



125 South Clark Street, 17th Floor
Chicago, IL 60603
(312) 767-7673

Academic Catalog

Volume 8, March 31, 2020

I certify this catalog to be true and correct in content and policy at the time of publication.

Rodrigo Levy

Rodrigo Levy, Executive Director

03/31/2020

Date

Mission

Code Platoon is a 501(c)3 non-profit that helps veterans and military spouses transition into the civilian workforce by providing technical training and career placement.

Governing Body

Code Platoon is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. We are governed by our Board of Directors, all of whom can be found on our website at <https://www.codeplatoon.org/about/team/>. The day-to-day operations are overseen by our Executive Director, Rod Levy; he manages the faculty members and staff of Code Platoon who can also be found at the link above. Code Platoon is not accredited by a U.S. Department of Education recognized accrediting body.

Calendar of Holidays

Code Platoon honors and is closed on the following holidays:

- New Year's Day
- Week of President's Day
- Memorial Day
- Week of Independence Day
- Labor Day
- Veterans Day
- Week of Thanksgiving
- Christmas Day

2020 Important Dates

<i>Cohort</i>	<i>Enrollment Deadline</i>	<i>Deposit Due</i>	<i>Term Dates</i>
Kilo	September 29, 2019	October 7, 2019	January 6 to April 17, 2020
Lima	January 30, 2020	February 10, 2020	May 4 to August 14, 2020
Mike	July 30, 2020	August 6, 2020	August 31 to December 11, 2020
Part-Time Alpha	January 30, 2020	February 10, 2020	March 30 to December 18, 2020

Admissions Policy

The requirement for admission to Code Platoon is a student must be a veteran or military spouse and complete the application. The application includes a coding tutorial, several short essays, personal video and submission of DD-214 (the veteran's discharge document).

Attendance Policy

Full Time Students (In-Person and Remote): In order to successfully graduate from Code Platoon, students must attend class for 40 clock hours per week, for the duration of the 14 weeks. Students may not miss more than 17.5 days in total. In order to be counted as present, students must be no more than 15 minutes late and must stay for the entire day. Students who leave with more than 15 minutes of official class time remaining without instructor permission will be counted as absent for the entire day. If a student knows that they will not be able to be present for the full day for a legitimate reason (e.g., VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies), they must notify the instructional staff. Excused absences and tardiness will not count against the student's attendance. For students serving in the Reserve branches of the Armed Forces, full exceptions will be made for monthly drills and Annual Training.

Part Time Students (In-Person and Remote): In order to successfully graduate from Code Platoon, students must attend class for 16 clock hours per week, for the duration of the 35 weeks. Students may not miss more than 26.25 days in total. In order to be counted as present, students must be no more than 15 minutes late and must stay for the entire day. Students who leave with more than 15 minutes of official class time remaining without instructor permission will be counted as absent for the entire day. If a student knows that they will not be able to be present for the full day for a legitimate reason (e.g., VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies), they must notify the instructional staff. Excused absences and tardiness will not count against the student's attendance. For students serving in the Reserve branches of the Armed Forces, full exceptions will be made for monthly drills and Annual Training.

Both Programs: Any student who misses more than cumulative total of 5 days a month will be put on probation for a period of one month. If the student's attendance continues to violate the attendance policy after the probationary month by missing another 5 days of class after being put on probation, during the probation month, the student will be terminated from the GI Bill program, but can continue to audit Code Platoon's program out of their own pocket. A student is off probation when they miss 4 or fewer days in a month.

Attendance Probation

Graduation and certification from Code Platoon is directly correlated with attendance. If a student misses 5 days of class in a 1 month period of time, they will be placed on attendance probation. Code Platoon staff will work with the student in order to mitigate additional class days being missed. If a student misses an additional 5 days of class within 1 month of being put on probation, they will be ineligible for graduation. Students with excessive absences may audit the remainder of their cohort but are not eligible for certification.

Academic Standards

Students will be graded on 5 assessments during their time at Code Platoon. The breakdown of grading is below:

Name	Percentage of final grade
Assessment #1	15%
Assessment #2	20%
Assessment #3	15%
Assessment #4	20%
Assessment #5	30%

Assessments are graded on a rubric scale which can be found on our website at <https://www.codeplatoon.org>. In order to graduate and receive a certification from Code Platoon, students must receive a final grade of 75% or higher.

