



# CATALOG

Colorado

Version 2016.4

Effective December 21, 2016 – December 21, 2017

303-823-4170  
[www.galvanize.com](http://www.galvanize.com)

I certify that this catalog to the best of my knowledge is true and correct in content and policy.

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line.

Stephanie Donner,  
Chief People and Legal Officer, Corporate Secretary



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## NOTES

This Galvanize Catalog, Colorado, is updated at least annually, but Galvanize reserves the right to revise it more frequently at its discretion. The most recent edition of the Catalog is the one posted on the Galvanize website, which can be downloaded at [www.galvanize.com](http://www.galvanize.com). A copy of the current Catalog can be requested by sending an email to [info@galvanize.com](mailto:info@galvanize.com) or by calling the school at (303) 823-4170.

All Colorado classes are conducted at one of the three Colorado campus locations – Denver Golden Triangle, Denver Platte, and Boulder-Walnut.

### Ownership

Galvanize is a private institution owned by Galvanize, Inc. The officers of Galvanize, Inc. are Jim Deters, Lawrence Mandes, and Stephanie Donner.

### Accreditation

Galvanize is not accredited by an accrediting agency recognized by the United States Department of Education and is not eligible to participate in federal student financial assistance programs. Galvanize does not offer any programs that prepare students for any official licensure exam in the state of Colorado.

### Complaints

Galvanize is approved and regulated by the Colorado Department of Education, Private Occupational School Board. A student may file a complaint online with the Colorado Division of Private Occupational Schools at <http://higherred.colorado.gov/dpos> or by phone at +303-862-3001. There is a two-year statute of limitations (from the student's last date of attendance) for the Division to take action on a student complaint.



## INTRODUCTION TO GALVANIZE

### Galvanize Mission

Galvanize offers a re-imagination of professional and technical education. Our mission is to enable the next generation of data scientists and developers to gain access to practical, real-world skills that provide pathways into industry. Programs at Galvanize include the theoretical understanding of computer science, statistics, and software engineering, paired with industry-focused skills in visualization, business acumen, and the scientific method. Our primary focus is student outcomes, by providing the practical education students need to succeed in the new information economy.

### Galvanize Educational Objectives

- Providing theoretical and practical learning based on industry needs and student feedback
- Cultivating an environment of student immersion and collaboration
- Employing qualified faculty who offer students personalized attention and professional expertise.

## PROGRAMS OFFERED

### Web Development Immersive

24 Week duration full-time, in-person program

*Schedule varies; check the Galvanize website at <http://www.galvanize.com/courses> for current dates.*

#### Program Outcomes:

The Web Development Immersive prepares students to become junior software developers. There are no license requirements for general work in this career field.

#### Class Schedule:

Students are expected to be at Galvanize for Web Development instruction from 9AM– 5PM Monday through Friday for the full 24-week course duration, excluding holidays and break weeks. There are weekly evening events which students are strongly encouraged to attend. A class calendar with holiday closures and break weeks will be made available to students during the enrollment process. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible via email.

#### Program Description:

Galvanize's Web Development Immersive is devoted to the tools, technologies, and developer processes that current developers use. Tools and applications covered in the program adapt to evolving industry demand; training can cover Ruby, HTML, CSS, Ruby on Rails, Angular and Javascript. Students will be exposed to different development workflows and work in pairs while working through different projects.



### Graduation Requirements:

In order to qualify for graduation and successfully complete the Web Development Immersive, students should meet the attendance requirements, meet the minimum technical competency, and participate in the Outcomes program.

- **Attendance:** Students are required to attend at least 85% of total class hours all-inclusive (excused and unexcused absences combined.) Students must not exceed 6 unexcused absences throughout the course, or 5% of total class time.
- **Technical Competency:** Students are required to meet and maintain at least a 2.8 cumulative score on all mastery skills as outlined by the Web Development academic team.
- **Career Services Program:** Students are required to complete all relevant activities in the Career Services Program which could include tasks such as completing a resume and online profile, conducting mock interviews and phone screens with Galvanize staff and delivering a capstone project proposal to the lead instructor.
- **Delivery of the Capstone Project:** In order to attain a Complete graduation status, a student must deliver a capstone project approved by Lead Instructor.

Students are also required to fulfill all financial obligations to Galvanize before they graduate.

### Total Charges:

Tuition: \$21,000.00

Non-Refundable Laptop Purchase Charge (optional): \$1,100.00\*

Total Tuition and Equipment Charges (possible): \$22,100.00

*\* Students are required to purchase a 4GM or 8GM MacBook that is less than one-year old. This can be procured through Galvanize or independently.*

### Data Science Immersive

13 Week duration full-time, in-person program

Schedule varies; check the Galvanize website at <http://www.galvanize.com/courses> for current dates.

### Program Outcome:

The Data Science Immersive prepares students to become data scientists. There are no license requirements for general work in this career field.

