

# Catalog

New York



January 1, 2020–December 31, 2020

Certified as True and Correct in Content and Policy

A handwritten signature in black ink, appearing to be 'MJA'.

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*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>.*

## Our Story

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General Assembly is a pioneer in education and career transformation, specializing in today's most in-demand skills: data science, digital marketing, web development, design, and product management. The leading source for training, staffing, and career transitions, we foster a flourishing community of professionals pursuing careers they love.

Through innovative training and hiring programs, GA helps companies — including more than 40 of the Fortune 100 — source talent, train teams, and assess skills to identify growth opportunities. Our assessments in digital marketing, data science, and web development enable companies to benchmark their teams' competencies to identify gaps and guide investments in skill development.

What began as a co-working space in 2011 has since grown into an award-winning global learning experience with campuses in 22 cities and over 50,000 graduates worldwide. We offer full- and part-time programs, in person and online.

## Mission and Objectives

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Our mission is to foster a global community of individuals empowered to pursue the work they love. Our vision is to become a company recognized around the world for building transparent pathways to industry's most transformational work. We do so by:

- Delivering best-in-class, practical education in technology, business, data, and design.
- Providing access to opportunities that build skills, confidence, and freedom in one's career.
- Growing a worldwide network of entrepreneurs, practitioners, and participants who are invested in each others' success.

## Governance

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General Assembly is governed by a board of directors. A list of owners and board members is attached as Appendix A.

## Approvals

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General Assembly has been granted licensure by the New York State Education Department, Office of Adult Career and Continuing Education Services, Bureau of Proprietary School Supervision (BPSS).

General Assembly is not accredited.

## Facility and Equipment

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All classes are taught at:

10 East 21st St., 2nd, 3rd, and 4th floor  
 New York, NY 10010  
 ny@generalassemb.ly  
 1-917-722-0237

General Assembly’s facilities meet ADA accessibility standards. General Assembly is equipped with dedicated classrooms, student lounge space, private conference rooms for group work and one-on-one meetings with instructional staff, on-floor restrooms, daytime storage for student belongings, and a full kitchen for Immersive student use. GA does not currently provide equipment for student use or loan. A laptop with an up-to-date operating system and wireless Internet capability is required for all of our courses, as further described in our Admissions Policy.

Equipment at each campus includes: Desks, chairs, tables, projectors, projector screens, iMac 24-inch monitors, Macbook Airs, video camera, TVs, audio equipment, whiteboards, HDMI cables, DVI <> HDMI adapters, and couches.

## Hours

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### Class Hours

Monday–Thursday, 8 a.m.–10 p.m.  
 Friday, 8 a.m.–6 p.m.  
 Saturday–Sunday, 9 a.m.–6 p.m.

### Administration Hours

Monday–Friday, 9 a.m.–6 p.m.

## Holidays

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General Assembly is closed on the following holidays. Instructors may choose to reschedule class on additional dates with advance notice to students. Opportunities will be provided to make up any material missed.

Date	Holiday
Jan 1, 2020	New Year’s Day
Jan 20, 2020	MLK Day
Feb 17, 2020	President’s Day
May 25, 2020	Memorial Day
Jul 3, 2020	Independence Day Observed

Sep 7, 2020	Labor Day
Nov 11, 2020	Veterans Day
Nov 25, 2020	Day before Thanksgiving
Nov 26, 2020	Thanksgiving Day
Nov 27, 2020	Day after Thanksgiving
Dec 24, 2020	Christmas Eve
Dec 25, 2020	Christmas Day
Dec 28, 2020	Christmas Holidays
Dec 29, 2020	Christmas Holidays
Dec 30, 2020	Christmas Holidays
Dec 31, 2020	New Year's Eve

## Courses Offered

There are two categories of courses offered at GA: Immersive and non-Immersive. GA’s Immersive courses are designed to prepare students for a new career in their field of study. Non-Immersive courses are designed to help students level up in a skill set and create an initial portfolio of work in their field of study. Non-Immersive courses are not geared for career transitioning and may be designated as “avocational.” In some states, avocational, or non-occupational, courses are not intended to provide instruction that will result in the student’s acquisition of occupational skills for a particular job. General Assembly’s courses are not designed to lead to positions in a profession requiring state licensure.

