



Academic Catalog

Volume 12

April 1, 2021

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

Rodrigo Levy

Rodrigo Levy, Executive Director

04/01/2021

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. Code Platoon is not accredited by a U.S. Department of Education recognized accrediting body.

Code Platoon is governed by a 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 Executive Director, Rod Levy; he manages the faculty members and staff of Code Platoon who can also be found at the link above.

Calendar of Holidays

Code Platoon honors and is closed on the following holidays:

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

2020-2021 Important Dates

<i>Cohort</i>	<i>Enrollment Deadline</i>	<i>Deposit Due</i>	<i>Term Dates</i>
Lima	January 30, 2020	February 10, 2020	May 4 to August 14, 2020
Mike	July 30, 2020	August 6, 2020	October 5, 2020 to January 22, 2021
November	November 8, 2020	December 1, 2020	February 1 to May 14, 2021
Oscar	February 15, 2021	March 1, 2021	May 24 to September 3, 2021
Papa	July 30, 2021	August 1, 2021	October 4, 2021 to January 21, 2022
Alpha: Evenings and Weekends	January 30, 2020	February 10, 2020	March 30 to December 18, 2020
Bravo: Evenings and Weekends	January 30, 2021	February 10, 2021	April 5 to October 15, 2021

Admissions

The requirements for admission to Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs are:

- A student must be a Veteran or military spouse and provide a DD-214 AND
- Complete the full application including coding challenges, several short essays, personal video

Attendance

Full Stack Software Engineer: Immersive

In order to successfully graduate from Code Platoon, students must attend class for 40 clock hours per week, for 14 weeks. Students may not miss more than 21 days in total.

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 present for the full day for reasons including VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies, they must notify the instructional staff immediately.

Excused absences and tardiness will not count against the student's overall attendance. For students serving in the Reserve branches of the Armed Forces, full exceptions will be made for monthly drills and Annual Training as required.

Full Stack Software Engineer: Evening and Weekend

In order to successfully graduate from Code Platoon, students must attend class for 18 clock hours per week, for the duration of the 28 weeks. Students may not miss more than 33.5 days in total.

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 reasons including VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies, they must notify the instructional staff immediately.

Excused absences and tardiness will not count against the student's overall attendance. For students serving in the Reserve branches of the Armed Forces, full exceptions will be made for monthly drills and Annual Training as required.

Attendance Probation

Graduation and certification from Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs are directly correlated with attendance. If a student misses five days of class in a one 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 five days of class within one 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 enrolled in Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs. In order to graduate and receive a certificate of completion from Code Platoon, students must receive a final grade of 70% or higher.

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.

Academic Probation

Students will be placed on academic probation if their cumulative score on the assessments falls below 70%. If a student fails an assessment, they have an opportunity to retake it before the end of the course and 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 70% 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[®] or VET TEC[®] 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, class progress and attendance through individual Google Sheets as shared by their instructor.

Credit for Previous Education, Training or Transfer Credits

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.

Student Conduct

Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs are extremely fast-paced and there is not a moment to lose. While students are enrolled at Code Platoon, there are no "-ism's" - no racism, sexism, ageism, etc. This is an open learning environment for every student.

While conflicts are inevitable, we expect all students and everyone related to Code Platoon, including staff, volunteers, and guests, to treat each other with the utmost respect. **We will take quick and decisive disciplinary action when a student's actions encroach on another person's comfort in the classroom, in-person or remotely.** We will not remove a student from class if they are struggling through the material, as long as they show up each day, work hard, and treat others with respect.

Our full Code of Conduct can be found on our website at codeplatoon.org/code-of-conduct.

If someone related to Code Platoon accuses a student of misconduct, the following action should be taken:

1. Report all complaints verbally or in writing to the Director of Education (jon@codeplatoon.org), the Executive Director (rod@codeplatoon.org) and the Human Resource representative (mandy@codeplatoon.org).
2. 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
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. 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 owed to Code Platoon.

Anti-Discrimination Policy

Neither Code Platoon, nor any affiliate, shall discriminate against any person or group of persons on the basis of race, culture, ethnicity, age, religion, socio-economic status, sexual orientation, gender, gender identity, or disability in the requirements for membership, the services or supports it provides, or its policies or actions.

GI Bill® Eligibility

In order for a veteran to receive GI Bill® benefits, they must attend Code Platoon's Full Stack Software Engineer: Immersive program in-person. Students may not enroll in any remote programs, as the Illinois Department of Veteran Affairs (IDVA) does not recognize remote or distance education as eligible for benefits. Students receiving GI Bill® benefits who attend class remotely will be counted as absent.¹

Tuition & Fees

Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs' tuition is \$16,000 per student, per class. Code Platoon may offer scholarships, up to \$16,000, to eligible students.