### Class Schedule:

Students are expected to be at Galvanize for Data Science instruction from 9:30AM – 6:30PM Monday through Friday for the full 13 week duration course. There are weekly evening events which students are strongly encouraged to attend. A class calendar with holiday closures will be made available to students during the enrollment process. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible via email.

### Program Description:

Galvanize's 13-week duration data science immersive program is designed for individuals who have most of the skills needed to obtain a position as a data scientist—The curriculum spans



statistical analysis of data, software engineering, machine learning, and data engineering management. The tools and techniques that we teach are the ones that industry partners regularly tell us are most important in making decisions about hiring.

#### Graduation Requirements:

In order to qualify for graduation and successfully complete the Data Science Immersive, students should meet the attendance requirements, meet the minimum technical competency, and participate in the Outcomes program.

- **Attendance:** Students are required to attend at least 85% of total class hours all-inclusive (excused and unexcused absences combined.) Students must not exceed 3 unexcused absences throughout the course, or 5% of total class time.
- **Technical Competency:** Students are required to meet and maintain at least a 30% cumulative average on all assessments as outlined by the Data Science academic team.
- **Career Services Program:** Students are required to complete all relevant activities in the Outcomes Program which could include tasks such as completing a resume and online profile, conducting mock interviews and phone screens with Galvanize staff and delivering a capstone project proposal to the lead instructor.
- **Delivery of the Capstone Project:** In order to attain a Complete graduation status, a student must deliver a capstone project approved by Lead Instructor.

Students are also required to fulfill all financial obligations to Galvanize before they graduate.

#### Total Charges:

Tuition: \$16,000.00

Total: \$16,000.00

## ADMISSIONS REQUIREMENTS & ENROLLMENT PROCEDURES

Each of Galvanize's full-time, immersive programs requires an application, and all candidates are interviewed before an enrollment decision is made. We do not discriminate based on race, sex, religion, ethnic origin, or disability. We strongly encourage students from backgrounds underrepresented in the technology industry to apply to Galvanize. While we accept international students, we do not assist with visa requirements. Galvanize collects evidence of a high school or equivalent degree or higher before enrollment in a Galvanize program

Galvanize maintains written record of the previous education and training of a veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training with the training period shortened proportionately and the veteran or eligible person and the Department of Veterans Affairs so notified.

#### Web Development Immersive:

To be considered for this program, students must be at least 18 years old and have a high school (or equivalent) degree. Admissions are based on proven motivation, based on an interview and completion of optional tutorials. We look for candidates with a demonstrated interest in technology fields and an understanding of general tools and practices used in the



industry.

### Data Science Immersive:

To be considered for this program, students must be at least 18 years old and have at least 3 years college experience in a quantitative discipline (preferred,) some programming experience, and excellent communication skills. Programming experience can be either academic or with self-teaching. They also must be comfortable with college-level statistics and mathematics.

### Payment Terms:

<i>Payment Option</i>	<i>Deposit</i>	<i>Payment Schedule</i>	<i>Payment method</i>
Option 1 - Upfront	\$1,500 due within 3 days of enrollment.	Tuition remainder due Saturday after class begins.	All payments can be made online, fee free, by card or ACH payment.
Option 2 - Installment	\$1,500 due within 3 days of enrollment.	½ tuition, less deposit, due Saturday after class begins.  Tuition remainder due at mid-point of program.	All payments can be made online, fee free, by card or ACH payment.
Option 3 – Full or Partial Tuition Loan Finance	\$1,500 due within 3 days of enrollment.	Students who are eligible can finance full tuition through Galvanize’s private lending partners, SkillsFund and Climb Credit	Lending partner transfers funds to Galvanize directly.  For students electing to finance partial tuition, the tuition remainder will be due Saturday after class begins.

The deposit is required to secure seat in the program. Seats are available on a first come first serve basis based on payment of deposit. There is a non-refundable registration fee of \$150 that will not be returned to you in the event of cancellation.

## LOANS AND FINANCIAL AID

If the student obtains a loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus interest. Galvanize is not eligible to participate in federal student financial assistance programs.

## POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- whether the postponement is for the convenience of the school or the student; and,
- the deadline for the new start date, beyond which the start date will not be postponed.



If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

## TRANSFER OF CREDIT

The transferability of credits earned at Galvanize is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate earned in the educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at this institution is not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all coursework at that institution. For this reason, the student should make certain that attendance at this institution would meet educational goals. This may include contacting an institution to which the student may seek to transfer after attending Galvanize to determine if a certificate will transfer.