General Assembly follows the required student-teacher ratios listed on its programmatic approvals from the BPSS. General Assembly offers the following courses:

Courses Offered	Course Length	Type of Course	
		Part-time	Immersive
Cybersecurity for Developers	40 hours / 1 or 10 weeks	x	
Cybersecurity for Developers Remote	40 hours / 1 or 10 weeks	x	
Data Analytics	40 hours / 1 or 10 weeks	x	
Data Analytics Remote	40 hours / 1 or 10 weeks	x	
Data Science	60 hours / 10 weeks	x	
Data Science Remote	60 hours / 10 weeks	x	
Data Science Immersive	420 hours / 12 weeks		x
Data Science Immersive Remote (Online)	480 hours / 12 weeks or 24 weeks	x	x
Digital Marketing	40 hours / 1 or 10 weeks	x	
Digital Marketing Remote	40 hours / 1 or 10 weeks	x	
Front-End Web Development	60 hours / 10 weeks	x	
Front-End Web Development Remote	60 hours / 10 weeks	x	
JavaScript Development	60 hours / 10 weeks	x	
JavaScript Development Remote	60 hours / 10 weeks	x	

Courses Offered	Course Length	Type of Course	
		Part-time	Immersive
Product Management	40 hours / 1 or 10 weeks	x	
Product Management Remote	40 hours / 1 or 10 weeks	x	
Python Programming	40 hours / 1 or 10 weeks	x	
Python Programming Remote	40 hours / 1 or 10 weeks	x	
React Development	40 hours / 1 or 10 weeks	x	
React Development Remote	40 hours / 1 or 10 weeks	x	
Software Engineering Immersive	420 hours / 12 weeks	x	x
Software Engineering Immersive Remote (Online)	420 hours / 12 weeks or 24 weeks	x	x
User Experience Design	40 hours / 1 or 10 weeks	x	
User Experience Design Remote	40 hours / 1 or 10 weeks	x	
User Experience Design Immersive	350 hours / 10 weeks	x	x
User Experience Design Immersive Remote (Online)	480 hours / 12 weeks or 24 weeks	x	x
Visual Design and Visual Design Remote	32 hours / 8 weeks	x	

The schedule of courses offered may be found on our website at: <https://generalassemb.ly/education>.

## Admission Policy and Procedure

### Entrance Requirements and Enrollment Dates

Admission into any General Assembly course requires that students have one of the following:

- High school diploma.
- General Education Diploma — GED.
- Test Assessing Secondary Completion — TASC.
- Diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education.

General Assembly does not admit ability-to-benefit students.

### International Students and English Language Services

General Assembly does not offer visa services to prospective students from other countries or English language services. General Assembly also does not vouch for student status or any associated charges. General Assembly does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The Admissions interview.

2. Receipt of prior education documentation, as stated in the Admissions Policy.
3. Receipt of Test of English as a Foreign Language (TOEFL) examination score of an 80 or higher for the Internet-based test and 550 or higher for the paper-based test.

### Course-Specific Admissions Requirements

Admissions decisions are also based on the following:

Course	Admissions Requirements
Cybersecurity for Developers	<ul style="list-style-type: none"> <li>• JavaScript programming experience.</li> <li>• Some experience with SQL and building web applications.</li> </ul>
Cybersecurity for Developers Remote	<ul style="list-style-type: none"> <li>• JavaScript programming experience.</li> <li>• Some experience with SQL and building web applications.</li> </ul>
Data Science	<ul style="list-style-type: none"> <li>• Basic statistics experience.</li> <li>• Familiarity with programming fundamentals and Python programming language</li> </ul>
Data Science Remote	<ul style="list-style-type: none"> <li>• Basic statistics experience.</li> <li>• Familiarity with programming fundamentals and Python programming language</li> </ul>
Data Science Immersive	<ul style="list-style-type: none"> <li>• Strong mathematical foundation, basic familiarity with programming concepts.</li> <li>• Diagnostic assessment.</li> </ul>
Data Science Immersive Remote (Online)	<ul style="list-style-type: none"> <li>• Strong mathematical foundation, basic familiarity with programming concepts.</li> <li>• Diagnostic assessment.</li> </ul>
Front-End Web Development	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> </ul>
Front-End Web Development Remote	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> </ul>
JavaScript Development	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> <li>• Exposure to HTML, CSS, and JavaScript.</li> </ul>
JavaScript Development Remote	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> <li>• Exposure to HTML, CSS, and JavaScript.</li> </ul>
React Development	<ul style="list-style-type: none"> <li>• Familiarity with HTML and the Document Object Model (DOM).</li> <li>• Working JavaScript ability with basic programming concepts, especially functions, objects, arrays, and classes.</li> </ul>
React Development Remote	<ul style="list-style-type: none"> <li>• Familiarity with HTML and the Document Object Model (DOM).</li> <li>• Working JavaScript ability with basic programming concepts, especially functions, objects, arrays, and classes.</li> </ul>
Software Engineering Immersive	<ul style="list-style-type: none"> <li>• Basic HTML, CSS, and JavaScript experience.</li> <li>• Diagnostic assessment.</li> </ul>
Software Engineering Immersive Remote (Online)	<ul style="list-style-type: none"> <li>• Basic HTML, CSS, and JavaScript experience.</li> <li>• Diagnostic assessment.</li> </ul>
User Experience Design Immersive	<ul style="list-style-type: none"> <li>• Diagnostic assessment.</li> </ul>