A deposit of \$500 is due within 10 days of receiving the enrollment form. The remaining tuition balance is due on the first day of class unless alternate payment arrangements are made in the enrollment form. If a student is attending using GI Bill® or VET TEC® benefits or with a full scholarship, the \$500 deposit is refundable upon successful graduation and tuition paid in full.

Exceptions can be made for financial hardships and payment plans are available.

Students are responsible for their entire tuition, as agreed upon in the enrollment form and including any scholarship awarded. This does not apply for students who are called to duty or active service, or who receive funding through the GI Bill® or VET TEC® programs (see Addendum 1).

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>

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 their entire tuition, unless provided otherwise.

Code Platoon may collect a refundable \$20 cash deposit from in-person students on the first day of class, for a keycard, to access the classroom. If a student loses their keycard, 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 provide a personal computer for class each day. We strongly recommend a Macintosh or Linux machine. We have a limited number of Macintosh machines in our Chicago office that we can loan to students during their training.

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

Facilities / Equipment

Code Platoon's classroom is located at 125 South Clark Street, 17th Floor, Chicago, IL 60603. Our handicap-accessible office is available 24/7 with key card access.

In-person 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 external monitors, keyboards, and mice for each student, up to 30 per cohort for Full Stack Software Engineer: Immersive in-person students. The Full Stack Software Engineer: Immersive and Full Stack Engineer: Evening and Weekend remote programs can each support up to 30 students.

Contact List

Pre-work questions, concerns, or feedback Program logistics, instruction	Tom Prete / tom@codeplatoon.org
Billing, tuition, payments, refund policies	Rod Levy / rod@codeplatoon.org
GI Bill benefits and VA questions	Alicia Boddy / alicia@codeplatoon.org

Code Platoon staff will respond to students' communications between 8am and 5pm Central Time, Monday through Friday. We may not respond to messages over the weekend or after hours, but please send a message if you are having issues. We will try our best to respond to all communications within one business day.

Office Hours

Code Platoon instructional staff for the Full Stack Software Engineer: Immersive program will be available from 8:00AM - 5:00PM Central Time, Monday through Friday. In addition, if a student needs more personalized attention, a request can be made for a 1:1 session with an instructor at mutually convenient time.

Code Platoon instructional staff for the Full Stack Software Engineer: Evening and Weekend program will be available from 6:00PM - 9:30PM Central Time, on Monday, Tuesday and Thursday and 8:00AM - 5:00PM Central Time on Saturday. In addition, if a student needs more personalized attention, a request can be made for a 1:1 session with an instructor at mutually convenient time.

Teaching Assistants will be available to all students Monday, Tuesday, Wednesday, and Thursday evenings from 5:30PM - 7:30PM Central Time.

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 for additional meetings.

Daily Challenges

Each day has programming challenges designed to help reinforce and teach students concepts from that day's curriculum. If a student would like an instructor or teaching assistant to review their work, a student can 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 technique 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 leads to higher quality code and fewer bugs in the long term.

Code Platoon students 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 day. Instructors and teaching assistants will be available to assist with any questions.

Challenges

Students should only write code they understand and can explain. It's accepted for a student to refer to their old code and to other parts of the curriculum. Students can also use documentation and Google searches, but should NOT copy and paste code from Stack Overflow or otherwise plagiarize someone else's work.

If a student finds themselves in a situation where their code is not doing what they expected or want, the student should explain what is going wrong (i.e. what you expected to happen and what's actually happening) in a comment in their 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. Students will be amazed at how much better they feel after taking a break, and doing so will increase your chances of finding errors. If a student cannot solve the challenge, it's better to hand in what they have than to cheat.

Course Outline

The skills taught by Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs are chosen specifically to train students to land a job as a junior software engineer.

Full Stack Software Engineer: Immersive

A typical day starts with 1-2 hours of lecture, covering 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. Code Platoon is separated into three learning modules. Please note there is a significant amount of homework and projects that students are required to do. Homework and projects do not count in the approximate time and clock hours.

Full Stack Software Engineer: Evening and Weekend

A typical evening or Saturday will begin with 1-2 hours of lecture, covering 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 three learning modules. Please note there is a significant amount of homework and projects that students are required to do. Homework and projects do not count in the approximate time and clock hours.

Module 1: Computer Science / Programming Fundamentals

Immersive: Weeks 1-4, 160 hours

Evening and Weekend: Weeks 1-10, 160 hours

In Module 1, students learn computer science basics and programming fundamentals, including algorithm scripting, version control, data types and structures (variables, booleans, integers, strings, objects, operators, loops, etc.). Students also learn 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, including the skills necessary to troubleshoot issues, and will prepare students for first-round technical interviews.