Academic Probation

Students will be placed on academic probation if their cumulative score on the assessments falls below 75%. If a student fails an assessment, they have an opportunity to retake it before the end of the course; the higher score will be recorded. Students who fail assessments or who require additional support will be put on an individualized re-tracking plan and will work with Code Platoon staff to ensure that they are successful.

All students who do not receive a cumulative score of 75% by the end of the class will not receive a certification.

At this time, Code Platoon does not dismiss students for poor academic progress (with the exception of students receiving GI Bill® benefits) as we feel it is counter to our mission to turn veterans and military spouses into software engineers. Students who are on probation and/or fail assessments are welcome to audit the class but are not eligible for certification.

Students are able to keep track of their assessment grades and progress and their attendance through individual Google Sheets shared with them and instructional staff.

Student Conduct

Our full Code of Conduct can be found on our website at codeplatoon.org/code-of-conduct. To summarize, Code Platoon's immersive program is extremely fast-paced and there is not a moment to lose. That means that while students are in Code Platoon, there are no "-isms" - no racism, sexism, ageism, etc., - this is an open learning environment. While conflicts are inevitable, we expect all students to everyone related to Code Platoon (other students, staff, volunteers, and guests) to treat each other with the utmost respect. We will never kick a student out due to struggling through material if they show up each day, work hard, and treat others with respect. That being said, we will not hesitate to take quick and decisive disciplinary action when one's actions encroach on another person's comfort in the classroom.

If someone related to Code Platoon accuses a student of misconduct:

1. Report all complaints verbally or in writing to the Director of Education, the Executive Director or the Company's human resource representative (mandy@codeplatoon.org).
2. CP staff will record the incident in a confidential manner and gather both parties to talk through their side and gather all evidence of the interaction
3. If evidence supports that a student is guilty of misconduct, that student will be given a formal warning and it will be marked in their records (provided that in cases of extreme misconduct, the student may be immediately asked to leave the program)
4. If another episode of misconduct is presented and/or successfully proven against the student, they will be asked to leave the program
5. In addition, students who are asked to leave the program for misconduct may have their scholarships revoked and/or be responsible for any debt.

GI Bill® Eligibility

In order for a veteran to receive GI Bill® benefits, they must attend Code Platoon's immersive or part-time software development program in person . Students may not enroll in any remote

sessions as the VA does not recognize independent study, hybrid or blended learning, remote, clinicals, internships, externships, distance education and/or practical training sessions as eligible for benefits. Students receiving GI Bill® benefits who attend class remotely will be counted as absent.¹

Tuition & Fees

Code Platoon tuition is \$15,500 for the session. Code Platoon may offer scholarships that go up to the cost of tuition. A non-refundable deposit of \$500 is due 2 weeks before the first day of class and the remaining balance is due the first day of class. Exceptions can be made for financial hardships; students can work out a payment plan with Code Platoon staff. If a student is attending under the GI Bill® or VET TEC®, then the \$500 deposit is refundable.

Students are responsible for the entire tuition unless they receive written notice from the Executive Director that states otherwise. This does not apply for students who are called to duty or active service, or who receive funding through the GI Bill (see Addendum 1).

If a student decides to withdraw from Code Platoon or is asked to leave by Code Platoon staff for disciplinary reasons, they are still responsible for the entire tuition, unless provided otherwise.

Code Platoon will collect a refundable \$20 cash deposit on the first day of class for a keycard for the classroom. If a student loses their card, the \$20 deposit will be forfeited. At the end of each cohort, the student will be expected to return their key card and will receive their \$20 deposit back..

Each student is required to bring a personal computer to class each day. For all in-person students, we require that they use a Macintosh machine, 2010 or newer. We have a number of Mac machines in our Chicago office that we can loan to students. For remote students, they may be able to use a Windows machine that utilizes Windows 10 that will remotely connect into one of our Macintosh machines in our office.

Scholarships

Students are eligible to apply for general scholarships from Code Platoon. General scholarships *can be used for any purpose*, including, but not limited to: tuition, housing, etc. Students can elect to receive some or all of the scholarship directly and/or apply some or all of it to tuition

¹ GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

directly. Students, in good standing and who elect to receive their scholarship directly, will be paid in weekly installments.

