School Catalog

devCodeCamp, INC.

September 2016

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

devCodeCamp

Table of Contents

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

Madison Campus

5315 Wall Street, Suite 230
Madison, WI 53718
Telephone: 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

State Approval

devCodeCamp is licensed by the Wisconsin Educational Approval Board. http://eab.state.wi.us/

Description of Facilities and Equipment

Milwaukee Facilities (333 N Plankinton Ave, Suite 209, Milwaukee, WI.) devCodeCamp leases space at 333 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.

Madison Facilities (5315 Wall Street, Suite 230, Madison, WI.) devCodeCamp leases space at 5315 Wall Street, Madison, WI. The space is a total of approximately 1200 sq. ft. It contains 1 classroom capable of holding 12 students.

Students are required to bring their laptops.

Admission Requirements

In order to enroll students must:

- Attend a tour and have a personal interview conducted by an instructor of devCodeCamp. This may be done via Skype or telephone or in person.
- 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.
- Coding Challenge may be required after the interview.
- 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. Placement assistance will be made available to all students, regardless of criminal history
- The student is notified by the instructor of their acceptance to the program
- There is not a deadline for applying to the school.
- Late enrollments are not accepted.

- 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

- 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 are encouraged to dedicate two weeks or 50 hours to our pre-course material available at precourse.devcodecamp.com

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.”

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

Benjamin Towal: BS – Computer Science & Engineering – University of Illinois, Urbana Champaign
Andrew Llewellyn: Otago Polytechnic – New Zealand, PC ProSchools – Milwaukee
Nicholas Jaeger: BS – Computer Science – University of Wisconsin – Eau Claire

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
333 N Plankinton Ave, Milwaukee, WI
jim@devcodecamp.com

Advanced Standing

A potential student may attempt to test out of the first portion of the Software Development Program. The test given will be the same test given to students that reach that point of the course. This portion is 4 weeks long and contains the fundamentals of programming and IT.

Tuition & Fees

Total tuition costs for each program are below:

Web Development	$9,987
Mobile Application Development	$15,000
Software Development	$14,987

*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.

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 10 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.

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	11%	90%
11%	21%	80%
21%	31%	70%
31%	41%	60%
41%	51%	50%
51%	60%	40%
60.0+%	NO REFUND	

Unofficial Withdrawals

Students who do not provide official notification to devCodeCamp of their intent to withdraw are considered unofficial withdrawals after 10 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.

Programs of Study

Software Development (600 Hours – 12 Weeks)

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 Python, HTML5 /CSS, JavaScript, the .Net Framework, and concepts of software development that can be transferred to any language.

HTML & CSS (20 Hours – 1/2 Week)

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

Lesson 1 – Welcome to HTML (2 Hours)

- Web Development Technologies
- Basic Document Structure HTML 4.01/XHTML
- Basic Document Structure HTML 5
- Using Comments in HTML
- HTML Head Elements

Lesson 2 – Text Markup (2 Hours)

- Div and Span Tags
- HTML 5 Text Markup Tags
- Text Color, Font, and Font Size
- Text Alignment, Decoration, Indentation and Transformation

Lesson 3 – Lists (1 Hours)

- Ordered Lists
- Unordered Lists
- CSS for Lists

Lesson 4 – Links (2 Hours)

- Creating Internal and External Links
- Creating Page Anchors
- Styling Links

Lesson 5 – Images and Media (3 Hours)

- Displaying Images, Image Links and Image Styling with CSS
- HTML 5 Audio Embeds
- HTML 5 Video Embeds

Lesson 6 – Tables (3 Hours)

- Creating Tables with HTML
- Styling Tables with CSS

Chapter 7 – HTML Forms (2 Hours)

- Creating Text Form Elements
- Creating Radio Button and Checkbox Elements
- HTML 5 Form Elements
- Creating Multi-Select Elements

Lesson 8 – The CSS Box Model (2 Hours)

- Understanding the CSS Box Model
- Margin, Padding and Borders

Lesson 9 – CSS Based Page Layout (3 Hours)

- Inline vs. Block Level Elements
- Float and Clear
- Creating a CSS Navigation Bar

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JavaScript (100 Hours – 2 Weeks)

JavaScript is used to allow a website to interact with a user's computer, this is an essential part of making web based applications.

