity to create an interactive Tableau dashboard.

Learning Outcomes:

- Write Python code for time series analysis.
- Write code for developing and interpreting dynamic time series forecasts using ARIMA and SARIMA.
- Demonstrate capability of using Tableau for effective data analysis and visualization.
- Demonstrate capability of using Tableau for building interactive dashboards.

G. Data Science & Machine Learning Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Required courses (stacks)					
Data Science Fundamentals	4 weeks	12	108	120	n/a
Introduction to Machine Learning	4 weeks	12	108	120	n/a
Data Enrichment	4 weeks	12	108	120	n/a
Data Visualization	4 weeks	12	108	120	n/a
Intermediate Machine Learning	4 weeks	12	108	120	n/a
Advanced Machine Learning	4 weeks	12	108	120	n/a
Total	24 weeks	72	648	720	n/a

24 week program: 720 Course Hours (72 Lecture, 648 Lab)

*Please note that specific course offerings are subject to change due to industry needs, however the course offerings **will** be chosen from the listed courses.

With express pre-approval from staff, and subject to the retake policy, students have a maximum time of 36 active weeks to complete the program, not including valid leave of absence, postponement, or void course. If a student is unable to complete the program within the 36 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.

Data Science Fundamentals

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: None

Course Description:

This course introduces the basics of programming in Python such as lists, tuples, dictionaries, conditions, for-loops, and functions. Pandas will be introduced as a tool for loading, exploring, and manipulating data. Students will be taught the process of exploratory data analysis (EDA) with Python and will have the opportunity to reproduce visualizations using Pandas, Matplotlib, and Seaborn.

Learning Outcomes:

- Write Python code based on common programming concepts.
- Write code to load, explore, and manipulate data with Pandas.
- Demonstrate exploratory data analysis (EDA) of a dataset using Pandas.
- Reproduce visualizations using Pandas, Matplotlib, and Seaborn.

Introduction to Machine Learning

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Science Fundamentals

Course Description:

This course introduces students to supervised machine learning. Students will have the opportunity to pre-process data for machine learning algorithms. Scikit-Learn will be introduced as a popular tool for developing statistical models such as Linear Regression, Decision Trees, K-Nearest Neighbors, and Random Forest. Systematic optimization of model hyperparameters will be demonstrated with GridSearchCV, and students will have the opportunity to interpret statistical models using model explainers such as SHapley Additive exPlanations (SHAP).

Learning Outcomes:

- Write data pre-processing code for supervised machine learning with Scikit-Learn.
- Write code for statistical models including Linear Regression, Decision Tree, K-Nearest-Neighbors, Logistic Regression, and Random Forest models with Scikit-Learn.
- Write code for evaluation metrics appropriate for statistical models using Scikit-Learn.
- Outline the systematic optimization of model hyperparameters using GridSearchCV.
- Interpret statistical models using model explainers such as SHAP.

Data Enrichment

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Introduction to Machine Learning

Course Description:

This course introduces students to the fundamentals of database architecture including data normalization and entity relationship diagrams in MySQL Workbench. The steps of the ETL (Extract, Transform, and Load) process are explored including acquiring and using developer credentials to access an API and interpreting JSON files. Students will be taught a methodical approach to hypothesis testing. Students will have the opportunity to write and interpret SQL queries using MySQL.

Learning Outcomes:

- Illustrate concepts of relational databases using an entity relationship diagram (ERD) in MySQL Workbench.
- Outline the process of extracting, transforming, and loading (ETL) data.
- Write code for hypothesis tests using SciPy and statsmodels.
- Write Structured Query Language (SQL) queries using MySQL.

Data Visualization

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Enrichment

Course Description:

In this course, students will be shown how to identify, preprocess, and resample a time series dataset. They will write Python code for developing and interpreting time series forecasts using ARIMA (Autoregression Integrated Moving Average) and SARIMA (Seasonal Autoregression Integrated Moving Average). Effective data analysis and visualization techniques will be explored in Tableau, and students will have the opportunity to create an interactive Tableau dashboard.