Facilities / Equipment

Code Platoon is located at 125 South Clark Street, Chicago, IL 60603. Our handicap-accessible office is located in downtown Chicago and is open 24/7 with key card access. Students will receive key cards on the first day of class. The building provides free Wifi, mail services, coffee, and shower facilities. Our classroom has enough external monitors, keyboards, and mice for each student, up to 14 per cohort for our full-time in-person program. Our full-time remote program has 14 spots and students attend virtually. For our part-time in-person program, we can support up to 12 students and for our part-time remote program, we can support up to 6 students.

Contact List

Pre-work questions, concerns, or feedback (prior to Day 1)	Jon Young / jon@codeplatoon.org
Billing, tuition, payments, refund policies, etc.	Rod Levy / rod@codeplatoon.org
GI Bill benefits and VA questions	Alicia Boddy / alicia@codeplatoon.org
Program logistics, instruction, day-to-day operations	Jon Young / jon@codeplatoon.org

As CP staff, we will respond to full-time students' communications between 8am and 5pm Central Time from Monday to Friday each week. We may not not respond to any messages over the weekend or after hours, but please send a message if you are having issues. We will respond to it if we can. We will try our best to respond to all communications within one business day.

As CP staff, we will respond to part-time students' communications between 5:30 pm and 9:30 PM Central Time on Tuesday and Thursday and 8am and 5pm Central Time on Saturdays. We may not not respond to any messages other than the aforementioned times, but please send a message if you are having issues. We will respond to it if we can. We will try our best to respond to all communications within one business day.

Office Hours

Code Platoon instructional staff for the full-time program will be available from 8AM to 5PM. In addition, if you feel that you need more personalized attention, you can feel free to ask any of the instructors for a 1:1 session during the afternoons.

Code Platoon instructional staff for the part-time program will be available from 5:30 - 9:30 PM on Tuesday/Thursday and 8 AM - 5 PM on Saturdays. In addition, if you feel that you need more personalized attention, you can feel free to ask any of the instructors for a 1:1 session during the afternoons.

TAs will be available from Monday - Thursday evenings from 5:30 - 7:30 PM for both full-time and part-time students.

The Executive Director will schedule two formal 30-minute 1:1 sessions during the first half of the cohort with each student and is available upon request.

Daily Challenges

Each day has programming challenges designed to help reinforce and teach you concepts taught that day. If you want us to review your work please open a pull request and apply the default label help-wanted. There is no such thing as doing too much practice - aim to finish everything every day!

Pair Programming / Solo Days

Pair programming is an Agile software development techniques usually found in the XP (Extreme Programming) variation where two people work together to solve a problem. Generally, one person will drive (type) and the other will navigate (tell the driver what to type) Studies have shown pair programming to lead to higher quality code and fewer bugs in the long term. We will pair program with other students at least twice a week and will work solo on the other days. After lecture, students will be given classroom and homework assignments pertinent to the lecture that must be completed by themselves. During this time, the instructor will be present in the classroom to assist with any questions or problems that come up.

Notes on Challenges

It's okay to refer to your old code and to other parts of the curriculum. You can also use documentation and Google searches, but don't copy and paste code from Stack Overflow or otherwise plagiarize someone else's work; only write code that you understand and can explain. If you find yourself in a situation where your code is not doing what you expected or want, explain what's going wrong (i.e. what you expected to happen and what's actually happening) in a comment in your file. Then take a break and sleep on it. Don't ever continue to struggle for hours in the hopes you will come to it. You'll be amazed how much better you'll feel after taking a break, and doing so will increase your chances of finding errors. If you can't figure it out, it's better to hand in what you have than to cheat.

Course Outline

The skills taught by Code Platoon are chosen specifically to train students to land a job as a junior or intern level software engineer.

Full-Time Program (In-person and Remote delivery)

A typical day starts with 1-2 hours of lecture to cover a variety of topics, followed by 6-7 hours of structured workshop time to do assignments. The time spent during the day doing assignments is the application of the concepts taught in the morning. During these assignments, students are writing code based on what they learn in the lectures. Our course is separated into 3 learning modules below; please note that there is a significant amount of homework and weekend projects that students are required to do that we don't count in the approximate time and clock hours.

Part-Time Program (In-person and Remote delivery)

Weekday courses will begin with 1-2 hours of lecture to cover a variety of topics, followed by 1-2 hours of structured workshop time to do assignments. During these assignments, students are writing code based on what they learn in the lectures. Our course is separated into 3 learning modules below; please note that there is a significant amount of homework and weekend projects that students are required to do that we don't count in the approximate time and clock hours.

