devCodeCamp

School Catalog

devCodeCamp, INC.

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Volume 1

313 North Plankinton Avenue, Milwaukee, WI 53203
www.devcodecamp.com

devCodeCamp

Table of Contents

devCodeCamp

devCodeCamp

Mission Statement
devCodeCamp's mission is to offer focused, quality, short term programs to empower people with the latest technology skills.

About Us
devCodeCamp offers a unique, accelerated learning environment. Our programs provide relevant and in-demand skills for the 21st century.

devCodeCamp Contact Information

www.devcodecamp.com

Milwaukee Campus

Ward4 MKE
313 N Plankinton Ave., Suite 209
Milwaukee, WI 53203
Telephone: 414-533-0639
Email: hello@devcodecamp.com

Madison Campus

Starting Block
821 E. Washington
Madison, WI 53703
414-533-0639
Email: hello@devcodecamp.com

Company Ownership and Executive Management
devCodeCamp is owned by James Brent and is a Wisconsin-based corporation founded in 2015.

CEO/President   James Brent
Vice President Program Ops   Paul Jirovetz
Director of Business Development   Wendy Mirenda

State Approval
devCodeCamp is licensed by the Department of Safety of Professional Services.
https://dsps.wi.gov/pages/home.aspx

Description of Facilities and Equipment
Milwaukee Facilities devCodeCamp leases space at 313 N Plankinton Ave, Milwaukee, WI. The space is a total of approximately 3450 sq. ft. It contains 2 classrooms capable of holding 20 students each. There is 1 lab area and co-working space available to students. Students are required to bring their laptops.

Madison Facilities devCodeCamp leases space at 821 E. Washington Ave., Madison, WI. The space is approximately 1500 sq. ft. It contains 1 classrooms capable on the 4th floor is capable of holding 12 students. There is 1 lab area capable of holding 10 students within the 3rd floor innovation center.

Admission Requirements

In order to enroll students must:

- Attend a tour
- Have a personal interview conducted by an instructor of devCodeCamp. This may be done via Skype or telephone or in person.
- Have graduated High School or earned a G.E.D
- Be at least 18 years of age or have their legal guardians consent
- Can speak, read and write English
- Complete and pass the online Aptitude Quiz with a minimum score of 26.
- Complete a school application. There are no fees associated with the school application.
- Pass a background/reference check. Certain misdemeanors and felonies may prevent student admission. Applicants need to be aware that while a criminal history does not disqualify them for acceptance at devCodeCamp, depending on the offense, a criminal history may adversely affect employment opportunities and any criminal history may interfere with the ability to be placed. devCodeCamp does not guarantee placement to any student. Career Services will be made available to all graduates.
- The student is notified by the instructor of their acceptance to the program
- There is not a deadline for applying to the school as we start classes on a regular basis.
- We do not guarantee that a specific program will be open for enrollment unless the date is published on our website
- Late enrollments to a cohort that has already started are not accepted.
- Some previous computer experience is helpful, but not required. A basic understanding of computers and concepts, and familiarity with a mouse and keyboard are ideal. This is verified in the interview process.
- Accepted students have access to our free pre-course material available at https://devcodecamp.com/precourse. Students are encouraged but not required to complete this material.
- Students must have a laptop that meets at least the minimum computer hardware and Internet connection requirements as listed below:

	Minimum	Recommended
Processor	2nd Generation i5	Current Generation i5 Quad Core is strongly recommended
Operating System	Windows 7	Windows 10
Memory	8 GB of RAM	16 GB of RAM
Connection Speed DSL/Cable /Satellite	3 Mbps *Cellular connections or connections with a bandwidth cap are not suitable for our programs	7 Mbps or higher

devCodeCamp

The Admission Process

Criminal background and Enrollment Agreement must be completed. Upon signature of the Enrollment Agreement, the individual will be accepted as a student at devCodeCamp. Further notification will not be necessary upon acceptance into the program providing the student has met the other prerequisites listed under "Admission Requirements."

