

galvanize inc

CATALOG

Galvanize, Inc.
Texas

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www.galvanize.com

galvanize

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NOTES

Galvanize, Inc. is henceforth referred to as “Galvanize” or the “School.”

This Galvanize Catalog, Texas, 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 download at www.galvanize.com. You can also request a copy of the current Catalog by sending an email to info@Galvanize.com or by calling the school at (720) 468-0776.

All Texas classes are conducted at our Second Street, Austin Campus.

Ownership

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

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 Texas.

Complaints

Galvanize is approved and regulated by the Texas Workforce Commission. Complaints, which cannot be resolved by direct negotiation between the student and the school shall be directed to the Texas Workforce Commission.

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin Texas 78778-0001
Phone: 512-936-3100
Texasworkforce.org/careerschools

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

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, Texas; Boulder & Denver (2), Colorado; New York City, New York; Phoenix, Arizona; San Francisco, California; and Seattle, Washington.

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

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 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 instruction from 9:00AM – 5:00PM Monday through Friday for the full 24 week duration course. A five-minute break will be taken at the end of each hour with a lunch break from 12:00PM – 1:00PM except during 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.

A course time hour is defined as at least 55 minutes of instruction in an hour period.

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. Student 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 Career Services 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 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

Cost of Books/Supplies: n/a

Other Expenses: n/a

Total Tuition Charges: \$21,000.00

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

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 Outcomes:

The Data Science Immersive prepares students to become data scientists. Graduates may find suitable employment at technology companies, consulting & research firms, scientific organization, government agencies, and more. A graduate of this program will receive a certificate of completion. 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. A five-minute break will be taken at the end of each hour with a lunch break from 12:00PM – 1:00PM. 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. A course time hour is defined as at least 55 minutes of instruction in an hour period.

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 Career Services 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 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 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

Cost of Books/Supplies: n/a

Other Expenses: n/a

Total: \$16,000.00

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

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

Students must enroll in an entire Galvanize program, and no credits from any other institutions will transfer to satisfy successful completion of any part of our programs. Galvanize does not award credit for experiential learning towards completion of course requirements, and has not entered into any transfer agreement with any other college, university, or school.

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	Lending partner transfers funds to Galvanize directly. For students electing to finance



		Credit	partial tuition, the tuition remainder will be due Saturday after class begins.
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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 \$100 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

In the case of a program postponement, we will notify enrolled students and have them sign a written agreement acknowledging this change. This agreement must list the reason for the postponement and the deadline for a 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, or the student decides to withdraw from the program, the student will be entitled to refund of all tuition and fees paid to date, in accordance with the Galvanize refund policy.

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.

Galvanize does not accept credit from previous training.

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

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Cancellation shall occur when a completed Notice of Cancellation – Off-Campus Enrollment form is returned via email to bursar@galvanize.com, showing that the student no longer wish to be bound by this 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)

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

<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. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination, if the student is terminated by the school;
 - b) the date of receipt of written notice from the student; or
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools or other supplies are to be handles separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the

enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) an enrollee is not accepted by the school;
 - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a) If tuition and fees are collected in advance of the withdrawal, a pro rate refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following the withdrawal;
 - b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- i. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. Demonstrated sufficient mastery of the program to receive credit for completing the program
9. The payment of refund will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

When calculating refunds, the official date of a student's termination is the last day of recorded attendance.

- a. When the school receives notice of the student's intention to discontinue the training program; or,
- b. When the student is terminated for a violation of a published school policy which provides for termination; or,
- c. When a student, without notice, fails to attend classes for thirty calendar days.

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. 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

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. Complaints, which cannot be resolved by direct negotiation between the student and the school shall be directed to the Texas Workforce Commission.

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin Texas 78778-0001
Phone: 512-936-3100
Texasworkforce.org/careerschools

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.



REQUEST FOR INCOMPLETE

Admitted students can request an incomplete based on academic and/or personal grounds by writing to an instructor or another school administrator. The request will be forwarded to the School Head for approval in consultation with the lead instructor.

An instructor has the discretion to assign an incomplete to a student who has not successfully completed the course materials – but as a general rule, an incomplete status should only be granted to students who have extra ordinary circumstances, which would prevent them from completing with their cohort.

To finish the program (change student status from Incomplete to Complete,) a student must first meet with their lead instructor to review specific requirements and due dates and build a Performance Improvement Plan. The student must satisfy the PIP requirements as verified by the lead instructor.