Module 1: Computer science / programming fundamentals

Full Time: Weeks 1-4, 160 hours **Part Time:** Weeks 1-10, 160 hours

In Module 1, we cover computer science basics and programming fundamentals, including algorithm scripting, version control, data types and structures (variables, booleans, integers, strings, objects, operators, loops, etc.). We also cover object-oriented programming, inheritance, polymorphism, database persistence, SQL, and data modeling a web application. The languages to be covered in these weeks are Python, Javascript, and SQL. This module is important to build

a base for students to think through problems, will build the skills necessary to troubleshoot issues, and will prepare students for first-round technical interviews.

Beyond Tech Session 1: Feedback

From asking for help when stuck to pair programming and taking direction, being able to effectively give and receive feedback is vitally important to the life of a junior developer. This session helps our students understand how to give and accept feedback in order to grow in their craft.

Beyond Tech Session 2: How to deal with being stuck

At one point or another, every developer deals with the feeling of being stuck in a problem. Feelings of “imposter syndrome” are commonplace and students will inevitably question why they are even learning code in the first place. This session will normalize the feelings of “imposter syndrome”, give students a good vocabulary to describe their feelings and move them from a fixed learning mindset to a growth learning mindset.

Beyond Tech Session 3: Diversity & Inclusion Part 1: Diversity

Today’s modern-day workplace represents a rich melting pot of people from many different races, religions, sexual orientations, genders, etc. As we enter this workplace, we have to understand what makes us diverse. This session aims to get a better understanding of the lexicon that surrounds diversity. Participants will be guided through a series of exercises and discussions to better know themselves, and define identity. By increasing our students’ diversity lexicon, they will become effective advocates to creating a richly diverse and inclusive work culture.

Module 2: The World Wide Web

Full Time: Weeks 5-6, 80 hours **Part Time:** Weeks 11-15, 80 hours

This module includes the foundations of how content on the Internet and on webpages is created. We will be covering HTML/CSS/Javascript as it pertains to a webpage. We will also cover how data is sent over the internet and how the HTTP/HTTPS protocols for the web work. This module is important because the world of software engineering and especially web development calls for engineers to have an understanding of how their code will impact the larger web ecosystem.

Beyond Tech Session 4: Diversity & Inclusion Part 2: Inclusion

Simply understanding the vocabulary to describe the diversity in the modern workplace is only half of the equation to having a diverse and inclusive workplace. This session aims to equip participants with preventative and reactive measures for practicing inclusivity. Participants will

learn various ally skills to use with peers, and methods to combat insensitivity at the office.

Beyond Tech Session 5: Personal Finance

Many military personnel have little to no personal finance training which leads to a slew of financial issues. Going from a military salary to a technology salary is a significant increase and can either lead to more financial insecurity or put students on a track to financial success. In this session, we will talk through the importance of budgeting, getting out of debt, and how to set up an ecosystem for healthy finances

Module 3 (Weeks 7-14, 320 hours): Creating Applications

Full Time: Weeks 7-14, 320 hours **Part Time:** Weeks 16-35, 320 hours

This module will teach students how to create modern-day web applications, including database design and integration, web routing, and the Model View Controller framework through Python's Django framework. Students will learn authentication, testing, and API integration as well. They will learn to integrate the ReactJS framework on top of their Django application. This is the most important week as it is where students learn the skills that employers will expect them to have on the first day of the job and they will see how all the skills learned in the first 2 modules will come together to build an application.

Beyond Tech Session 6: Job & Salary Negotiations

Salary negotiations are a vital part of every job search - too often, thousands of dollars are left on the table just because candidates don't negotiate. This session will help students find the confidence and verbiage necessary to negotiate at the offer table through a series of role-playing situational exercises.

Beyond Tech Session 8: Job Search After Code Platoon

After finishing a coding bootcamp, students are often surprised to find that searching for a full-time position is often more difficult than the coding bootcamp curriculum itself. From endless cold emails to countless networking events, searching for a job is exhausting. This session will help students put job searching in context, help them get on a written plan, and overcome their fears of interviews.

Career Preparation

Code Platoon has a robust career preparation program as part of its programs. In this career preparation, students will completely overhaul their resumes / LinkedIn profiles and have them reviewed by Code Platoon staff and associated volunteers.

Through daily practice and several formal presentations by experts in the recruiting industry, students will learn how to translate their past experiences into sought-after civilian workplace skills in behavioral interviews. Students will also be taught how to whiteboard algorithms and answer technical questions through weekly exercises and presentations.