Advanced Standing

devCodeCamp does not offer any type of advanced standing, all students must complete the entire course. *Veteran's Addendum* - devCodeCamp will evaluate prior training and prior credit which may shorten the length of current study. However; based on the changing requirements of this field of study and our interest in successful outcomes of students in the program, prior credit is seldom granted. The school will deduct a pro-rata portion of tuition. The exact proration will be determined by the ratio of the number of days of instruction issued for prior credit to the total number of instructional days for the course.

Students with Special Needs Policy

The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination against the disabled and applies to all educational institutions. The focus of the provisions of this law is on integration and equality.

devCodeCamp is not allowed to make pre-admission inquiries about whether a student has any disabilities. Once the individual has met the school's admission standards, that individual will not be barred from attempting to complete a course of studies. Providing meaningful access to courses for disabled persons is not preferential treatment, it is aimed at providing equal opportunity. When a student's disability prevents him or her from fulfilling a course requirement through conventional procedures, thoughtful consideration will be given to alternatives, keeping in mind that academic standards must be maintained. Innovative and flexible solutions may include:

- For the classroom:
  - Extended assignment deadlines
  - Use of word processing equipment
  - Taped responses in class.

Faculty

devCodeCamp Instructors

Michael Terrill: University of Wisconsin Milwaukee, devCodeCamp – Milwaukee

Michael Heinisch: devCodeCamp – Milwaukee

Wade Carlson: Mississippi State University, The Firehouse Project – San Francisco, devCodeCamp - Milwaukee

Financial Aid

James Brent

Non-Discrimination Policy

devCodeCamp does not discriminate on the basis of race, color, national origin, sex, disability, or age in the administration of its educational policies, admissions policies, employment policies, or any other programs, activities, or policies.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

James Brent
313 N Plankinton Ave, Milwaukee, WI
jbrent@devcodecamp.com

Tuition & Fees

Total tuition costs for each program are below:

Web Development	$16,900
Software Development	$16,900
Mobile Application Development	$15,000

*Any materials that may be needed are included in the tuition listed above.
devCodeCamp does not accept installment payments. Tuition must be paid for, in full (or via loan commitments to the school), in order to begin attending classes. devCodeCamp does have partnerships with private lending institutions that we can refer you to.

At times grant offerings that are dedicated to a particular start date go unused. devCodeCamp reserves the right to carry them over to the next class and award them to applicants on a first come first serve basis regardless of the type of grant or requirements to qualify for a particular grant

devCodeCamp reserves the right to change or discontinue grants by cohort start dates - grants are applied equally to all cohort members - bottom line if you see it on this page and want to take advantage- do it now as we make no guarantees that any or all grants will be available to future cohorts

Methods of Payment

Student tuition and fees must be paid in full at the time of enrollment. The following methods may be utilized for payment: Cashier's check, money order, personal check, credit card, or a guarantee of payment through an approved loan.

Cancellation and Refund Policy

devCodeCamp's refund policy is in direct compliance with Wisconsin Administrative Code Chapter EAB 8. The Wisconsin Educational Approval Board has approved devCodeCamp as a school. For more information, the student may refer to his or her signed Enrollment Agreement.

In accordance with The Wisconsin Educational Approval Board (EAB 8.05) the school will issue refunds within 40 days of the effective date of withdrawal. Refunds are sent by devCodeCamp via the US Postal Service or by Certified Mail. If refund is sent via US Postal service it will be mailed within 35 days of the effective date of withdrawal. If sent via Certified Mail the school will issue refund within 40 days of effective date of withdrawal. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes without providing an explanation to the school regarding the inactivity for 5 consecutive days.

Cancellation/Full Refund:

A student will receive a full refund of all money paid if the student cancels within the three (3) business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by, or on behalf of, the school, or if the program of study is cancelled by the school. devCodeCamp will issue refunds within 10 business-days of cancellation.

Partial Refund:

A student who withdraws or is dismissed after the 3 business-day cancellation period, but before completing 60% of clock hours in the program, less any amounts owed by the student for the program.

Pro rata refund shall be determined as the number of clock hours (units) remaining after the last unit completed divided by the total number of clock hours in the program. Pro rata, refund is the resulting percent applied to the total tuition.