Learning Outcomes:

- Write Python code for time series analysis.
- Write code for developing and interpreting dynamic time series forecasts using ARIMA and SARIMA.
- Demonstrate capability of using Tableau for effective data analysis and visualization.
- Demonstrate capability of using Tableau for building interactive dashboards.

Intermediate Machine Learning

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Data Visualization

Course Description:

This course introduces students to unsupervised learning including clustering and dimensionality reduction. It is designed to provide students with a conceptual understanding of neural networks and the vocabulary associated with these models. Students will be provided code to process and classify image data using convolutional neural networks (CNNs).

Learning Outcomes:

- Explain the difference between supervised models and unsupervised models.
- Interpret the Python code for dimensionality reduction and feature engineering techniques.
- Summarize the concepts associated with deep learning models in Keras.
- Write code for convolutional neural networks (CNNs) model based image data processing and classification.

Advanced Machine Learning

Length: 4 weeks

120 Course Hours (12 Lecture, 108 Lab)

Prerequisite: Intermediate Machine Learning

Course Description:

This course introduces students to natural language processing (NLP). Students will have the opportunity to outline the process of obtaining data from unstructured web sources. Students will also be introduced to the process of deploying a previously trained model to the cloud. Students will write code for recurrent neural networks (RNNs) based applications.

Learning Outcomes:

- Explain the concepts of natural language processing (NLP).
- Outline the process of obtaining data from unstructured web sources.
- Explain the process of deploying a previously trained model to the cloud.
- Write code for a recurrent neural networks (RNNs) based application.

H. Cybersecurity Online Part-Time Course Descriptions and Objectives

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Required courses (stacks)					
Cybersecurity Core	8 weeks	32	208	240	n/a
Cybersecurity Intermediate	8 weeks	32	208	240	n/a
Cybersecurity Professional	8 weeks	32	208	240	n/a
Total	24 weeks	96	624	720	n/a

720 Course Hours (96 Lecture, 624 Lab)

Prerequisites: Knowledge of Python; 1-3 years of IT experience recommended but not required. Entrance exam for admittance no longer required for the 11/30/21 cohort and forward.

*Please note that specific course offerings are subject to change due to industry needs, however the course offerings **will** be chosen from the listed courses.

The Cybersecurity Program is 24 weeks.

With express pre-approval from staff, and subject to the retake policy, students have a maximum time of 48 active weeks to complete the program, not including valid leave of absence, postponement, or void course. A student may use up all retakes before hitting the 48 weeks permitted. If a student is unable to complete the program within the 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.

Cybersecurity Core

Length: 8 Weeks

Course Hours: 240 (32 lecture, 208 lab)

Prerequisites: Pre-bootcamp (1 week)

Course Description: Students study the skills necessary to assist in the identification, assessment, and reporting of technology and information security risks. The program is also designed to provide 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 popular approaches to managing cybersecurity, including 'defense in depth' and the National Institute of Standards and Technology (NIST) Cybersecurity Framework. The Cybersecurity program includes instruction applicable towards the CompTIA Security+ certification exam through labs with sandboxed virtual machines, defensive and offensive cybersecurity, networking, and systems. Assignments span PC and server software, application, and code with a solid technical background in computer vulnerabilities, attack vectors, exploits, and mitigation controls.

Learning Outcomes:

- Apply cybersecurity operational tools to enable and support security operations center functioning.
- Apply required processes to respond to cybersecurity incidents.
- Implement cybersecurity policies, procedures, and user education.
- Perform assessments to determine system vulnerabilities.
- Assess threats by applying third-party intelligence.
- Determine user access controls.
- Reconstruct cybersecurity events while preserving evidence.
- Construct a disaster recovery and business continuity plan.

Cybersecurity Intermediate

Length: 8 Weeks

Course Hours: 240 (32 lecture, 208 lab)

Prerequisites: Cybersecurity Core

Course Description: Students study the skills necessary to assist in the identification, assessment, and reporting of technology and information security risks. The program is also designed to provide 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 popular approaches to managing cybersecurity, including 'defense in depth' and the National Institute of Standards and Technology (NIST) Cybersecurity Framework. The Cybersecurity program includes instruction applicable towards the CompTIA CySA+ certification exam. Through labs with sandboxed virtual machines, the course provides hands-on training on defensive 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.