## LANGUAGE OF INSTRUCTION

Galvanize does not offer English as a Second Language instruction. The entire program of study, textbooks, materials and all means of communication are delivered only in English. Applicants must be fluent in written and spoken English at the time the application is submitted. Applicants who do not use English as their primary language must demonstrate the ability to undertake a rigorous, fast-paced academic program in English. All applicants must schedule an interview with admissions personnel as part of the application process. Galvanize may consider the interview in evaluations an applicant's English proficiency.

## FACULTY

The faculty at Galvanize is selected for their experience in the industries for which the programs aim to prepare students. They are also selected for their teaching ability, as demonstrated by an example lecture presented to current instructional staff. A complete and updated list of faculty and their backgrounds is available at <http://www.galvanize.com/instructors/>.

## CANCELLATION, TERMINATION, AND WITHDRAWAL

### STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and obtain a full refund of all tuition and fees paid if the School is notified at any time prior to midnight of the third (3rd) business day after signing the enrollment agreement. Cancellation shall occur when written notice is given via email to [admissions@galvanize.com](mailto:admissions@galvanize.com), showing that the student no longer wishes to be bound by the enrollment agreement. The student is not expected to make any tuition payments until they





have signed their enrollment agreement.

### SCHOOL'S RIGHT TO TERMINATE

Galvanize reserves the right to terminate a student for unsatisfactory progress, failure to comply with the Galvanize Code of Conduct, nonpayment of tuition, or any other breach of the student's agreements with Galvanize. In such a case, the student's official termination date is the date on which the student violates the policy or agreement which provides the basis for termination.

### REFUNDS DUE TO TERMINATION OR WITHDRAWAL (GENERAL)

Students who cancel their enrollment by notifying the School within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw or are terminated after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid, less the cancellation fee of \$150. In the case of students who withdraw or are terminated after commencement of classes, the school will retain the cancellation fee of \$150 plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the Program, as described in the table below. The refund is based on the official date of termination or withdrawal.

The granting of previous credit shall not impact the refund policy.

<i>Refund to which a student is entitled upon termination or withdrawal:</i>	
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75%	NO Refund

1. The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
2. The official date of termination for refund purposes is the last day of recorded attendance. All refunds will be made within 30 days from the day of termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/ program within a period of time a student could have reasonably completed it, except that this provision shall not be applied in the event the school ceases operation.
4. Galvanize is approved and regulated by the Colorado Department of Education, Private Occupational School Board. A student may file a complaint online with the Colorado Division of Private Occupational Schools at <http://highered.colorado.gov/dpos> or by phone at +303-862-3001. There is a two-year statute of limitations (from the student's last date of attendance) for the Division to take action on a student complaint.

### WITHDRAWAL PROCEDURES

1. A student who wishes to withdraw from the School on or after the commencement of classes should provide written notice by emailing the lead instructor and [bursar@galvanize.com](mailto:bursar@galvanize.com).



2. Upon receiving a written request from a student, Galvanize may grant a leave of absence for acceptable and unavoidable reasons in accordance with the leave of absence policy. If the student fails to return from the leave of absence, the student's official withdrawal date will be the date the School determines that the student is not returning or the day following the expected return date, whichever is earlier.
3. The School will administratively withdraw a student who misses seven consecutive, unexcused instructional days without an approved leave of absence. In such a case, the student's official withdrawal date is the student's last date of actual attendance.
4. All refunds will be provided to the student within 30 days of termination or withdrawal.

## REFUNDS DUE TO TERMINATION OR WITHDRAWAL FOR VETERANS

### (In Accordance with VA Regulation 21.4255-1)

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student withdraws after three business days, but before commencement of classes, he/she will be entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the School will retain a cancellation fee plus a percentage of the tuition and fees, which is based on the percentage of contract hours attended, as described in the table below. The refund is based on the last day of recorded attendance.

<i>Refund to which a student is entitled upon termination or withdrawal:</i>	
10% of program completed	90% less cancellation charge
20% of program completed	80% less cancellation charge
30% of program completed	70% less cancellation charge
40% of program completed	60% less cancellation charge
50% of program completed	50% less cancellation charge
60% of program completed	40% less cancellation charge
70% of program completed	30% less cancellation charge
80% of program completed	20% less cancellation charge
90% of program completed	10% Refunded

In the event the School discontinues the Program within a period of time the student could have reasonably completed it, the student will receive a full refund of tuition and fees paid, except that this provision shall not apply in the event the school ceases operation.

## DEFERMENT POLICY

For admitted students who seek to defer to a later start date before the commencement of class must seek permission from the Admissions Officer at least 3 weeks prior to the course start date. Pre-start date deferment is contingent upon availability in the desired program.

As a general rule, Galvanize does not offer deferment options after the commencement of class,



except in the case of acceptable and unavoidable reasons. For those students seeking to move to another cohort, the student must withdraw per aforementioned withdrawal procedures, and re-apply in an abridged Admissions process. Contact Registrar for more information on this policy and process.

