galvanize

CATALOG

ARIZONA

Version 2018.2
Effective February 10, 2018 – December 31, 2018

(602) 362-2670
www.galvanize.com

galvanize

TABLE OF CONTENTS

NOTES

This Galvanize Catalog, Arizona, 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. A copy of the current Catalog can be requested by sending an email to info@Galvanize.com or by calling the school at (720) 468-0776.

All Arizona classes are conduced at our Warehouse District, Phoenix campus.

Ownership
Galvanize is a private institution owned by Galvanize, Inc. The officer of Galvanize, Inc. is Alfonso Rosabal.

The Board
The Board of Directors of Galvanize includes Daniel Pianko, Denise O'Leary, Paul Mariani and Jerry Miller.

Management
The General Manager of the Phoenix campus is Diana Vowels.

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 Arizona.

Complaints
Galvanize is conditionally licensed by the Arizona State Board for Private Postsecondary Education. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone number is (602) 542-5709, and website address is www.azppse.gov.

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.

History

Galvanize's founders, Jim Deters, Lawrence Mandes and Chris Onan, started Galvanize in 2012 with a bold vision: build a community to provide entrepreneurs and learners with life-changing opportunities for growth. Technology has made it possible for anyone with fortitude and resourcefulness to change the world for the better. Galvanize creates easy access for anyone who has the drive and determination to jump into the tech world, especially in entrepreneurship, engineering, and data science, and their campuses are home to students, startups, investors, mentors, and other people who are engaged and excited to reach their full potential.

Galvanize is currently operating eight campuses in Austin, Boulder, Denver (2), New York City, Phoenix, San Francisco, and Seattle.

The Galvanize educational programs are licensed in California with the Bureau of Private Postsecondary Education, in Colorado by the Department of Private Occupational Schools, in New York with the Bureau of Proprietary School Supervision, in Texas with the Workforce Commission, and in Washington with the Workforce Training and Education Coordinating Board.

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

Programs offered at the Phoenix campus include the Data Science and Web Development Immersives.

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 web developers and junior software developers. Graduates may find suitable employment with a technical consultancy firm, a software company, a non-technical company (as an in-house developer,) freelancing, and more. There are no license requirements for general work in this career field. A graduate of this program will receive a certificate of completion.

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, for a total of 700 clock hours. 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 must meet the attendance requirements, 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.

Course Outline:

Subject #	Subject Title	Course Time, Hours Lect/Lab/Ext/Total
FSI 101	Intro to Programming and Frontend Development	55/120/0/175
FSI 102	Server Side Programming	55/120/0/175
FSI 103	Front End Frameworks and Single Page Applications	55/120/0/175
FSI 104	Data Structures and Algorithms & Interview Prep	21/49/0/70
FSI 105	Capstone Project	21/84/0/105

Total Charges:
Tuition: $20,800.00
Registration Fee: $200.00
Total Tuition and Equipment Charges (possible): $21,000.00

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, for a total of 480 clock hours. 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 must meet the attendance requirements, 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.

Course Outline:

Subject #	Subject Title	Course Time, Hours Lect/Lab/Ext/Total
DSI 101	Software Engineering & Exploratory Data Analysis	12/28/0/40
DSI 102	Statistics and Probability	12/28/0/40
DSI 103	Regression	12/28/0/40
DSI 104	Supervised Learning	12/28/0/40
DSI 105	Natural Language Processing	12/28/0/40
DSI 106	Unsupervised Learning	12/28/0/40
DSI 107	Data Engineering	12/28/0/40
DSI 108	Case Studies	12/28/0/40
DSI 109	Capstone Projects	12/148/0/120
DSI 110	Interview Preparation	12/28/0/40

Total Charges:
Tuition: $15,800.00

galvanize

Registration fee: $200.00
Total Tuition: $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. Minimum requirements for both Immersive programs include being 18 years of age and holding a high school diploma or the equivalent.

Galvanize does not discriminate based on race, sex, religion, ethnic origin, or disability. Galvanize encourages students from backgrounds underrepresented in the technology industry are to apply to Galvanize. While Galvanize does accept international students, Galvanize does 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.

The application process includes:
1) Online application form
2) Non-technical phone screening
3) Take-home coding challenge
4) Technical interview/pair programming exercise

Multiple Entry-Point (WDI Only)

Applicants to the Web Development Immersive program who achieve a certain score on the admissions test may opt to enter the Web Development Immersive program at a later time. For more information, please refer to the below rubric.