Incomplete automatically turns into a “failure to graduate” in 1 year. Students who do not complete requirements in less than one year of their original cohort graduation will no longer be eligible for a certificate.

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 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.

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 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 Registrar 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, PROBATION AND GRADING SYSTEM

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 GRADING/PROBATION

Web Development Immersive students will receive regular feedback on a weekly basis via the Galvanize Mastery Tracker (a learning management system). This tool is used to track student performance against industry-aligned standards on specific content areas/ topics covered in the course. The instructor will score a student's technical performance on standards each week on a 0-4 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.

A student who is administratively withdrawn from the program due to unsatisfactory technical competency may reapply to a subsequent program after their original program has concluded

DATA SCIENCE IMMERSIVE GRADING/PROBATION

Data Science Immersive students will have regular weekly written assessments to check for understanding on the material and skills covered that week. A student's technical performance will be assessed and reported by the instructor on a weekly basis. Students must receive **30 points or higher cumulative average** of all assessment tests. 0-10 indicates little/no mastery, or little/no attempt to answer. 11-20 indicates a failed attempt. 21-30 indicates some progress but insufficient mastery, 31-50 indicates sufficient mastery with room to learn/grow, and 51-100 indicates above and beyond sufficient mastery.

This grading system allows for clear recognition of a struggling student and abundant opportunity for a successful student to explore new concepts in Data Science.

Those students who have received fewer than 30 points as an average score on assessments will be placed on academic probation and required to show improvement before the following written assessment. An instructor will inform students who are underperforming of their progress. If a student on probation continues to perform below this minimum level after the next written assessment could be administratively withdrawn from the program.

A student who is administratively withdrawn from the program due to unsatisfactory technical competency may reapply to a subsequent program after their original program has concluded..

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 Career Services 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 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.

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.

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 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.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact Galvanize faculty or staff immediately. Galvanize faculty and staff will help students contact security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe.

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.

Unresolved grievances shall be redirected to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin Texas 78778-0001
Phone: 512-936-3100
[Texasworkforce.org/careerschools](https://texasworkforce.org/careerschools)

FACILITIES

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

The locations of our campuses are as follows:

Austin, TX: 119 Nueces Street, Austin, TX 78701
Boulder, CO: 1023 Walnut Street, Boulder, CO 80302
Denver-Golden Triangle, CO: 1062 Delaware Street, Denver, CO 80204
Denver-Platte, CO: 1622 Platte Street, Denver, CO 80202
New York City, NY: 303 Spring Street, New York, NY 10013



Phoenix: 515 E Grant Street, Phoenix, AZ 85004
San Francisco: 44 Tehama Street, San Francisco, CA 94105
Seattle, WA: 111 South Jackson Street, Seattle, WA 98104

Construction of the Galvanize-Austin facility was completed in early 2016. The 25,000 square foot building is accessible to persons with disabilities and includes three classrooms outfitted with up-to-date (two-year or newer) equipment; Data Science Immersive classroom with full pairing workstations with desks, chairs, Mac Mini computers, monitors, keyboards, and mice; Web Development Immersive classroom with desks, chairs, monitors, projectors, and whiteboards. Students also have access to the remainder of the facility, containing a community workspace, conference rooms, break rooms, and administrative offices.

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 is 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	Graduation	Last Day of Class	Solo Break(s) - No Class	Galvanize School Holidays
WEB DEVELOPMENT	2/5/2018	7/20/2018	7/20/2018	Break Week 1: 3/12/2018 - 3/16/2018 Break Week 2: 4/23/2018 - 4/27/2018 Break Week 3: 6/4/2018 - 6/8/2018	President's Day: 2/19/2018 Memorial Day: 5/28/2018 Independence Day: 7/4/2018
DATA SCIENCE	2/12/2018	5/11/2018	5/11/2018	Break Week: 3/12/2018 - 3/16/2018	President's Day: 2/19/2018
WEB DEVELOPMENT	4/9/2018	9/21/2018	9/21/2018	Break Week 1: 5/14/2018 - 5/18/2018 Break Week 2: 6/25/2018 - 6/29/2018 Break Week 3: 8/6/2018 - 8/10/2018	Memorial Day: 5/28/2018 Independence Day: 7/4/2018 Labor Day: 9/3/2018
DATA SCIENCE	5/29/2018	8/24/2018	8/24/2018	Break Week: 7/9/2018 - 7/13/2018	Independence Day: 7/4/2018



I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a stylized 'A', is written over a horizontal line.

SIGNED BY DIRECTOR OR OWNER

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