A $100 administrative (application) fee will be withheld from the students refund in the event that a student withdraws, devCodeCamp has no other fees outside of the tuition.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current academic period, unless a student withdraws due to mitigating circumstances, which directly prohibit pursuit of a program and is beyond the student's control.

Students should also refer to their enrollment agreement for charges and cost of tuition.

After Completing:

At Least	But Less Than	Refund Tuition
1 Unit/Class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%

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40%	50%	50%
50%	60%	40%
60.0+%	NO REFUND	

VETERANS REFUND POLICY

When a veteran or other eligible student enrolled in a non-accredited school fails or ceases to attend a class, withdraws from a class or is terminated for any reason before a class is completed, the school will refund a pro-rata portion of all tuition, fees, and other related charges for that class. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days for the course. An established registration fee (variously designated as an application fee, enrollment fee, or the like) in an amount not to exceed $10, need not be subject to proration. Where the established fee is more than $10, the amount in excess of $10 is subject to proration. In addition, pro rata refunds must be made within 40 days after the last class attended, or the effective date of the withdrawal or termination. (Authority: 38 CFR 21.4255)

Unofficial Withdrawals

Students who do not provide notification to devCodeCamp of their intent to withdraw are considered unofficial withdrawals after 5 consecutive days of nonattendance without an excused absence from the instructor. The withdrawal date for a student who ceases attendance at devCodeCamp is the last date of academic attendance or attendance at an academically related activity determined from devCodeCamp's attendance records.

Calendar and Scheduled Holidays

devCodeCamp has an open enrollment policy and new classes typically start every 6 weeks.

devCodeCamp observes the following holidays and will be closed on these holidays:
- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas Week

*If inclement weather or an emergency situation occurs, the student will be notified by their student email or Slack account.

devCodeCamp

Program Hours

Software Development Program Class hours are from 7am – 4pm Monday through Friday

There is a one hour lunch from 12:00pm to 1pm each day

Due to the nature of coding set break times may be disruptive to a student's thought process, students are permitted and encouraged to take a 15-minute break each Morning and Afternoon at a time of their choosing.

Office hours are from 4pm to 5pm. Students are encouraged to stay and work on projects during this time.

Web Development Program full time hours are from 7am – 12noon Monday through Friday.

Web Development Program part time hours are from 5:40pm – 9:00pm Tuesday, Wednesday and Thursday.

For the first 6 weeks of the part time Web Development Program students will be require to attend on Saturday from 10am – 2pm

Students from all programs are welcome on campus any time we are open.

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Programs of Study

Software Development (12 Weeks – 456 Hours)

The Software Development Program is an intensive, short term program that is intended to completely immerse students in software development. Students will learn to use HTML5 /CSS , Functional and OOP development, and concepts of software development that can be transferred to any language.

HTML & CSS (1 Week – 38 Hours)

The foundation of any website is HTML and the key to a good-looking site is effective use of CSS. This course covers HTML and CSS, the course includes a focus on HTML 5 to ensure that students have the skills they need for the future

After covering the fundamentals, students will be introduced to responsive design giving students the ability to create modern, elegant user interfaces.

Included in this week is an introduction to source control

Functional Language (2 Weeks – 76 Hours)

Functional programming is the paradigm that the most popular language in the world (JavaScript) uses. In this course you will learn the fundamentals of programming, such as Functions, Flow Control, Loops, and best practices.

Databases and SQL (1 Week – 38 Hours)

Databases are essential to modern development as a place to store and retrieve data for your applications. This course will teach you the fundamentals of database design and interactions

Object Oriented Programming Language (5 Weeks – 190 Hours)

OOP is one of the major programming paradigms and having knowledge of an OOP language is essential for a full stack developer. During this course students will develop several projects, learn important coding concepts, and will learn to use frameworks to develop web applications.

Group Capstone Project (1 Week 38 Hours)

Student will be divided into groups to conceive of, plan and design an application that solved a business problem. Students will submit user stories to instructors for approval.