Lesson 1 –JavaScript (5 Hours)

- Why JavaScript
- Analyzing JavaScript
- Polyfills

Lesson 2 – Grammar (15 Hours)

- Variables
- Datatypes
- Names
- Numbers
- Strings
- Default Values
- Statements
- Expressions
- Logic
- Functions
- Exceptions
- Hoisting

Lesson 3 – Objects & Inheritance (15 Hours)

- Object Literals
- ES6 Classes
- Constructors
- ES6 Classical Inheritance

Lesson 4 –Functions (20 Hours)

- Declaration
- Invocation
- Arguments
- Scope
- Return
- Recursion
- Closure
- Callbacks
- Memorization

Lesson 5 – Advanced Functions (20 Hours)

- Call
- Bind
- Apply
- Arrow Functions

Lesson 6 – Arrays (10 Hours)

- Instantiation
- Reference
- Length
- Iteration
- Push
- Map
- Filter
- Reduce

Lesson 7 – Integrations (15 Hours)

- jQuery
- Selectors
- Events
- AJAX
- JSON

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C# and the .NET Framework (400 Hours 7 Weeks)

The .net framework is an enormous library of existing code already available for Windows. ASP.NET provides services to allow the creation, deployment, and execution of Web Applications. C# is a language that can leverage these two technologies.

Lesson 1 –The Philosophy of .NET (10 Hours)

- A look at the .NET Platform
- Introducing the Building Blocks of the .NET Program
- Understanding the Common Language Specification
- Understanding the Common Language Runtime

Lesson 2 – Building C# Applications (20 Hours)

- The Role of the .NET Framework SDK
- Building C# Applications Using csc.exe
- Building .NET Applications Using Notepad++

Lesson 3 – Core C# Programming Constructs (20 Hours)

- The Anatomy of a Simple C# Program
- The System Console Class
- System Data Types and Corresponding C# Keywords
- Working with String Data
- Understanding C# Arrays
- Understanding the num type
- Understanding the Structure Type

Lesson 4 –Understanding Encapsulation (20 Hours)

- Understanding Constructors
- Understanding the Static Keyword
- Defining the Pillars of OOP
- C# Access Modifiers

Lesson 5 – Understanding Inheritance and Polymorphism (20 Hours)

- The Basic Mechanics of Inheritance
- The Details of Inheritance
- C#'s Polymorphic Support

Lesson 6 – Understanding Structured Exception Handling (20 Hours)

- The Role of .NET Exception Handling
- Configuring the State of an Exception
- System Level Exceptions
- Application Level Exceptions
- Processing Multiple Exceptions

Lesson 7 – Working with Interfaces (20 Hours)

- Understanding Interface Types
- Defining Custom Interfaces
- Implementing an Interface
- Interfaces as Parameters

Lesson 8 – Collections and Generics (10 Hours)

- Nongeneric Collections
- Generic Type Parameters
- The System.Collections.Generic Namespace
- Constraining Type Parameters

Lesson 9 Delegates, Events, and Lambda Expressions (20 Hours)

Understanding the .NET Delegate Type

- Sending Object State Notifications Using Delegates
- Understanding Generic Delegates
- Understanding C# Events

Lesson 10–Advanced C# Language Features (20 Hours)

- Indexer Methods
- Operator Overloading
- Custom Type Conversions
- Extension Methods
- Anonymous Types

Lesson 11 – LINQ to Objects (15 Hours)

- LINQ Specific Programming Constructs
- Understanding the Role of LINQ
- Applying LINQ Queries to Primitive Arrays
- Returning the Result of a LINQ Query
- C# LINQ Query Operators