Our career preparation curriculum in our full-time program culminates in a multiple hour final-round mock interview where we invite software engineering managers, recruiters, and engineers to our office and have students go through a round-robin style of interview. Our volunteers will fill out the feedback forms for each student and let them know what to improve on. The part-time program does not have this.

Projects

In many ways, software developers are modern-day craftsmen. They are able to think of an idea and use their skills and tools to bring it to life. As a craftsman, it's your responsibility to create a portfolio of work to show off to potential employers; your work speaks louder than your words. Would you ever hire a kitchen remodeling company that has no pictures of their previous work? Would you hire a carpenter to create a new deck for you who has no proof that they have ever done it before? In the same way, side projects are vitally important to software developers.

During Code Platoon, we have carved out time for you to complete two projects to build your portfolio: an individual capstone project written in Django during weeks 9 and 10, and a group capstone project written in Django backend with a ReactJS frontend during weeks 13 and 14.

Mentors, TAs, & Guest Speakers

Code Platoon has a wealth of volunteer resources to help serve our veterans, including mentors, teaching assistants (TAs), and guest lecturers.

Each student will be assigned at least 1 professional mentors at the start of Code Platoon. These mentors are all developers in the industry or are former developers working in technology.

Mentors and students are expected to meet up on a regular basis to talk about anything from what it's like being a developer in technology to concepts being taught in the classroom.

Please note that student mentors may not have personal or professional experience with the languages/frameworks taught in class. They should not be seen as pure technical resources but instead as guides who can help students down the journey into technology.

TAs on the other hand, are developers with expertise in the languages/frameworks taught in class and should be seen as the primary contacts for technical help after hours. Some TAs will be available remotely where others will be able to come after work to assist in person. TAs will be shared between full time and part time students.

Occasionally, we will have guest speakers on a one-off or recurring basis come in and speak on a topic they are knowledgeable in (e.g., Cybersecurity, Application Security, Networks, HTTP, etc.).

Early Withdrawal

If a student does not wish to continue in the class, they should approach the lead instructor and the executive director with reasons why they do not wish to continue. After the initial meeting, a formal written request to withdraw with an end date should be submitted within 48 hours. Any tuition reimbursement will be at the discretion of the executive director.

Handbook Policies for Students Receiving GI Bill Benefits **(Addendum #1)**

SATISFACTORY PROGRESS POLICY FOR VETERANS

The Satisfactory Progress Policy found in this Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

Evaluation Time Frames

Code Platoon will evaluate veterans for attendance and grades at the end of each month for all approved programs.

Attendance Progress

Full Time Students: In order to successfully graduate from Code Platoon, students must attend class for 40 clock hours per week, for the duration of the 14 weeks. Students may not miss more than 17.5 days in total. In order to be counted as present, students must be no more than 15 minutes late and must stay for the entire day. Students who leave with more than 15 minutes of official class time remaining without instructor permission will be counted as absent for the

entire day. If a student knows that they will not be able to be present for the full day for a legitimate reason (e.g., VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies), they must notify the instructional staff. Excused absences and tardiness will not count against the student's attendance. For students serving in the Reserve branches of the Armed Forces, full exceptions will be made for monthly drills and Annual Training.

Part Time Students: In order to successfully graduate from Code Platoon, students must attend class for 16 clock hours per week, for the duration of the 35 weeks. Students may not miss more than 26.25 days in total. In order to be counted as present, students must be no more than 15 minutes late and must stay for the entire day. Students who leave with more than 15 minutes of official class time remaining without instructor permission will be counted as absent for the entire day. If a student knows that they will not be able to be present for the full day for a legitimate reason (e.g., VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies), they must notify the instructional staff. Excused absences and tardiness will not count against the student's attendance. For students serving in the Reserve branches of the Armed Forces, full exceptions will be made for monthly drills and Annual Training.

Both Programs: Any student who misses more than cumulative total of 5 days a month will be put on probation for a period of one month. If the student's attendance continues to violate the attendance policy after the probationary month by missing another 5 days of class after being put on probation, during the probation month, the student will be terminated from the GI Bill program, but can continue to audit Code Platoon's program out of their own pocket. A student is off probation when they miss 4 or fewer days in a month.