Capstone Project (2 Weeks – 76 Hours)

Each student will work with instructors to conceive a solution to a business problem, develop user stories describing features of the solution, and then create an application that includes those features. Students are free to use any technology that will allow them to complete their project. Previous projects have included, a basic operating system, a bookmark collection sharing site with a supporting Chrome extension, E-commerce sites, and salon management software.

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Web Development Program (Full Time 12 Weeks/Part Time24 Weeks – 300 Hours) *THIS PROGRAM IS APPROVED BUT CURRENTLY NOT OFFERED*

This program prepares students for positions as junior developers. Graduates from this program will have multiple completed projects and an understanding of what it takes to be a web developer. Students will be learning both frontend and backend technologies in order to make them a full stack developer. The courses in this program build upon each other, knowledge learned in an earlier course will be practiced and used throughout the program.

Introduction to Web Development (Full Time 1 Week/Part Time 2 Weeks – 31 Hours)

The introduction to Web development lays the foundation for front end development by ramping up visual design and implementation skills. During this section, students will venture into HTML, CSS, and git. This course lays the foundation for everything to come.

Functional Programming Fundamentals (Full Time 1 Week/Part Time 2 Weeks – 31 Hours)

This course will teach students the core concepts of writing code, and functional programming as a programming paradigm. Students will learn to use Functions, Loops, Flow Control, and good design/naming practices.

Intermediate Programming (Full Time 1 1/2 Weeks/Part Time 3 Weeks – 42.5 Hours)

Students will learn to use objects and inheritance , as well as concepts such as Callbacks/Higher Order Functions.

API's and JSON (Full Time 1 Week/Part Time 2 Weeks – 23 Hours)

Students will learn about API's and how to use them to enhance their own projects. Most APIs return data in the JSON format, students will learn to parse JSON objects for use in their own applications.

Testing (Full Time ½ Week/Part Time 1 Week – 11.5 Hours)

Software testing is an integral part of the software development lifecycle. In this section students will learn to plan, document, and perform software testing. Both manual and automated testing will be introduced to students.

Frameworks (Full Time 4 Weeks/Part Time 8 weeks – 92 Hours)

JavaScript supports many Frameworks and Libraries, during this portion of the course students will learn how to use UI Libraries and Frameworks to make their applications dynamic and efficient. Students will also learn how to run JavaScript as a server-side application. Students will make projects using these Frameworks/Libraries.

Databases (Full Time 1 Week/Part Time 2 Weeks – 23 Hours)

Databases are essential to modern development as a place to store and retrieve data for your applications. This course will teach you the fundamentals of database design and interactions.

Group Capstone Project (Full Time 2 Weeks/Part Time 4-Weeks – 46 Hours)

The capstone project is where students get to flex their creativity and demonstrate all that they have learned in the program. Students pose a problem, make a plan, and implement a solution in the form of a web application. Students are required to utilize all the best practices and industry standards they have learned throughout the program

Mobile Application Development (600 Hours – 14 Weeks)
*This program is approved by the WI EAB but is not currently offered.

Software Piracy and Copyright Violations Policy

In order to enroll in any program at devCodeCamp, a student must agree to adhere to all software piracy and copyright laws.

Under no circumstances should any student copy, make available to copy, distribute copies or otherwise fail to fully respect the copyright of any deCodeCamp licensed software and/or software obtained as a result of devCodeCamp's relationship with any third-party vendor. This includes sharing any user ID's and/or passwords to obtain access to any live broadcast or on-demand content.

Peer to peer and distributed file sharing of copyrighted material such as music, movies, television shows, and software is copyright infringement and may be subject to civil and criminal penalties.

Institutional penalties for violating this policy or copyright laws include suspension and expulsion. A disciplinary hearing will be held to determine the exact penalty applied.

A summary of the penalties for violating federal copyright laws include:
- Up to $30,000 for each act of copyright infringement determined not to be willful.
- Up to $150,000 for each act of copyright infringement that is determined to be willful and criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Title 17, United States Code, Sections 504, 505. www.copyright.gov/help/faq

devCodeCamp Privacy Policy

Generally, information pertaining to a student record is not to be released to a third party without written or authorized electronic consent via a Release form, judicial order, or a lawfully issued subpoena.