Lesson 12 Understanding Object Lifetime (10 Hours)

- Classes, Objects and References
- Understanding Object Generations
- Garbage Collection
- Building Finalizable Objects
- Building Disposable Objects

Lesson 13 Building and Configuring Class Libraries (20 Hours)

- Defining Custom Name Spaces
- The Role of .NET Assemblies
- Understanding the Format of a .NET Assembly
- Building and Consuming Custom Class Library

Lesson 14 –Type Reflection, Late Binding, and Attribute Based Programming (15 Hours)

- Type Metadata
- Understanding Reflection
- Dynamically Loading Assemblies
- Reflecting on Shared Assemblies
- Custom Attributes
- Building an Extendable Application

Lesson 15 – Dynamic Types and the Dynamic Language Runtime (20 Hours)

- The Role of the C# Dynamic Keyword
- The Role of Dynamic Language Runtime (DLR)
- COM Interop Using C# Dynamic Data

Lesson16 – Core Processes, AppDomains, and Object Contexts (15 Hours)

- The Role of a Windows Process
- Understanding .NET Application Domains
- Interacting with the Default Application Domain
- Creating New Application Domains
- Understanding Object Context Boundries

Lesson 17 –Understanding CIL and the Role of Dynamic Assemblies (10 Hours)

- Examining CIL Directives, Attributes, and Opcodes
- CIL Directives and Atributes
- Defining Type Members in CIL
- Understanding Dynamic Assemblies

Lesson 18 – Multithreaded, Parallel, and Async Programming (20 Hours)

- The Process/AppDomain/Context/Thread Relationship
- Creating Secondary Threads
- Concurrency
- Parallel LINQ Queries

Lesson 19 – File I/O and Object Serialization (15 Hours)

- The System.IO Namespace
- The DirectoryInfo Type
- The Directory Tyoe
- The DriveInfo Class Type
- The FileInfo Class
- Configuring Objects for Serialization

Lesson 20 – ADO.NET (10 Hours)

- ADO.NET Data Providers
- The Types of the System.Data Namespace
- The Connected Layer of ADO.NET
- Working with Data Readers
- Creating a Console UI-Based Front End

Lesson 21 – Introducing LINQ to XML (15 Hours)

- Members of the System.Xml.Linq Namespace
- Working with XElement and XDocument

Lesson 22 Introducing Windows Communication Foundation (10 Hours)

- The Role of WCF
- Building a WCF Service
- Hosting the WCF Service
- Simplifying Configuration Settings

Lesson 23 Introducing Windows Workflow Foundation (15 Hours)

- Building a Simple Workflow
- Examining Workflow Activities
- Building a Flowchart Workflow
- Building a Sequence Workflow

Lesson 24 Programming with WPF Controls (10 Hours)

- Controlling Content Layout Using Panels
- Building a Windows Frame Using Nested Panels
- Building the Ink API Tab
- Introducing the Documents API

Lesson 25 Dependency Properties, Routed Events and Templates (10 Hours)

- Understanding the Role of Dependency Properties
- Building a Custom Dependence Property
- Understanding Routed Events
- Logical Trees, Visual Tress, and Default Templates

Lesson 26 – ASP.NET Web Forms (10 Hours)

- The Role of HTTP
- Web Applications and Web Servers
- Client-Side Scripting
- Posting Back to the Web Server

Capstone Project (80 Hours 2 Weeks)

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 (300 Hours – 7 Weeks)

Intro to Web Development (1 Week – 50 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 deep into HTML, CSS, and git concepts, along with many other critical technologies

Lesson – HTML

- Tags and attributes
- Semantic elements
- Block-level vs inline
- HTML 5 layout elements
- Forms and input
- Comments
- Best practices

Lesson – CSS

- External, internal, and inline styles
- Styling IDs, classes, and tags
- Display and positioning
- Box Model
- Fonts
- Backgrounds
- Animations
- Selectors
- Resets