Learning Outcomes:

- Apply required processes to respond to cybersecurity incidents.
- Implement cybersecurity policies, procedures, and user education.
- Perform risk analyses and recommend mitigation strategies.
- Perform assessments to determine system vulnerabilities.
- Assess threats by applying third-party intelligence.
- Apply ethical hacking techniques.
- Determine user access controls.
- Reconstruct cybersecurity events while preserving evidence.

Cybersecurity Professional

Length: 8 Weeks

Course Hours: 240 (32 lecture, 208 lab)

Prerequisites: Cybersecurity Intermediate

Course Description: Students study the skills necessary to assist in the identification, assessment, and reporting of technology and information security risks. The program is also designed to provide 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 popular approaches to ethical hacking. Through labs with sandboxed virtual machines, the course provides hands-on training in 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.

Learning Outcomes:

- Perform assessments to determine system vulnerabilities.
- Assess threats by applying third-party intelligence.
- Implement best practices for security design and implementation criteria.
- Apply ethical hacking techniques.
- Reconstruct cybersecurity events while preserving evidence.
- Apply required processes to respond to cybersecurity incidents.
- Implement cybersecurity policies, procedures, and user education.

I. UI/UX Design Online Part-Time Course Descriptions and Objectives (Not Currently Offered)

Course Title	Length	Lecture Hours	Lab Hours	Total Course Hours	Expected Outside Hours
Required courses (stacks)					
Design Proficiency	11 weeks	44	176	220	n/a
Client Phase	10 weeks	40	160	200	n/a
Career Phase	3 weeks	12	48	60	n/a
Total	24 weeks	96	384	480	n/a

480 Course Hours (96 Lecture, 432 Lab)

*Please note that specific course offerings are subject to change due to industry demand, however the course offerings **will** be chosen from the listed courses.

The UI/UX Online Part-Time Program is 24 weeks.

With express pre-approval from staff, and subject to the retake policy, students have a maximum time of 57 active weeks to complete the program, not including valid leave of absence, postponement, or void course. If a student is unable to complete the program within the 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.

Design Proficiency

Length: 11 Weeks

Course Hours: 220 (44 lecture, 176 lab)

Prerequisites: None

Course Description: This course is designed to help equip student with fundamental skills in user interface (UI) and user experience (UX) design. Through hands-on projects and theoretical lessons, participants will work to develop a solid foundation in UI/UX principles and practices. By the end of this course, students can acquire necessary skills and knowledge to tackle real-world UI/UX design challenges. This phase sets the stage for further exploration in the subsequent phases of this bootcamp, where students will engage with real clients to develop their potential career paths in UI/UX design.

This course covers a range of human-centered design concepts that include exploratory research, market evaluation, problem definition and ideation, concept testing, prototyping and iteration, and usability testing. Students will experience the full lifecycle of the design process, working to become familiar with visual research techniques, the translation of visual styles to design assets, and the creation of high-fidelity screen designs and prototypes. Throughout the program, effective communication and presentation skills will be emphasized to help students prepare to pursue a career path in UX/UI design.

Learning Outcomes:

- Apply project kickoff and team formation skills to initiate collaborative design projects effectively.
- Lead exploratory research, evaluate market conditions, and synthesize data to define clear objectives for UX/UI design projects.
- Create comprehensive research deliverables, including personas and identification of primary user problems, to inform the design process.
- Generate innovative ideas and concepts, conduct concept testing, and develop information architecture and site mapping for user-centered designs.
- Design and prototype UI elements, converge ideas through iteration, and conduct usability testing to ensure optimal user experiences.
- Communicate effectively through the presentation and delivery of user experience models, high-fidelity designs, and final UX deliverables.

Client Phase

Length: 10 Weeks

Course Hours: 200 (40 lecture, 160 lab)

Prerequisites: Design Proficiency

Course Description: This course builds upon the foundational skills learned in the Design Proficiency phase. This phase focuses on client-centered design projects, equipping students with critical real-world experience, preparing them to engage effectively with clients and deliver impactful UI/UX design solutions.