Access to Education Records

To comply with students' rights to inspect and review their academic records by responding within 45 days from the time the school receives a written request to access their records. Students should submit their request to wendy@devcodecamp.com and specify the record or records the students wish to receive copies of or inspect. They can also send a hard copy request to wendy@devcodecamp.com .

Note: A student is defined as an individual who is or has been in attendance at an educational institution. Students with at least one positive attendance posted will be considered a student.

Education records are defined as all records, files, documents and materials containing information directly related to a student, and maintained by an educational institution. These records are kept at devCodeCamp a minimum of at least 6 years. Student transcripts are kept permanently.

Grading System

The grading policy is as follows:

Criteria	Percent of Total Grade
Presentations	10%
Assigned Course Work	20%
Course Exams	20%
Projects	50%

devCodeCamp will consider a student's status satisfactory if he or she achieves and maintains a grade point of 3.0 or higher. The following is the grading scale:

Total Points	Grade Point	Letter Grade
90 - 100	4.0	A
80 - 89	3.0	B
70 - 79	2.0	C
60 - 69	1.0	D
0 - 59	0.0	F

Student Grades

Students will receive grades and feedback for each project or exam as soon as they are grades, typically not more than a week after submission.

Students will also receive an update on their cumulative performance when they receive the grades for each project or exam.

Any student can request to receive to review or receive an update on their grades at any time during regular class from any instructor

In addition students will receive a progress update at 50% of course completion, this is a more formal review of grades and attendance with an instructor.

Student Progress System

devCodeCamp is committed to helping students excel in their classes. A part of this commitment is a determination to ensure that students take responsibility for their class work, participation, and homework. To that end devCodeCamp has established the following academic progress policy and timeline:

Academic Progress

devCodeCamp's Clock Hour programs are divided into two (2) grading periods. The first is at 50% of the program and the second is at the completion of the program.

The instructor will also review each student's progress and provide feedback to the student at the completion of each of each project or exam within the program

Academic progress is evaluated at the completion of each period. If a student is not meeting Academic progress after period one an instructor will schedule a meeting with the student in order to develop an action plan for regaining academic progress. This plan may include, but is not limited to, mandatory mentoring sessions, group work or additional homework. Mentoring sessions will be conducted by instructors and will happen outside of regularly scheduled class time. This will most likely be in the evening after class.

To maintain academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each grading period. Students are strongly advised that any missed hours will have a negative impact on their outcome.

In order to maintain academic progress, the student must have attained a 3.0 cumulative GPA by the end of the first grading period, and must maintain a minimum 3.0 cumulative GPA in order to receive a certificate of completion.

Students who withdraw from the program will receive a grade of I (Incomplete) in each class interrupted by the withdrawal. Students who withdraw will be removed from future scheduled courses and will not receive grades for those courses. All students regardless of graduation status are entitled to a copy of their transcript.

Students who complete their enrolled program without attaining all requirements will not receive a Certificate of Completion.

Requirements are:
- An attendance record of 90% or higher
- A cumulative GPA of 3.00 (80%) or higher
- A passing instructor approved capstone project
- Approved Resume
- Completion of technical interview and exam

devCodeCamp will notify a student via email, if he or she will not be receiving a certificate of completion due to unsatisfactory academic progress. This notification will take place within 10 business days of the determination being made that the student will not be able to graduate.

devCodeCamp does not place students on academic probation due to the short nature of our programing making it an ineffective tool to help students.

Attendance Policy

Students are required to maintain a 90% attendance in order to stay in good standing and receive a certificate of completion.   Students can make up missing attendance with the approval of their instructor.

Regular attendance and punctuality is required. Due to the intense nature of the program it is imperative to have near perfect attendance.

devCodeCamp does not distinguish between types of absences, any student that is not present regardless of the reason is marked as absent. If a student notifies us in advance of an absence, we may be able to reschedule class activities to lessen the impact of an absence.