Academic Progress

The minimum grade average required, for theory and practical combined, is 75%. All students will be graded on 5 assessments. The breakdown of grading is below:

Name	Percentage of final grade
Assessment #1	15%
Assessment #2	20%
Assessment #3	15%
Assessment #4	20%
Assessment #5	30%

Class assignments and homework assignments are graded on a complete/incomplete basis and assessments are graded on a rubric scale. More information on our assessment rubrics can be found at <https://www.codeplatoon.org>.

Probation and Dismissal

Code Platoon will place students failing to meet attendance progress requirements on probation for a period of one month.

Code Platoon will reevaluate a student's progress at the conclusion of the probationary period. If Code Platoon determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if Code Platoon determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Code Platoon will terminate the student from the GI Bill program.

Code Platoon, however, may grant a second probationary period of one month if extenuating circumstances warrant such action. Code Platoon will reevaluate a student's progress at the conclusion of this second probationary period. If Code Platoon determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if Code Platoon determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Code Platoon will terminate the student from the GI Bill program.

While students terminated from the GI Bill program will no longer receive federal funding, they are still able to audit the class at their own expense.

Reinstatement of Students Dismissed for Unsatisfactory Progress

Students dismissed for failing to meet standards of academic progress may not be readmitted.

Statement on Attendance for VA Certification

Code Platoon will certify a veteran's enrollment in any approved program to the United States Department of Veterans Affairs (USDVA). As a clock hour school, Code Platoon will report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the Code Platoon will report this issue to the USDVA.

Code Platoon instructors will record attendance daily and report weekly to Code Platoon staff members. Student progress reports will be evaluated by Code Platoon staff once a month and if a student is found not to be in accordance with the attendance policy detailed above (see "Attendance Progress"), they will notify the USDVA.

The Code Platoon strongly advises veterans to pursue their training as specified in the Enrollment Contract. Code Platoon is required to terminate the GI Bill benefits once the student successfully completes the approved program in which they are certified.

Weekly Schedule

Program: Computer Programming Web Developer (Full Time)

Monday	8:00am-5:00pm	1 hour for lunch
Tuesday	8:00am-5:00pm	1 hour for lunch
Wednesday	8:00am-5:00pm	1 hour for lunch
Thursday	8:00am-5:00pm	1 hour for lunch
Friday	8:00am-5:00pm	1 hour for lunch
Saturday	NO CLASS	
Sunday	NO CLASS	

Program: Computer Programming Web Developer (Part Time)

Monday	NO CLASS	
Tuesday	5:30 PM - 9:30 PM	
Wednesday	NO CLASS	
Thursday	5:30 PM - 9:30 PM	
Friday	NO CLASS	
Saturday	8:00am-5:00pm	1 hour for lunch
Sunday	NO CLASS	

Grading Scale for Assessments

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Graduation Requirements

A student will graduate upon successful completion of each course of their program of education. Successful completion requires a passing grade of the minimum 75% in each course of study, a minimum of 75% attendance, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from Code Platoon.

Credit for Previous Education and Training for Students receiving GI Bill Benefits

Credit for previous education and training experience will be evaluated on a case by case basis by Code Platoon staff. If credit is granted, this credit will shorten the length and cost of the program proportionately. Code Platoon will maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

Refund policy for Students receiving GI Bill benefits

All tuition is subject to the following pro-rata refund policy and will be paid no later than 40 days from the date of cancellation:

Percentage of course hours completed by student at time of cancellation	Percentage of tuition and instructional charges Code Platoon may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%

In excess of 25% to 30%	35%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 85% to 90%	90%
In excess of 85% to 90%	95%
In excess of 90% to 100%	100%

Students Records

Student records and transcripts are maintained by Code Platoon and are available to students by calling or writing:

Code Platoon
 125 South Clark Street
 Chicago, IL 60603
 312-767-7673

Instructors and their Credentials

Henry Moon, B.S., Southern New Hampshire University, 0-1 year of teaching experience, 0-1 year of software development experience

Anthony Elfering, B.S., University of Minnesota, 0-1 year of teaching experience, 1-2 years of software development experience

Chad Mowbray, Ph.D., University of Chicago, M.A., Princeton University, B.A., University of Chicago, 2 years of teaching experience, 0-1 year of software development experience

Alexia Young, M.A.T., National-Louis University, B.S., Northwestern University, 5 years of teaching experience, 3 years of software development experience

Tom Prete, B.S., Northern Illinois University, 1 year of teaching experience, 1 year of software development experience

Jonathan Young, M.A.T., National-Louis University, B.S., Northwestern University, 8 years of teaching experience, 6 years of software development experience

Student Conduct and Dismissal Policy

Code Platoon shall be free from harassment, including sexual harassment and sexual misconduct. Code Platoon students are expected to maintain the highest standard of conduct. Students, who report harassment, including sexual harassment and sexual misconduct, are protected against retaliation.