Beyond Tech Session 1: Feedback

Having the ability to effectively give and receive feedback is vitally important to the life of a developer. From asking for help when stuck on a coding challenge to pair programming and taking direction, all developers need to master these skills. 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 the 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 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 share a better understanding of the lexicon that surrounds diversity. Our students 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 in creating a richly diverse and inclusive work culture.

Module 2: The World Wide Web

Immersive: Weeks 5-6, 80 hours

Evening and Weekend: Weeks 11-15, 80 hours

Module 2 includes the foundations of how content on the Internet and web pages are created. This module teaches HTML/CSS/Javascript, as it pertains to a webpage. Students will learn 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, 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 diversity in the modern workplace is only half of the equation to creating a diverse and inclusive workplace. This session aims to equip our students with preventative and reactive measures for practicing inclusivity. Students will learn various ally skills to use with peers and methods to combat insensitivity at the office.

Beyond Tech Session 5: Personal Finance

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

Module 3: Creating Applications

Immersive: Weeks 7-14, 320 hours

Evening and Weekend: Weeks 16-28, 320 hours

Module 3 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. Students will also see how all of the skills they have 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 our 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 graduating from Code Platoon, our students are often surprised to find out 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 teach our students how to put job searching in context, help them develop a written plan to stay organized, and build their confidence as they start the interview process.

Career Preparation

Code Platoon has a robust career preparation program. During designated class time each week, students work on their resumes and LinkedIn profiles, with the help of Code Platoon staff and volunteer HR professionals.

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 during behavioral interviews. Students will also be taught how to whiteboard algorithms and answer technical questions through weekly exercises and presentations.

The Code Platoon career preparation curriculum culminates with the Mock Interview Day. Volunteers including professional software engineering managers, recruiters, and human resource representatives interview students through a round-robin style of interviews. Our volunteers complete feedback forms for each student, telling them what they could improve on as they start the interview process.

Projects

In many ways, software engineers are modern-day craftsmen. They are able to think of an idea and use their skills and tools to bring their idea to life. As a craftsman, it's your responsibility to create a portfolio of work to show potential employers what you are capable of.

During each program, students have dedicated time to complete two projects for their portfolio: an individual capstone project written in Django and a group capstone project written in Django backend with a ReactJS frontend. Students are also encouraged to work on side projects at their discretion.

Mentors, Teaching Assistants, and Guest Lecturers

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

Each student will have the opportunity to work with at least one professional mentor at the start of their class. Mentors may not have personal or professional experience with the languages or frameworks taught in class, but typically have a background in development or engineering. They should not be seen as pure technical resources, but instead as guides who can help students during their journey into a career in technology.

TAs, on the other hand, are developers with expertise in the languages and frameworks taught in class and should be seen as the primary contacts for technical help after hours. TAs will be shared between the Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend students..

Code Platoon will also have guest speakers host workshops on a variety of topics including cybersecurity, application security, networks, HTTP, etc. Workshops may be held during class time or on the weekends. Students are encouraged to attend these valuable learning sessions.

Early Withdrawal

If a student does not wish to continue in their class and chooses to withdraw prior to graduation, the student should call a meeting with their instructor and the Executive Director. Students are asked to share the reasons why they do not wish to continue their training at Code Platoon. Within 48 hours of the initial meeting, a formal written request to withdraw, including the desired end date, should be submitted by the student to the instructor and Executive Director. Any tuition reimbursement will be at the discretion of the Executive Director and in accordance with the tuition refund policies.

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 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 Stack Software Engineer: Immersive

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 21 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 reasons including VA appointments, medical appointments, unavoidable traffic, weather, last-minute family emergencies, they must notify the instructional staff immediately. 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 as required.

Any student who misses more than a 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, the student will be terminated from the GI Bill® program. The student can continue to audit Code Platoon's program and will be charged tuition accordingly. A student is removed from probation if they miss 4 or fewer days in a month.

Academic Progress

Students will be graded on 5 assessments during their time enrolled in Code Platoon's Full Stack Software Engineer: Immersive and Full Stack Software Engineer: Evening and Weekend programs. In order to graduate and receive a certificate of completion from Code Platoon, students must receive a final grade of 70% or higher.

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.

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, Code Platoon will report this issue to the USDVA.