Lesson – Web Hosting & Services

- Client / server relationship
- Webhosting services
- Amazon Web Services

Lesson – Design Practices

- User eXperience
- Search Engine Optimization
- Accessibility
- Cross-browser compatibility
- Browser developer tools
- Content creation

Lesson – Git and Github

- Commands: clone, add, commit, push, pull, log
- Merge conflicts
- Commit messages
- Github and Github Pages
- Pull Requests
- Forking
- Markdown
- Gitignore
- Blaming

Lesson – Command Line

- Ubuntu based commands & scripting
- Command lines tools
- Arguments and IO

Lesson – Responsive Design

- Mobile-First
- Grid system
- Breakpoints and media queries
- Relative sizing
- Frameworks
- Polyfills

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JavaScript (200 hours - 4 Weeks)

JavaScript is nicknamed the programming language of the web. The language has a focus on user interaction, at every level. The language also supports communication between the client and the server. JavaScript and the technologies that use it are essential for building modern web applications.

Core JavaScript

- Syntax
- Datatypes
- Whitespace
- Operators
- Statements
- Expressions
- Literals
- Null vs undefined
- Static vs dynamic
- Functions, scope, arguments, and return
- Exceptions and error handling
- Recursion
- Hoisting
- Arrays
- Objects
- JSON
- Callbacks
- Call, bind, and apply
- 'this'
- Currying and closures
- AJAX
- API consumption
- Iteration
- Name space
- Functional Programming

Object Oriented Programming and Inheritance

- Functional
- Prototypal
- ES6 Classes

Design Patterns

- Modular
- Prototype

Frameworks, Libraries, Build, and Automation

- Node.js and npm
- Angular.js
- Express
- jQuery
- Karma
- Jasmine

Capstone Project (50 hours 1-Week)

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.

Project Features

- Solves a real world problem
- Agile development methodology
- Proper version control
- API Integration
- Data storage with MongoDB or Postgre.SQL
- Optimization for performance, and accessibility
- Search engine optimized

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%
Personal Projects	25%
Group Projects	25%

devCodeCamp will consider a student's status satisfactory if he or she achieves and maintains a grade point of 2.0 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

Students 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. First is at 50.16% completion of the program and the second is at the completion of the program. Example: 600 clock hour program, period one is completed at 301 clock hours.

The instructor will also review each student's progress and provide feedback to the student at the completion of each of the primary concepts within the program. Hard copies of grades will be given to the student at the end of each primary concept.

Academic progress is evaluated at the completion of each period. If a student is not meeting Academic progress after period one they may be required to schedule a meeting with their instructor in order to develop an action plan for regaining satisfactory academic progress. This plan may include, but is not limited to, mandatory mentoring sessions, group work or additional homework.

To maintain satisfactory academic progress, a student must attend at least 80% 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 Satisfactory Academic Progress, the student must have attained a 2.0 cumulative GPA by the end of the first grading period, and must maintain a minimum 2.0 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.

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

Requirements are:

- An attendance record of 80% or higher
- A cumulative GPA of 2.00 or higher

devCodeCamp will notify a student by mail if he or she will not be receiving a certificate of completion due to unsatisfactory academic progress.

Students enrolled at devCodeCamp will not be dismissed due to not meeting Academic Progress due to the short nature of the programs.

Attendance Policy

Students are required to maintain an 80% 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.

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 is verified through daily class sign-in sheets and class reports.

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.

Leave of Absence Policy

devCodeCamp does not grant Leave of Absence.

Employment Advisory 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.

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.

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.

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; employment and employers are as individual as are students themselves. Students are encouraged to persevere and remain positive throughout the process of securing employment.
- Employment or salaries attained cannot be guaranteed.

devCodeCamp

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:
- 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 Board
201 W. Washington Avenue, 3rd Floor
Madison, WI 53703
Phone: (608) 266-1996
Fax: (608) 264-8477
Email: eabmail@eab.state.wi.us