Throughout the course, students will evaluate client interactions, conduct interviews with stakeholders and subject matter experts, and assess client assets. They will develop research project plans, conduct user research with clients, and synthesize data to define project problems and create personas. Students will have the opportunity to gain experience in presenting UX findings, developing client concepts, and creating wireframes and prototypes for testing. Usability testing, iteration, and annotation of final wireframes is designed to help ensure quality of deliverables.

Learning Outcomes:

- Demonstrate the ability to gather requirements, set expectations, and build productive relationships with clients
- Conduct interviews with subject matter experts and stakeholders, applying effective communication and listening skills to gather valuable insights
- Evaluate client assets critically, analyzing existing materials and resources to inform the design process.
- Develop comprehensive research project plans, demonstrating proficiency in designing and executing user research activities with client users.
- Synthesize data collected from user research to define client project problems and create personas, ensuring a user-centered approach to design.
- Present UX findings to clients professionally, effectively communicating research insights and design recommendations to stakeholders.

Career Phase

Length: 3 Weeks

Course Hours: 60 (12 lecture, 48 lab)

Prerequisites: Client Phase

Course Description: This course is designed to support students in their transition from learning to real-world career readiness by focusing on essential career development skills and the creation of professional materials to showcase their UI/UX expertise.

In this course, students will work to develop their personal branding, including creating visually appealing resumes and crafting impactful personal statements. Students will work to acquire skills necessary to write compelling client case studies for their portfolios, showcasing their involvement in real-world projects from the Client and Design Proficiency phases. The Career Phase also provides guidance on the UX/UI interview process, helping students prepare with strategies to tackle design challenges commonly encountered during interviews. Additionally, students create a comprehensive and visually appealing portfolio, exploring various platforms and techniques for effectively presenting their work. Students who are successful in the program can graduate with a well-rounded skill set and the necessary materials to demonstrate their skills to potential employers.

Learning Outcomes:

- Develop a strong personal brand by creating visually appealing resumes, compelling personal statements, and an online presence.
- Demonstrate proficiency in writing client case studies, showcasing involvement in real-world projects, and effectively highlighting UI/UX design contributions.
- Prepare for UX/UI interviews by becoming familiar with design challenges commonly encountered during the interview process, showcasing problem-solving skills and design thinking.
- Create a professional portfolio that effectively showcases UI/UX work to present design projects to potential employers.

Appendix C - State Specific Policies and Procedures

A. Colorado

Notices

Colorado Technical University dba Coding Dojo is approved and regulated by the Colorado Commission on Higher Education.

Student Grievances

Students are encouraged to follow the grievance process outlined in Section 13 Part D of this catalog in case any complaints against the institution arise.

A student or any member of the public may file a complaint about this institution with the Colorado Higher Education Department by calling (303) 862-3001 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, <https://cdhe.colorado.gov/complaint-procedures>

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Department of Higher Education at:

Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
Main: (303) 862-3001
Fax: (303) 996-1329

B. California

California Student Tuition Recovery Fund

California Residents Only

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.'

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for

the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Faculty and Staff

Brenda Hungerford

Position: Senior Practice Leader

Campus: Online

Program of Instruction: Data Science Online Part-Time

Qualifications and Experience: Brenda has Ph.D. in Curriculum and Instruction and a Masters in Data Analytics. She has a Masters in Math, Science, and Technology, and a Bachelor's in Biological Science. She has over 15 years of experience teaching in STEM fields.

Chris Thompson

Position: Team Lead

Campus: Online

Program of Instruction: Software Development Online Full-Time and Software Development Onsite Full-Time

Qualifications and Experience: Chris Thompson served in the Navy for six years before attending Olympic College, majoring in Computer Engineering. He worked in medical technology as a field engineer then as a System Admin and in QA for medical software. His free time is spent playing computer games and in martial arts. Chris has a combined 4 years and 5 months of relevant development experience.