Tuition for late entry students will be adjusted on a prorated basis.

Admissions Test Score	Entry Point Option	Tuition
0% - 69& on Part 1 (Q1 Standards)	Day 1 of FS101 – Intro to Programming and Frontend Development	$21,000
70% - 100% on Part 1 (Q1 Standards)	Day 1 of FS102 – Server-side Programming	$16,000
70% - 100% on Part 1 (Q1 Standards) 70% - 100% on Part 2 (Q2 Standards)	Day 1 of FS103 – Front-End Frameworks and Single Page Applications	$11,000

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.

The application process includes:
1) Online application form
2) Take-home coding assessment
3) Technical Python interview
4) Technical statistics interview

LOANS

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.

TUITION ASSISTANCE

Galvanize is dedicated to the mission of de-homogenizing the tech industry and providing more opportunities to change lives for people from diverse backgrounds. Galvanize offers several discounts for qualified students whose successful completion of the program furthers this mission. Discount amounts range from $1,000 to $5,000. Discounts are allocated with a focus on

under-represented minorities in technology including women, people of color, veterans, and those who identify as LGBT.

INSTITUTIONAL PAYMENT PLANS

Payment is not required until an applicant has successfully completed the full admissions process and received acceptance into a Galvanize Immersive program.

An accepted student shall receive his/her Enrollment Agreement from the Registrar/Bursar. After reviewing the Enrollment Agreement and agreeing to the terms, an accepted student shall sign the agreement, and the Registrar/Bursar shall countersign. When the Enrollment Agreement is complete, the Registrar/Bursar will follow the following procedures:

Payment Terms:

Payment Option	Deposit	Payment Schedule	Payment method
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. See page 12 of this catalog for refund details in the case of a cancellation or termination.

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:

a. whether the postponement is for the convenience of the school or the student; and,
b. 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. If postponement is at the convenience of the school, the student shall be entitled to a refund of all monies paid.

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 of 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-paces academic program in English. All applicants must schedule and interview with admissions personnel as part of the application process. Galvanize may consider the interview in evaluating 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

1) Three-Day Cancellation
An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitles to

refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

2) Other Cancellations

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less a $200.00 registration fee.

Cancellation shall occur when you give written notice via email to bursar@galvanize.com, showing that you no longer wish to be bound by this Agreement.

If an applicant is denied admission, a full refund will be provided.

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

In the case of students who withdraw or are terminated after commencement of classes, the school will retain the cancellation fee of $200.00 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.

Refund to which a student is entitled upon termination or withdrawal based on % of the clock hours attempted:	
10% or less	90% less cancellation charge
More than 10% and less than or equal to 20%	80% less cancellation charge
More than 20% and less than or equal to 30%	70% less cancellation charge
More than 30% and less than or equal to 40%	60% less cancellation charge
More than 40% and less than or equal to 50%	50% less cancellation charge
More than 50%	No refund

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.
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 in the Galvanize Catalog. If the student fails to return from the leave of absence, the

galvanize

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.

DEFERMENT POLICY

Admitted students seeking 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. Eligible students seeking to move to another cohort 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 one time only 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. Therefore, we have the following attendance policy:

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. An instructor will inform underperforming students of their progress. If a student on probation continues to perform below this minimum level after the next written assessment, the student can 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.

galvanize

3.) Graduation Standards

Failure to satisfy Attendance, Technical, Career Services standards and/or deliver an approved Capstone Project can result in dismissal from the program and an inability to graduate from the program. Students who 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.

EARLY GRADUATION

Students who fulfill certain requirements may request consideration for Early Graduation status by submitting a written request to their Lead Instructor and the campus Program Director prior to leaving the program. A student must satisfy the following requisites to be considered for Early Graduation:

1. Secure a job with a start date prior to graduation
2. Attend 75% of the program hours
3. Complete all technical requirements, including the Capstone Project

Students granted Early Graduation status are not eligible to receive a tuition refund, pursuant to their state specific refund policy. Students granted Early Graduation status are considered Alumni, and as such, have access to all Alumni benefits including Career Services and building access as outlined in the Alumni Member Agreement.

Early Graduation status is not available for sponsored students.