Harassment violates Federal law and policy if it is based on race, religion, color, sex (with or without sexual conduct and including pregnancy, sexual orientation, transgender status/gender identity, and sex-stereotyping), national origin, or retaliation under Title VII of the Civil Rights Act of 1964, as amended; age under Age Discrimination in the class Act of 1967; disability (physical and mental) under the Rehabilitation Act of 1973, as amended under the Americans with Disabilities Amendments Act of 2008; and genetic information under the Genetic Information Nondiscrimination Act of 2008. In addition, all students are to be free from harassment without regard to their sexual orientation or gender identity under Executive Order 13672 (signed July 21, 2014); parental status under Executive Order 13152 (signed May 2, 2000); and/or marital status and political affiliation under the Civil Service Reform Act of 1978.

Harassment in this context refers to unwelcome verbal or written comments or physical conduct that is so objectively offensive that it creates a hostile learning environment. Harassment is actionable when the conduct results in a tangible change in a student's classroom attendance and/or performance in class, or is sufficiently severe or pervasive that it creates a hostile learning environment. Code Platoon has no tolerance for harassment or for retaliation based on reporting harassment.

Sexual harassment, as used in this policy statement, means:

- Any conduct of a sexual nature, without limitation, through spoken or written communication, gestures or physical contact, sexual advances, requests for sexual favors, remarks containing sexual content, or displays of sexually suggestive materials
- Any conduct of a sexual nature that a student knows or reasonably should know is unwelcome by those to whom it is directed or who witness it
- Any conduct of a sexual nature that is intended, or is reasonably understood as being intended to threaten, harass, coerce, intimidate, or offend

Sexual misconduct, as used in this policy statement, means sexual harassment or any conduct of a sexual nature by or between students that interferes with their or other related party to Code Platoon's attendance and/or classroom performance.

Any student who believes that he or she has been the victim of harassment, sexual harassment, or sexual misconduct should promptly bring the matter to the attention of Code Platoon staff. Code Platoon staff will promptly, thoroughly, and impartially conduct an inquiry into the allegation. If the allegation is sustained after an inquiry, Code Platoon will take appropriate disciplinary action, up to and including removal action, against students who engage in sexual harassment or sexual misconduct.

Any student who wishes to initiate a complaint arising out of an alleged incident of harassment, including sexual harassment and sexual misconduct, must contact Code Platoon staff within 45 calendar days of the date of the incident. Code Platoon staff will record the incident in a confidential manner and gather both parties to talk through their side and gather all evidence of the interaction. If evidence supports that a student is guilty of misconduct, that student will be given a formal warning and it will be marked in their records. If another episode of misconduct is presented / successfully proven against the student, they will be asked to leave the program

Space, Facilities and Equipment

Code Platoon is located at 125 South Clark Street, Chicago, IL 60603. Our handicap-accessible office is located in downtown Chicago and is open 24/7 with key card access. Students will receive key cards on the first day of class. The building provides free Wifi, mail services, coffee, and shower facilities. Our classroom has enough external monitors, keyboards, and mice for each student, up to 14 per cohort for our in-person program. Our remote program has 14 spots and students attend virtually.

These policies apply to all approved programs offered by Code Platoon.

Addendum to Catalog Compliance with 38 USC 3679(e) VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution, Code Platoon, will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;

- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Institutional Disclosures Reporting Table					
June 30, 2018 to July 1, 2019					
<u>Per Section 1095.200 of 23 Ill. Adm. Code 1095:</u>					
Institution Name: Code Platoon					
<i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i>					
		Program Name	Computer Programming		

		Web Developer			
Disclosure Reporting Category CIP*		11.0201			
	SOC*	15-1131			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		32			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	0			
	b) Re-enrollments	0			
	c) Transfers into the program from other programs at the school	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		32			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	21			
	c) Withdrew from the school	0			
	d) Are still enrolled	11			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	21			
	b) Placed in a related field	0			
	c) Placed out of the field	0			
	d) Not available for placement due to personal reasons	0			
	e) Not employed	0			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			

B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$65,000			