## LEAVES OF ABSENCE

Upon receiving a written request from a student, Galvanize may grant a leave of absence for a maximum of seven consecutive days for acceptable and unavoidable reasons.

A request for an LOA must be made in writing to the Lead Instructor before the beginning of the LOA, unless unforeseen circumstances prevent the student from doing so, and must include the reasons for the LOA. If unforeseen circumstances prevent the student from requesting the LOA in person, the student will be required to provide the required LOA request by email. The LOA request will be evaluated by the faculty team, and the student will be notified of the outcome of the LOA request by email.

Upon expiration of the LOA, the student will return to the place he or she left off in their program, and a new completion date will be established. If the student fails to return after the expiration of the leave of absence, the student will be withdrawn from the program, which includes the appropriate refund policy calculations, and the student's official withdrawal date will be the date the School determines that the student is not returning or the day following the expected return date, whichever is earlier.

## ATTENDANCE REQUIREMENTS

Galvanize and the undersigned students recognize that regular attendance has a positive impact on a student's success in the program. Students are expected to be in class for all regularly scheduled class periods and to report to class on time. Galvanize instructors regularly communicate attendance for each course every week to support academic success and properly administer financial aid. Unexcused absence also includes partially missed days including arriving late, leaving early and taking an extended lunch leave without consulting the instructor first. Unexcused absences of **more than 5% of the program** are correlated with increased risk of not finishing a course, or not finishing with the level of proficiency required to secure gainful employment.

Absences are considered excused if they have been communicated and approved by the instructor prior to the time of class, or if the absence is a result of an unforeseen emergency (e.g. sickness) and the student has provided adequate documentation of the unforeseen emergency. Excused absences must be accompanied by a plan to complete missed work followed by evidence that the work has been completed. Excused and unexcused absences combined must not exceed **15% of the program**.



Late arrivals, early departures and extended lunch leave without prior consultation with the instructor may be considered unexcused. Late arrival is considered 20 minutes late to any class. **Three partial unexcused absences equal one full-day unexcused absence** and will be counted towards the attendance policy noted above.

#### WEB DEVELOPMENT IMMERSIVE

- Once a student has received **three unexcused absences** the student will receive a warning from the instructor and be placed on probation.
- After a student has received **six unexcused absences** the student is subject to automatic administrative dismissal at the discretion of the instructor.

#### DATA SCIENCE IMMERSIVE

- Once a student has received **two unexcused absences** the student will receive a warning from the instructor and be placed on probation.
- After a student has received **three unexcused absences** the student is subject to automatic administrative dismissal at the discretion of the instructor.

### SATISFACTORY PROGRESS

#### 1.) Technical Competency

Students must complete class projects and homework and contribute to group projects as assigned. Galvanize does not assign grades, but feedback following formal assessments are distributed electronically to students by instructors. The instructor team will counsel students who do not show adequate progress in class and/or during assessments, and an individualized learning plan will be discussed and created with the student. Completion of academic learning modules is at the discretion of instructors such that the student is deemed capable of satisfying graduation requirements.

#### WEB DEVELOPMENT IMMERSIVE

Web Development Immersive students will receive regular feedback on a weekly basis via the Galvanize Mastery Tracker (a Learning Management System) (<http://coursework.galvanize.com>).

This tool is used to track student performance against industry-aligned standards on specific content areas/ topics covered in the course. A student's technical performance on standards will be scored each week on a 0-4 grading rubric. 0 indicates no data, or no attempt to answer. 1 indicates a failed attempt. 2 indicates emerging results (showing process), 3 indicates mastery and 4 indicated above and beyond mastery including extracurricular exploration of the topic.

At end of each five-week module, students will have a one-on-one in person performance review with the instructor. Those students who have received an average of less than 2.8 on the grading rubric for standards will be placed on academic probation and required to show improvement before the following quarterly review. If a student on probation continues to



perform below this minimum level after the next module they will be automatically withdrawn from the program.

In order to qualify for program completion and graduation, a student should receive an average score of 2.8 on standards for all content areas.

### DATA SCIENCE IMMERSIVE

Data Science Immersive students will have regular weekly written assessments to check for understanding on the material and skills covered that week. Students must receive **30% or higher** on all assessment tests. Those students who have received less than 30% average score on assessments will be placed on academic probation and required to show improvement before the following written assessment. Students who are underperforming will be informed of their progress by an instructor. If a student on probation continues to perform below this minimum level after the next written assessment could be administratively withdrawn from the program.

### 2.) Career Services Requirements

Galvanize Immersive Courses focus both on acquiring technical competencies, building an employment portfolio, and preparing to succeed in interviews for roles relevant to the course content. In order to complete a Galvanize Immersive program, a student must participate in the Career Services Program which could include such activities as; complete an **approved resume**; complete approved **online profile(s)** assigned by Career Services Team; **complete a mock recruiter phone screen** with Career Services Team and **technical interview** with a designated Instructor.