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 in perpetuity. 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.

STUDENT SERVICES

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

galvanize

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

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 program (Data Science Immersive) is a 58-day program. 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 is 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.

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 Program Director to investigate the issue and allegations.
- If you do not know where to begin an informal resolution, the Program Director can 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 Campus General Manager 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 Campus General Manager 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 Campus General Manager, the student may appeal to the Legal & Regulatory Department.

Stage 4: Appeal

Appeals to the Legal & Regulatory Department must be received within 5 working days following communication to the Complainant of the resolution. The Legal & Regulatory

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

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure the student ay file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

Address: 1400 W. Washington, Room 260, Phoenix, AZ 85007
Phone: (602) 542-5709
Website: www.azppse.gov

FACILITIES

Galvanize has eight campuses in Austin, Texas; Boulder & Denver (2), Colorado; New York City, New York, Phoenix, Arizona; San Francisco, California; and Seattle, Washington.

The Galvanize administrative headquarters are at the Denver-Golden Triangle location.
1062 Delaware Street, Denver, CO 80204
720-468-0776

Galvanize requires all Immersive students to provide themselves with a Mac or Ubuntu Linux machine with 4Gs of RAM and recommends a computer from the last 3 years. Galvanize can support students using OSX/ Ubuntu Linux machines. Galvanize is unable to provide technical support to students using a Windows machine.

Galvanize provides equipment, including full paired workstations with Mac mini computers, monitors, keyboards, and mice for the Data Science Immersive students. 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 six months following their program as well.

All resources required for the educational programs are free, online, public, and open source. Galvanize does not have a physical library.

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, 01/01/2018
MLK Day, 01/15/2018
President's Day, 02/19/2018
Memorial Day, 05/28/2018
Independence Day, 07/04/2018
Labor Day, 09/03/2018
Thanksgiving Day, 11/22/2018
Day After Thanksgiving, 11/23/2018
Christmas Eve, 12/24/2018
Christmas Day, 12/25/2018
Day After Christmas, 12/26/2018
New Year's Eve, 12/31/2018

Name	First Day of Class	Last Day of Class	Solo Break(s) - No Class	Galvanize School Holidays
WEB DEVELOPMENT	01/02/2018	06/15/2018	Break Week 1: 02/05/2018 - 02/09/2018 Break Week 2: 03/19/2018 - 03/23/2018 Break Week 3: 04/30/2018 - 04/05/2018	MLK Day: 01/15/2018 President's Day: 02/19/2018 Memorial Day: 05/28/2018
WEB DEVELOPMENT	02/12/2018	07/27/2018	Break Week 1: 03/19/2018 - 03/23/2018 Break Week 2: 04/30/2018 - 04/05/2018 Break Week 3: 06/11/2018 - 06/15/2018	President's Day: 02/19/2018 Memorial Day: 05/28/2018 Independence Day: 07/04/2018
DATA SCIENCE	02/26/2018	05/25/2018	Break Week: 04/09/2018 - 04/13/2018	None
WEB DEVELOPMENT	03/26/2018	09/07/2018	Break Week 1: 04/30/2018 - 04/05/2018 Break Week 2: 06/11/2018 - 06/15/2018 Break Week 3: 07/23/2018 – 07/27/2018	Memorial Day: 05/28/2018 Independence Day: 07/04/2018 Labor Day: 09/03/2018
WEB DEVELOPMENT	05/07/2018	10/19/2018	Break Week 1: 06/11/2018 - 06/15/2018 Break Week 2: 07/23/2018 – 07/27/2018 Break Week 3: 09/03/2018 - 09/07/2018	Memorial Day: 05/28/2018 Independence Day: 07/04/2018 Labor Day: 09/03/2018
DATA SCIENCE	06/18/2018	09/14/2018	Break Week: 07/30/2018 - 08/03/2018	Independence Day: 07/04/2018

				Labor Day: 09/03/2018
WEB DEVELOPMENT	06/18/2018	11/30/2018	Break Week 1: 07/23/2018 – 07/27/2018 Break Week 2: 09/03/2018 - 09/07/2018 Break Week 3: 10/15/2018 - 10/19/2018	Independence Day: 07/04/2018 Labor Day: 09/03/2018 Thanksgiving Day: 11/22/2018 Day After Thanksgiving: 11/23/2018

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