Students will be considered "late" or "left early" if they arrive over 15 minutes late, or if they leave over 15 minutes before class/lab ends, this includes returning from lunch. A student that is late, or leaves early will not receive attendance credit for the half day. The hours missed are the sole responsibility of the student. Attendance taken each morning and recorded in our gradebook.

Work Make Up Policy

It is the sole responsibility of the student to meet with his/her instructor regarding any late or missing homework assignments, quizzes, or tests.

To receive credit for homework assignments, quizzes, or tests, students must submit all missed/incomplete work in a completed state prior to the start of the next consecutive course. If the student does not submit missing coursework during the appropriate timeframe, the student will receive a zero, unless the student made prior arrangements and received instructor approval. The instructor reserves the right to accept or decline any late or incomplete assignments, quizzes, or tests. If test and/or quizzes are not received by the date due, ten (10) points are deducted for every day missed. After one (1) week has passed, all late homework, tests, and quizzes are rejected and the student will receive a zero.

Make-ups or re-takes of quizzes, tests or end of grading period examinations are granted at the discretion of the instructor. It is the sole responsibility of the student to notify their instructor and provide proper documentation, with an appropriate explanation for missing any quiz, test, or end of grading period examination. Documentation will be accepted up to five (5) business days following a missed quiz, test, or end of grading period examination.

devCodeCamp will provide 6 weeks additional time to graduate for students that do not graduate on time for the Full Time Software Development Program only. Students must follow the procedures below:

1) We will have a set "office hour" at the end of each day where we will answer questions and review code if requested. Students are expected to utilize the space each day.

2) The student must be making satisfactory daily and weekly progress toward their graduation goals - this will be determined at the discretion of the instructor.

3) Instructors must check in with the student twice a week to determine if progress is being made and whether the student is attempting to graduate or has given up.

4) The student realizes we're teaching other cohorts and thus is not permitted to engage and interact and distract these students from their work.

5) to be considered a graduate we need an approved resume along with a passing technical interview and exam - if this isn't accomplished during the additional 6 weeks of time they will not be able to graduate. This means if it's late one day after the 6 weeks it does not count.

Leave of Absence Policy

devCodeCamp does not grant Leave of Absence.

Employment Advisory Services (Career Services)

By Law, devCodeCamp cannot and does not guarantee employment to any student

devCodeCamp will help students create a resume and practice interview skills in accordance with Wis. Adm. Code EAB 9.05.

Students must take responsibility for finding a position. It is expected that the majority of students will find their own employment opportunities. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

devCodeCamp offers career services to all graduates of our vocational programs.

There is no extra charge for the deployment program. Participation in the deployment program is optional, however a student who chooses not to participate is waiving their access to career services from devCodeCamp. Participation in Career services events, such as hiring days, will require students to successfully complete our deployment course. Graduates from our vocational programs are qualified to enter our deployment course at no charge, and participation is strongly encouraged, as it is how we provide the bulk of our career services to students. The job hunting process will start during the deployment course, and students will be excused for job interviews/meetings/etc. The deployment course consists of: Help writing/updating your resume, interview question advice, and advice on cleaning up GitHub for potential employers.

I understand that devCodeCamp may report placements within 180 days of the job search starting not graduation. Your job search starts upon all of the following being completed: (1) Graduation (2) Approved & Completed Resume (3) Capstone Project complete and ready for presentation.

Student Conduct Policy

Students are expected to be professional and courteous to their peers, instructors, and staff members.

Unprofessional conduct that could lead to disciplinary action, up to and including immediate expulsion from this school, can be, but is not limited to the following:

- Abusive language or swearing
- Inappropriate Internet usage (sex and hate sites included)
- Usage or influence of drugs or alcohol on campus
- Malicious sabotaging of other students' machines, servers, or classroom setup
- Physical or verbal threats
- Sexual harassment

The standard of conduct for students is patterned after standards commonly found in job situations. However, in some cases, school standards are purposely more demanding.

The student is expected to observe the school's regulations, follow the directions given by the trainers, and conduct his or herself at all times in a manner that is a credit to the student, fellow students, and the school.