Edward Im

Position: Team Lead

Campus: San Jose CA, Burbank CA, and Online

Program of Instruction: Software Development Online Full-Time and Software Development Onsite Full-Time

Qualifications and Experience: Edward is a web developer and Coding Dojo alumni with more than a year of development experience located in Oakland, CA. With a background in education he puts into practice his passion for teaching by introducing new and complex concepts such that it can be understood by beginners as well as challenging them to further their software engineering skills. Currently holds AWS Cloud Practitioner certification. Edward has a combined 3 years and 11 months of relevant development experience.

James “Jim” Reeder

Position: Team Lead

Campus: Online

Program of Instruction: Software Development Online Full-Time and Software Development Onsite Full-Time

Qualifications and Experience: Jim first discovered a love for programming in the late 1990s in his high school computer lab. In college, he worked with data analytics in the physics lab and learned python. During his military service, Jim learned the power of databases and programming small utility applications to make day-to-day operations easier. After his military service, Jim joined the Coding Dojo as a student and became an instructor after completing the Bootcamp in 2020.

Josh Johnson

Position: Team Lead

Campus: Online

Program of Instruction: Data Science Online Part-Time

Qualifications and Experience: Josh holds a Master's in Teaching with over 15 years of work in instruction. He has professional certificates in programming, data science, and machine learning. In addition, he graduated from Flatiron Data Science Intensive bootcamp, where he worked as an instructor for their part-time online data science program before joining Coding Dojo.

Matthew Schiller

Position: Team Lead

Campus: Online

Program of Instruction: Cybersecurity Online Part-Time

Qualifications and Experience: Matthew is a statistics major from Diablo Valley College, he has been involved in IT for 5 years before he completed his Coding Dojo 3 Full Stack program. He worked as a TA and instructor in training for 6 months before excelling into an instructor position. Matthew has a combined 1 years and 4 months of relevant development experience in addition to a four year Bachelor's degree in Statistics

Reena Dangi

Position: Team Lead

Campus: Online

Program of Instruction: Software Development Online Part-Time Accelerated

Qualifications and Experience: Reena holds a PSM Professional Scrum Master certification, Project Management Certification by PMI, a Bachelors of Science and has been a developer for over 7 years. She is also experienced in teaching at Microsoft Teams volunteer program. She has been a great addition to the Coding Dojo Instruction team and brings a lot of experience. Reena has a combined 7 years of relevant development experience.

Zack Pieper

Position: Team Lead

Campus: Online

Program of Instruction: Software Development Online Part-Time Accelerated

Qualifications and Experience: With over seven years of retail experience and a background in education, Zach moved from Buffalo to Dallas in 2018 to sharpen his computer programming skills at Coding Dojo. Now, Zach combines his degrees in Education and Computer Information Systems with his Coding Dojo knowledge in order to support the dreams of others. Zach also enjoys ice skating and his Nintendo Switch. Zach has a combined 3 years and 5 months of relevant development experience in addition to four years of college in education and computer science.

Peter Marino

Position: Team Lead

Campus: Online

Program of Instruction: Software Development Online Part-time Accelerated and Accelerated

Qualifications and Experience: Peter is a Coding Dojo alumni recognized by staff as a stand-out student as a bootcamp participant. With a knack for problem-solving and the patient demeanor required for mentorship, the Coding Dojo brought Peter as a Teaching Assistant and now manages Teaching Assistants for the Part-time Accelerated and Flex programs.

Michael Taylor

Position: Director of Special Programs

Campus: San Jose CA, Burbank CA, and Online

Qualifications and Experience: Michael is a web developer and Coding Dojo alumni with one (1) year of development experience located in Chicago, IL. With a background in journalism and communication-focused roles, Michael specializes in communicating abstract coding concepts to true beginners. Michael attended Coding Dojo in Spring of 2019. Michael has a combined 2 years and 9 months of relevant development experience.

Anne Jurack

Position: Director of Software Development Programs

Campus: San Jose CA, Burbank CA, and Online

Program of instruction: Software Development Online Full-Time and Software Development Onsite Full-Time and Software Development Online Part-Time Accelerated and Flex

Qualifications and Experience: Anne started her development journey as a teaching assistant for digital multimedia design, where she discovered a passion for programming and instruction. She finished her BS in Interactive Media Development at DePaul University while doing full stack freelance and children's programming education. Before Coding Dojo, she worked for 3 years in a project-based development team helping create E-Learning modules, web applications, virtual reality experiences, and more. Anne's specialties include HTML, CSS, JavaScript, Python, and C#. Anne has a combined 8 years of relevant development experience.