**Note:** Galvanize students who plan to return to their former employer and those that are not authorized to work in the United States are not subject to Career Services Participation requirements.

### 3.) Graduation Standards

Failure to satisfy Attendance, Technical, and Outcomes requirements and/or deliver an approved Capstone project can result in dismissal from the program and an inability to graduate from the program. Students that are not on track to graduate may be issued a verbal or written warning. Students who do not make progress towards meeting Graduation Requirements after appropriate intervention will be dismissed and will not graduate from the program.

## STUDENT RECORDS

Galvanize maintains student financial and academic records in digital format while students are enrolled in school. Upon completion of training, student records are merged and maintained in a digital format for no fewer than the minimum number of years required by law. Student records are stored within Salesforce.com with the highest available levels of security. Only



faculty and staff members who use this information in the course of their regular duties are given access to student records.

Graduates may request a copy of their certificate of completion by contacting the School Administrator at [bursar@galvanize.com](mailto:bursar@galvanize.com).

## STUDENT SERVICES

Galvanize offers industry connection services to students during their time of enrollment.

**Guest Speakers:** Industry leaders are invited to the program to discuss their careers and trending topics in the field.

**Events:** Several social and networking events are held each session for students to interact with industry professionals, potential mentors and hiring partners, and members of the Galvanize community.

**Community:** Students are given access to all benefits and amenities given to members of the Galvanize Campus, including but not limited to discounts to industry events, talks and speaker series held on campus, and member-only events to facilitate industry connections.

## CAREER SERVICES & EMPLOYMENT OPPORTUNITIES

Led by the Career Services representatives for each region, Galvanize provides job search skills programming, develops and manages relationships with external hiring partners, and hosts opportunities for students to actively engage and interview with those hiring partners.

While assisting in the job search, Galvanize make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. Students who are not authorized to work in the United States will receive placement assistance limited to interview preparation and resume review. Please contact the admissions team for more details at [info@galvanize.com](mailto:info@galvanize.com)

## HOUSING

Galvanize does not maintain dormitory facilities and does not offer assistance in finding housing. Upon request, however, Galvanize staff can provide a list of resources that alumni have used to find housing.

## SCHOOL CANCELLATION POLICY

The 24-week program (Web Development Immersive) is a 102-day program. The 13-week programs (Data Science Immersive) is a 58-day programs. There are flex days worked into the schedule to account for unforeseen situations that could affect the regularly scheduled classes. In the event of full or partial day class cancellation due to inclement weather or other emergencies, students will be notified via internal communication channels such as email,



Slack. These cancellations will employ the flex days worked into the schedule; therefore the days will not be made up.

## CODE OF CONDUCT

Students are expected to act maturely and demonstrate respect for others, for themselves, and to the larger Galvanize community.

In order to foster a challenging and safe academic environment, students must:

- Maintain professional relationships with fellow classmates, colleagues, instructors, community members, etc.
- Show respect to others, themselves, and to the larger Galvanize community.
- Be able to process constructive criticism and understand that this feedback is key to their overall learning experience.
- Understand the impact of their behavior both upon the program and the entire Galvanize community - Be courteous and responsive in dealing with others.
- Freely accept the responsibility for and consequences of their conduct.
- Communicate professionally if there are issues regarding conduct of themselves or others.

In addition, the following are not permitted and are subject to disciplinary sanctions:

- Uncooperative or disrespectful behavior to your fellow classmates, colleagues, instructors, community members, and visitors to the Galvanize campus.
- Disruptive activity that causes the obstruction of the teaching, learning, or administration of Galvanize programs.
- Violation of any term of the Galvanize Facilities and Portal Use Agreement, including damage to, or destruction of, Galvanize property.
- Acts of falsity including, but not limited to, cheating, plagiarism, forgery, or other forms of academic dishonesty.
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen.
- Using marijuana or smoking on campus.
- Drunkenness or intoxication of any kind during class hours.
- Possession of weapons, firearms, or illegal drugs at any time on school property.
- Any other violation of published Galvanize policies, rules, regulations, or agreements, including the Galvanize Policy Against Discrimination and Harassment.

Any student may be temporarily suspended or permanently dismissed for violations of the Galvanize Code of Conduct.



## Discipline

In general, the first violation of the Code of Conduct will result in a written warning, but conduct deemed to be sufficiently disruptive or severe, such as harassment of another student, staff member, or community member, may result in immediate suspension or dismissal.

School officials, in collaboration with instructors, will review each case and make a determination regarding the student's actions and status. If the student does not improve his or her conduct after receiving a warning, the student will be permanently dismissed.

## Policy Against Discrimination and Harassment

Galvanize welcomes qualified students and employees of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation and gender identity to all the rights, privileges, programs and activities generally available through Galvanize. Consistent with its obligations under the law, Galvanize prohibits unlawful discrimination on the bases of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of the programs and activities.