Where student conduct or academic performance violates school regulations or threatens the health or safety of student, staff, or faculty, the following are among the disciplinary actions that might be taken:

VERBAL WARNING: Verbal notice given by any member of devCodeCamp's staff to the student addressing the fact that his/her conduct is in direct violation of the Code of Conduct.

TEMPORARY REMOVAL FROM CAMPUS/CLASSROOM: Behavior that an instructor or manager deems disruptive to our learning environment may result in the student being asked to leave the campus/classroom for the day. This will often be accompanied by a verbal or written reprimand.

If asked to leave for the day, the time that you are not present will be considered an absence for the purposes of attendance. All project due dates will remain the same. Projects can be submitted electronically.

WRITTEN REPRIMAND: Official written notice to student that his/her conduct is in violation of the Code of Conduct.

DISCIPLINARY PROBATION: Student will be put on a stated Probationary Period determined by devCodeCamp. The student must then demonstrate an understanding of and cooperation with the Code of Conduct to be allowed to remain at devCodeCamp.

EXPULSION: Permanent dismissal from devCodeCamp. The student will not be readmitted to the facility. A student that is expelled will receive a refund calculated as though the student had withdrawn. The decision to expel a student is not made lightly and would be made by the executive management team on the recommendation of instructors as such, there is no appeal process.

Student Responsibilities

- View all videos, reading, and homework assignments.
- Be prepared to learn upon arrival to class.
- Remain the entire length of class.
- Request help immediately and utilize all available services, including labs and mentoring.
- Take ownership and responsibility for personal success.

What Students Should Understand

- Though knowledgeable, instructors may not have all answers readily available. Instructors will work to find answers by next class session should this occur.
- Be prepared for the instructor to encourage research.
- Computers often have unexpected problems. If a problem is experienced, notify the instructional staff immediately. Unexpected problems can occur during class lab activities due to student skill levels, malfunctioning software or hardware. Students should remain patient and work to troubleshoot these issues with their instructor as they occur. Every experience is a learning experience.
- The faculty and staff are fully aware of the difficult and accelerated nature of the program and are prepared to assist the student upon request. Certificate of Completion cannot be attained without having near perfect attendance, paying attention during class, and practicing lab work repeatedly until a thorough understanding of both the concept and the implementation/use of concepts within the program have been achieved.
- Employment within a specified timeframe cannot be guaranteed. Students are encouraged to persevere and remain positive throughout the process of securing employment.
- Employment or salaries attained cannot be guaranteed.

Student Complaint Policy and Procedures

devCodeCamp does not expect students to experience any serious problems while attending the school.

Let the instructor know immediately if there are any concerns or problems with the class, curriculum or material. If serious problems do occur, the student should follow these procedures:

- Though a student may lodge a complaint verbally, it is strongly recommended that the student lodge their complaint in writing to any instructor or administrator. In either case, the person receiving the complaint will do the following:

  > Complaints can be directed to
  > Paul Jirovetz
  > Vice President of Program Ops
  > Ph:(414)-533-0672

313 North Plankinton Avenue, Milwaukee, WI 53203
www.devcodecamp.com

Paul@devcodecamp.com

- Transmit the complaint as soon as possible to your instructor, the designated complaint handler, and
- Attempt to resolve complaints related to that person's duties.
- If a student delivers the complaint verbally and the complaint is not resolved within a reasonable period of time the school will advise the student that a complaint be submitted in writing and must provide the student with a written summary of the school's complaint procedure.
- If a student complains in writing, within ten (10) days of receiving the complaint the school will provide the student with a written response, including a summary of the school's investigation and its disposition. If the complaint or relief requested by the student is rejected, the school will also provide the reasons for the rejection.

- The student's participation in the complaint procedure and the disposition of a student's complaint must not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to the limit or waive the student's rights and remedies is void.

Unresolved grievances may be directed to:

Educational Approval Program –
Department of Safety and Professional Services
1400 E. Washington Avenue
Madison, WI 53703
Ph: (608) 266-1996
Fax: (608) 264-8477
Email: DSPSEAP@wisconsin.gov