Todd Enders

Position: VP of Content & Curriculum

Campus: San Jose CA, Burbank CA, and Online

Qualifications and Experience: Todd is a developer with ten (10) years experience in the field of programming. Todd graduated from University of Washington Seattle with a Bachelor of Science in Atmospheric Science where he studied object oriented programming and advanced mathematics. He went on to receive his Master of Science in Computing from Oxford Brookes University in Oxford, UK in 2015. Todd was selected as a student representative for the MSc Computing cohort while attending Oxford Brookes. He has worked with data and networking since he was a Field Tech for Earth Networks in 2007, and went on to intern with Ricardo-AEA where

he did MATLAB and GIS programming. Todd has a combined 5 years and 7 months of relevant development experience.

Speros Misirlakis

Position: SVP of Instruction

Campus: San Jose CA, Burbank CA, and Online Washington DC, Dallas TX, Tulsa OK, Boise ID, and Online

Qualifications and Experience: Speros has over 6 years of experience as a developer, scrum master and team leader. He received his BA in Business Administration from Northern Arizona University, M.B.A. with an emphasis in Finance from Grand Canyon University's Ken Blanchard College of Business, followed by graduating from Coding Dojos' 3 Full Stack program. He trained as a TA and Instructor in Training for 8 months before progressing into an Instructor role at Coding Dojo, followed by Head Instruction, and Head of Curriculum. Speros has a combined 6 years and 9 months of relevant development experience.

[Coding Dojo Instruction Staff 2023](#)

Appendix D - 2023 Class Schedules

Software Development Onsite Full-Time (14 week program) – Not Currently Offered	Start Dates	End Dates
January cohort	---	---
February cohort	---	---
March cohort	---	---
April cohort	---	---
May cohort	---	---
June cohort	---	---
July cohort	---	---
August cohort	---	---
September cohort	---	---
October cohort	---	---
November cohort	---	---
December cohort	---	---

Software Development Online Full-Time (14*/16 week program)	Start Dates	End Dates
January cohort	1/23/23*	4/28/23
February cohort	2/6/23	5/26/23
March cohort	3/6/23	6/30/23
April cohort	4/3/23	7/28/23
May cohort	5/1/23	8/25/23
June cohort	6/5/23	9/22/23
July cohort	7/3/23	10/20/23
August cohort	7/31/23	11/17/23
September cohort	8/28/23	12/22/23
October cohort	9/25/23	2/2/24
November cohort	10/23/23	3/1/24
December cohort	11/27/23	3/29/24

Software Development Online Part-Time Accelerated (16*/18 week program)	Start Dates	End Dates
January cohort	1/9/23*	4/28/23
February cohort	2/6/23*	5/26/23
March cohort	3/6/23*	6/30/23
	3/20/23	7/28/23
April cohort	4/17/23	8/25/23
May cohort	5/15/23	9/22/23
June cohort	6/19/23	10/20/23
July cohort	7/17/23	11/17/23
August cohort	8/14/23	12/22/23
September cohort	9/11/23	2/2/24
October cohort	10/9/23	3/1/24
November cohort	11/6/23	3/29/24
December cohort	12/11/23	4/26/24

Software Development Online Part-Time Accelerated (24*/26 week program)	Start Dates	End Dates
January cohort	1/9/23*	6/30/23
February cohort	2/6/23*	7/28/23
March cohort	3/6/23*	8/25/23
	3/20/23	9/22/23
April cohort	4/17/23	10/20/23
May cohort	5/15/23	11/17/23
June cohort	6/19/23	12/22/23
July cohort	7/17/23	2/2/24
August cohort	8/14/23	3/1/24
September cohort	9/11/23	3/29/24
October cohort	10/9/23	4/26/24
November cohort	11/6/23	5/24/24
December cohort	12/11/23	6/28/24