Galvanize also prohibits unlawful harassment including sexual harassment and sexual violence.

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Sexual and disruptive language and imagery is not appropriate for any campus, including Galvanize and member areas and cafes.

Students asked to stop any harassing behavior are expected to comply immediately. We expect students to follow these rules at all campuses and class-related social events. Our members, staff, and guests are also subject to this policy against harassment.

The following person has been designed to handle inquiries regarding this nondiscrimination policy:

Stephanie Donner  
General Counsel and Corporate Secretary, Galvanize  
Stephanie.Donner@galvanize.com

Galvanize's Title IX Coordinator, Stephanie Donner, has been designated to handle inquiries regarding sexual harassment and sexual violence:

Stephanie Donner  
General Counsel and Corporate Secretary, Galvanize  
Stephanie.Donner@galvanize.com





## GRIEVANCES

### Stage 1: Informal Resolution

Basic steps in the informal process include:

- Begin by discussing the matter with the instructional staff, faculty, or person responsible for the class in which the issue originated.
- If the issue is not resolved, the next contact will be the supervisor, course producer, or Chief Academic Officer to investigate the issue and allegations.
- If you do not know where to begin an informal resolution Director of School Administration will help you identify the appropriate office or individual.

### Stage 2: Formal Complaint

If unresolved after following the appropriate informal complaint procedures, the student may choose to have the complaint "officially documented." The student completes the Student Complaint Form located at: <https://galvanize.secure.force.com/apex/studentcomplaint>

The complaint must contain the following information:

- Complainant's name, cohort name, mailing address, email address and telephone number.
- A detailed description of the specific actions that constituted the complaint and the names and titles of those presumed to be responsible or at fault. It is necessary to demonstrate that one has already attempted to resolve the concern through the informal procedures.
- The date(s) of the alleged improper activities or the condition developed.
- A list of witnesses, if any, including their contact information and the facts known by each. Documentation that supports the complaint if any exists.
- Dated complaint form completed.
- All communications between the student and Galvanize regarding the formal complaint will be directed to the student's email account provided in the complaint form.

### Stage 3: Formal Complaint Resolution Process

Upon submission, the Chief Academic Officer or his/her designee will investigate the complaint. The Galvanize staff member will acknowledge receipt of the complaint to the complainant within 2 working days. Complaints will be investigated and resolved within 14 business days of receipt. The Chief Academic Officer will advise the complainant if that timeline will not be met due to extenuating circumstances. If the student is not satisfied with the resolution made by the CAO, the student may appeal with General Counsel.

### Stage 4: Appeal

Appeals to the General Counsel must be received within 5 working days following communication to the Complainant of the resolution. The General Counsel may request additional information from the complainant and any involved Galvanize staff. Complaints will be investigated and resolved within 14 business days of receipt. The General Counsel will advise



the complainant if that timeline will not be met due to extenuating circumstances. The General Counsel will issue a written determination of the appeal that shall be provided to the complainant and the impacted faculty or other individual. The General Counsel's determination shall be final.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure the student may file a complaint with the Colorado Division of Private Occupational Schools. The student must contact DPOS for further details.

Address: 1560 Broadway, Suite 1600, Denver CO 80202

Phone: (303) 862-3001

Website: <http://higher.ed.colorado.gov/dpos/>

## FACILITIES

Galvanize operates seven campuses in Austin, Texas; Boulder & Denver (2), Colorado; Phoenix, Arizona; San Francisco, California; Seattle, Washington; and plans to open a campus in New York City in early 2017.

The locations of our Colorado campuses are as follows:

Denver – Golden Triangle: 1062 Delaware Street, Denver, Co 80204

Denver – Platte: 1622 Platte Street, Denver, CO 80202

Boulder Pearl: 1023 Walnut Street, Boulder, CO 80302

Galvanize provides instruction for its programs with up to date equipment, including full paired workstations with Mac mini computers, monitors, keyboards, and mice. Galvanize also maintains a professional GitHub account with electronic instructional materials, where students complete all assignments. Students have access to the Galvanize workspace, conference rooms, and events during their program, and are offered a free membership to Galvanize for three months following their program as well.

Students in the Web Development Immersive must provide their own laptops or purchase one through the school.

The majority of readings are available electronically, and there are approximately 50 library volumes available on mathematics, statistics, probability, machine learning, data science, Javascript, Ruby on Rails, and statistical analysis.

## INTELLECTUAL PROPERTY

The Galvanize programs and all intellectual property related thereto including but not limited to the curriculum is the exclusive property of Galvanize unless noted otherwise. All course work, including any projects performed as a student of the Program, shall be subject to an MIT-style



license, which a free software license granting the right to use, study, share (copy), and modify proprietary software, including but not limited to, exercises, learning experiences, solutions, example projects, material stored in galvanize private Git repositories, or other training material. By enrolling in Galvanize, permission is granted free of charge to any student (and Galvanize), to deal in the software without restriction provided that the software is provided “as-is” without warranty of any kind. In no event shall the authors or copyright holders be liable for any claim, damages, or other liability.