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

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

Full Stack Software Engineer: Immersive

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	

Full Stack Software Engineer: Evening and Weekend

Monday	6:00 PM - 9:30 PM	
Tuesday	6:00 PM - 9:30 PM	
Wednesday	NO CLASS	
Thursday	6:00 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 their enrolled program. Successful completion requires a passing grade, at minimum, of 70% and a minimum of 70% attendance. The completion of the program must be within the specified time period for the enrolled program. Upon successful completion of the program, a student will receive a certificate of completion from Code Platoon.

Credit for Previous Education, Training or Transfer Credits

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 and Cancellation Policy

Tuition Refund Policy

Code Platoon is a 501(c)(3) non-profit, with costs and expenses that substantially exceed the tuition paid under this agreement. As such, this agreement to pay tuition is not subject to any adjustments because of illness, absence, withdrawal, or dismissal of the student from Code Platoon for any cause except as expressly stated herein.

The student understands and agrees that the student is enrolled for the entire program and is liable for the entire tuition amount upon the signing of this agreement. An election by the student to pay tuition in installments, as permitted under this agreement, does not affect the student's obligation in any way.

Unless tuition payment is made in accordance with the payment schedule in this agreement, Code Platoon may withdraw the student from enrollment and deny the student admission to class. In such case, the student will still be liable for the full tuition, unless this agreement has been terminated, as set forth herein.

Tuition refunds will be made only in accordance with the following terms: student being called to duty or active service or student is attending under the GI Bill®

The student understands and agrees that withdrawal from the training program, after this agreement is signed, will result in damages to Code Platoon including the risk that

Code Platoon will be unable to fill the resulting vacancy in student's class and the costs and disruption to the class, which may result from filling the vacancy, if another student can be found.

Code Platoon is entitled, under applicable law, to collect the full amount of tuition from the student upon execution of this agreement. No other tuition refunds, adjustments, or pro-rations will be made unless approved by the Executive Director.

Code Platoon reserves the right to refund student deposits and any prepaid tuition in the unlikely event that circumstances beyond its control force Code Platoon to cancel or reduce the size of the program, for which the student is enrolled, without further obligation or liability.

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.

Pro-Rata Refund Policy

Percentage of course hours completed by student at time of cancellation	Percentage of tuition 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%

Cancellation Policy

It is agreed by the parties hereto that Code Platoon reserves the right at all times to dismiss the student if, in the opinion of Code Platoon, the (a) student does not indicate a satisfactory degree of response to the program or progress under the methods and instruction of Code Platoon; (b) student behaves in a manner which poses a threat to self or others; or (c) student fails to observe the policies, rules, and regulations of Code Platoon or interferes with its mission. The decision as to whether the student shall be dismissed from the program is entirely within the purview of Code Platoon and the decision of Code Platoon is final.

Withdrawal Procedure

If a student does not wish to continue in their class and chooses to withdraw prior to graduation, the student should call a meeting with their instructor and the Executive Director. Students are asked to share the reasons why they do not wish to continue their training at Code Platoon. Within 48 hours of the initial meeting, a formal written request to withdraw, including the desired end date, should be submitted by the student to the instructor and Executive Director. Any tuition reimbursement will be at the discretion of the Executive Director and in accordance with the tuition refund policies.

Students Records

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

Code Platoon
 Attn: Transcript Request
 125 South Clark Street
 17th Floor
 Chicago, IL 60603

(312) 767-7673

Instructors and Credentials

Ankur Shah, B.S., University of Michigan, 1 year of teaching experience, 14 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, 2 years of software development experience

Jonathan Young, M.A.T., National-Louis University, B.S., Northwestern University, 10 years of teaching experience, 8 years of software development experience

Tom Prete, B.S., Northern Illinois University, 3 years of teaching experience, 3 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.

Anti-Discrimination Policy

Neither Code Platoon nor any affiliate shall discriminate against any person or group of persons on the basis of race, culture, ethnicity, age, religion, socio-economic status, sexual orientation, gender, gender identity, or disability in the requirements for membership, the services or supports it provides, or its policies or actions.

Facilities / Equipment

Code Platoon's classroom is located at 125 South Clark Street, 17th Floor, Chicago, IL 60603. Our handicap-accessible office is available 24/7 with key card access.

In-person 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 external monitors, keyboards, and mice for each student, up to 30 per cohort for Full Stack Software Engineer: Immersive in-person students. The Full

Stack Software Engineer: Immersive and Full Stack Engineer: Evening and Weekend remote programs can each support up to 30 students.

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 the 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						
July 1, 2018 to June 30, 2019						
Per Section 1095.200 of 23 Ill. Adm. Code 1095:						
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>						
			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.		31			
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).		31			
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	19			
	c) Withdrew from the school	0			
	d) Are still enrolled	12			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	22			
	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			