Software Development Online Part-Time Accelerated (32*/34 week program)	Start Dates	End Dates
January cohort	1/9/23*	8/25/23
February cohort	2/6/23*	9/22/23
March cohort	3/6/23*	10/20/23
	3/20/23	11/17/23
April cohort	4/17/23	12/22/23
May cohort	5/15/23	2/2/24
June cohort	6/19/23	3/1/24
July cohort	7/17/23	3/29/24
August cohort	8/14/23	4/26/24
September cohort	9/11/23	5/24/24
October cohort	10/9/23	6/28/24
November cohort	11/6/23	7/26/24
December cohort	12/11/23	8/23/24

Software Development Online Part-Time Flex (28*/30 week program)	Start Dates	End Dates
January cohort	1/9/23*	7/28/23
February cohort	2/6/23*	8/25/23
March cohort	3/6/23*	9/22/23
	3/20/23	10/20/23
April cohort	4/17/23	11/17/23
May cohort	5/15/23	12/22/23
June cohort	6/19/23	2/2/24
July cohort	7/17/23	3/1/24
August cohort	8/14/23	3/29/24
September cohort	9/11/23	4/26/24
October cohort	10/9/23	5/24/24
November cohort	11/6/23	6/28/24
December cohort	12/11/23	7/26/24

Data Science Online Part-Time (16 week program)	Start Dates	End Dates
January cohort	1/30/23	5/19/23
February cohort	2/27/23	6/23/23
March cohort	3/27/23	7/21/23
April cohort	04/24/23	08/18/23
May cohort	05/22/23	09/15/23
June cohort	06/26/23	10/13/23
July cohort	---	---
August cohort	---	---
September cohort	---	---
October cohort	---	---
November cohort	---	---
December cohort	---	---

Data Analytics & Visualization	Start Dates	End Dates
January cohort	---	---
February cohort	---	---
March cohort	---	---
April cohort	---	---
May cohort	---	---
June cohort	---	---
July cohort	07/24/23	11/10/23
August cohort	08/21/23	12/15/23
September cohort	09/18/23	01/26/24
October cohort	10/16/23	02/23/24
November cohort	11/13/23	03/22/24
December cohort	12/18/23	04/19/24

Data Science Online Part-Time (20 week program)	Start Dates	End Dates
January cohort	1/30/23	6/23/23

February cohort	2/27/23	7/21/23
March cohort	3/27/23	08/18/23
April cohort	04/24/23	09/15/23
May cohort	05/22/23	10/13/23
June cohort	06/26/23	11/10/23
July cohort	---	---
August cohort	---	---
September cohort	---	---
October cohort	---	---
November cohort	---	---
December cohort	---	---

Data Science & Machine Learning	Start Dates	End Dates
January cohort	---	---
February cohort	---	---
March cohort	---	---
April cohort	---	---
May cohort	---	---
June cohort	---	---
July cohort	07/24/23	12/15/23
August cohort	08/21/23	01/26/24
September cohort	09/18/23	02/23/24
October cohort	10/16/23	03/22/24
November cohort	11/13/23	04/19/24
December cohort	12/18/23	05/17/24

Cybersecurity Online Part-Time	Start Dates	End Dates
January cohort	1/30/23	7/21/23
February cohort	2/27/23	08/18/23
March cohort	3/27/23	09/15/23
April cohort	04/24/23	10/13/23
May cohort	05/22/23	11/10/23

June cohort	06/26/23	12/15/23
July cohort	07/24/23	01/26/24
August cohort	08/21/23	02/23/23
September cohort	09/18/23	03/22/24
October cohort	10/16/23	04/19/24
November cohort	11/13/23	05/17/24
December cohort	12/18/23	06/21/24

UI/UX Design Online Part-Time – Not currently offered	Start Dates	End Dates
January cohort	---	---
February cohort	---	---
March cohort	---	---
April cohort	---	---
May cohort	---	---
June cohort	---	---
July cohort	---	---
August cohort	---	---
September cohort	---	---
October cohort	---	---
November cohort	---	---
December cohort	---	---