## **MEDIA AND PUBLICITY RELEASE**

Upon enrollment, students grant Galvanize the absolute and irrevocable right and unrestricted permission to use their names, likenesses, images, voices, and/or appearances as such may be embodied in any photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the school or its partners. Students agree that the school has complete ownership of such material and can use said material for any purpose consistent with the school’s mission, without providing any compensation to the student for the use of such images, video, likenesses, etc. These school uses include, but are not limited to, videos, publications, advertisements, news releases, Web sites, and any promotional or educational materials in any medium.



## Academic Calendar

New Years Day, 1/1/2017  
 President's Day, 2/20/2017  
 Memorial Day, 5/29/2017  
 Independence Day, 7/4/2017  
 Labor Day, 9/4/2017  
 Thanksgiving Day, 11/23/2017  
 Christmas Day, 12/25/2017

Name	Campus	First Day of Class	Capstone Show Case	Graduation	Last Day of Class	Solo Break(s) - No Class	Galvanize School Holidays
WEB DEVELOPMENT	Denver-Golden Triangle	1/9/2017	6/15/2017	6/23/2017	6/23/2017	Break Week 1: 02/13/2017 - 02/17/2017 Break Week 2: 03/27/2017 - 03/31/2017 Break Week 3: 05/08/2017 - 05/12/2017	President's Day: 02/20/2017 Memorial Day: 05/29/2017
WEB DEVELOPMENT	Boulder-Walnut St.	1/30/2017	7/6/2017	7/14/2017	7/14/2017	Break Week 1: 03/06/2017 - 03/10/2017 Break Week 2: 04/17/2017 - 04/21/2017 Break Week 3: 05/29/2017 - 06/02/2017	President's Day: 02/20/2017 Monday before July 4th: 07/03/2017 Independence Day: 07/04/2017
WEB DEVELOPMENT	Denver-Platte	2/13/2017	7/20/2017	7/28/2017	7/28/2017	Break Week 1: 03/20/2017 - 03/24/2017 Break Week 2: 05/01/2017 - 05/05/2017 Break Week 3: 06/12/2017 - 06/16/2017	President's Day: 02/20/2017 Memorial Day: 05/29/2017 Monday before July 4th: 07/03/2017 Independence Day: 07/04/2017
WEB DEVELOPMENT	Boulder-Walnut St.	4/3/2017	9/7/2017	9/14/2017	9/15/2017	Break Week 1: 05/15/2017 - 05/19/2017 Break Week 2: 06/19/2017 - 06/23/2017	Memorial Day: 05/29/2017 Monday before July 4th: 07/03/2017 Independence Day:



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						Break Week 3: 07/31/2017 - 08/04/2017	07/04/2017 Labor Day: 09/04/2017
DATA SCIENCE	Denver-Platte	4/3/2017	6/15/2017	6/30/2017	6/30/2017	Break Week: 05/15/2017 - 05/19/2017	Memorial Day: 05/29/2017
WEB DEVELOPMENT	Denver-Platte	4/17/2017	9/14/2017	9/29/2017	9/29/2017	Break Week 1: 05/22/2017 - 05/26/2017 Break Week 2: 07/03/2017 - 07/07/2017 Break Week 3: 08/14/2017 - 08/18/2017	Memorial Day: 05/29/2017 Labor Day: 09/04/2017
WEB DEVELOPMENT	Denver-Platte	5/15/2017	10/12/2017	10/27/2017	10/27/2017	Break Week 1: 06/19/2017 - 06/23/2017 Break Week 2: 07/31/2017 - 08/04/2017 Break Week 3: 09/11/2017 - 09/15/2017	Memorial Day: 05/29/2017 Monday before July 4th: 07/03/2017 Independence Day: 07/04/2017 Labor Day: 09/04/2017
WEB DEVELOPMENT	Denver-Golden Triangle	7/10/2017	12/7/2017	12/21/2017	12/21/2017	Break Week 1: 08/14/2017 - 08/18/2017 Break Week 2: 09/25/2017 - 09/29/2017 Break Week 3: 11/06/2017 - 11/10/2017	Labor Day: 09/04/2017 Thanksgiving Day: 11/23/2017 Day after Thanksgiving: 11/24/2017
DATA SCIENCE	Denver-Platte	7/17/2017	9/28/2017	10/13/2017	10/13/2017	Break Week: 08/28/2017 - 09/01/2017	Labor Day: 09/04/2017
WEB DEVELOPMENT	Boulder-Walnut St.	7/31/2017	1/11/2018	1/18/2018	1/19/2018	Break Week 1: 09/04/2017 - 09/08/2017 Break Week 2: 10/16/2017 - 10/20/2017 Break Week 3: 11/27/2017 - 12/01/2017	Thanksgiving Day: 11/23/2017 Day after Thanksgiving: 11/24/2017 Christmas: 12/22/2017 Black-Out Week: 12/25/2017 - 12/29/2017 New Year's Day: 01/01/2018
WEB DEVELOPMENT	Denver-Platte	8/14/2017	1/18/2018	2/7/2018	2/7/2018	Break Week 1: 09/18/2017 - 09/22/2017	Labor Day: 09/04/2017 Thanksgiving Day:



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						Break Week 2: 10/30/2017 - 11/03/2017 Break Week 3: 12/11/2017 - 12/15/2017	11/23/2017 Day after Thanksgiving: 11/24/2017 Christmas: 12/22/2017 Black-Out Week: 12/25/2017 - 12/29/2017 New Year's Day: 01/01/2018
DATA SCIENCE	Boulder-Walnut St.	9/11/2017	11/30/2017	12/8/2017	12/8/2017	Break Week: 10/23/2017 - 10/27/2017	Thanksgiving Day: 11/23/2017 Day after Thanksgiving: 11/24/2017
WEB DEVELOPMENT	Boulder-Walnut St.	10/2/2017	3/15/2018	3/22/2018	3/23/2018	Break Week 1: 11/06/2017 - 11/10/2017 Break Week 2: 12/18/2017 - 12/22/2017 Break Week 3: 02/05/2018 - 02/09/2018	Thanksgiving Day: 11/23/2017 Day after Thanksgiving: 11/24/2017 Black-Out Week: 12/25/2017 - 12/29/2017 New Year's Day: 01/01/2018
WEB DEVELOPMENT	Denver-Platte	10/16/2017	3/22/2018	4/6/2018	4/6/2018	Break Week 1: 11/20/2017 - 11/24/2017 Break Week 2: 01/01/2018 - 01/05/2018 Break Week 3: 02/12/2018 - 02/16/2018	Christmas: 12/22/2017 Black-Out Week: 12/25/2017 - 12/29/2017
DATA SCIENCE	Denver-Platte	10/30/2017	1/18/2018	2/2/2018	2/7/2018	Break Week: 12/11/2017 - 12/15/2017	Thanksgiving Day: 11/23/2017 Day after Thanksgiving: 11/24/2017 Christmas: 12/22/2017 Black-Out Week: 12/25/2017 - 12/29/2017 New Year's Day: 01/01/2018
WEB DEVELOPMENT	Denver-Platte	11/27/2017	5/3/2018	5/18/2018	5/18/2018	Break Week 1: 01/01/2018 - 01/05/2018 Break Week 2: 02/12/2018	Christmas: 12/22/2017 Black-Out Week: 12/25/2017 - 12/29/2017



						- 02/16/2018 Break Week 3: 03/26/2018 - 03/30/2018	
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## Standard Occupational Classification Code List

Per the State of California's Bureau for Private Postsecondary Education regulations, schools must disclose the Standard Occupational Classification codes for which their programs prepare students. A Standard Occupational Classification - or SOC - code is a number that represents an occupational classification, which links a particular area of study or educational program to a list of occupations. The following SOC codes are related to the Galvanize immersive programs.

11-3021 Computer and Information Systems Managers  
25-1021 Computer Science Teachers, Postsecondary  
25-1022 Mathematical Science Teachers, Postsecondary  
25-1032 Engineering Teachers, Postsecondary  
41-9031 Sales Engineers  
15-0000 Computer and Mathematical Occupations  
15-1110 Computer and Information Research Scientists  
15-1111 Computer and Information Research Scientists  
15-1120 Computer and Information Analysts  
15-1121 Computer Systems Analysts  
15-1122 Information Security Analysts  
15-1130 Software Developers and Programmers  
15-1131 Computer Programmers  
15-1132 Software Developers, Applications  
15-1133 Software Developers, Systems Software  
15-1134 Web Developers  
15-1140 Database and Systems Administrators and Network Architects  
15-1141 Database Administrators  
15-1142 Network and Computer Systems Administrators  
15-1143 Computer Network Architects  
15-1150 Computer Support Specialists  
15-1151 Computer User Support Specialists  
15-1152 Computer Network Support Specialists  
15-1190 Miscellaneous Computer Occupations  
15-1199 Computer Occupations, All Other  
15-2000 Mathematical Science Occupations  
15-2011 Actuaries  
15-2021 Mathematicians  
15-2031 Operations Research Analysts  
15-2041 Statisticians  
15-2090 Miscellaneous Mathematical Science Occupations  
15-2091 Mathematical Technicians  
15-2099 Mathematical Science Occupations, All Other