Course	Admissions Requirements
User Experience Design Immersive Remote (Online)	<ul style="list-style-type: none"> <li>• Diagnostic assessment.</li> </ul>

## Required Equipment

All General Assembly students are required to have access to a laptop to bring to each class session. For most courses, Mac laptops are preferred but not required, as instructors will be using Mac laptops and may not be able to provide as much support with certain technical issues to students using PCs.

For our Software Engineering Immersive and Software Engineering Immersive Remote courses, all students are required to use Mac laptops. All Immersive Remote students are also required to have an external monitor in addition to their laptop.

To run all of the programs necessary for these courses, we require Software Engineering Immersive students to be able to run Mac OS X 10.8 Mountain Lion. Mac is built on a UNIX kernel, which means that it shares many similarities with Linux. We will allow the use of Linux only if students have previous experience with it and they are able to provide their own IT support. We do not support the use of Windows laptops, as Windows does not run in a UNIX environment.

There is no one “ideal” developer environment, and many skilled developers have different opinions on whether Windows, Mac OS, or Linux is more efficient. However, because of the difference between these environments, it’s important for us to maintain a consistent level of support in the classroom. Our experience shows that, when students use differing environments, the overall pace of the course is affected.

## Admissions Procedure

Our Admissions process comprises five steps and is designed to elicit the core traits we’ve seen help students succeed in and after the program:

### Step 1

After you submit an application, we review it and...

### Step 2

Move select applicants forward to a phone interview. During this interview, we’ll learn more about your background, and you’ll have the chance to ask questions. If the phone interview is successful, we’ll move you on to...

### Step 3

A diagnostic assessment and/or pre-admit work (if applicable to your chosen course), and...

### Step 4

Set a date to interview with alumni or instructors (if applicable to your chosen course). During this interview, we may ask you brain teasers/logic questions, discuss the diagnostic assessment you completed, or have you describe/demonstrate skills covered in pre-admit work or submit a readiness assessment.

### Step 5

Once you have completed all requisite steps in this process, you will receive confirmation of your admission from your Admissions agent. Each prospective student must provide documentation of prior education as outlined in the Admissions Policy for their course of interest and, as applicable, documentation of the following experience:

Course	Course-Specific Admissions Requirements
Cybersecurity for Developers	<ul style="list-style-type: none"> <li>• JavaScript programming experience.</li> <li>• Some experience with SQL and building web applications.</li> </ul>
Cybersecurity for Developers Remote	<ul style="list-style-type: none"> <li>• JavaScript programming experience.</li> <li>• Some experience with SQL and building web applications.</li> </ul>
Data Science	<ul style="list-style-type: none"> <li>• Basic statistics experience.</li> <li>• Familiarity with programming fundamentals and Python programming language</li> </ul>
Data Science Remote	<ul style="list-style-type: none"> <li>• Basic statistics experience.</li> <li>• Familiarity with programming fundamentals and Python programming language</li> </ul>
Data Science Immersive	<ul style="list-style-type: none"> <li>• Strong mathematical foundation, basic familiarity with programming concepts.</li> <li>• Diagnostic assessment.</li> </ul>
Data Science Immersive Remote (Online)	<ul style="list-style-type: none"> <li>• Strong mathematical foundation, basic familiarity with programming concepts.</li> <li>• Diagnostic assessment.</li> </ul>
Front-End Web Development	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> </ul>
Front-End Web Development Remote	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> </ul>
JavaScript Development	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> <li>• Exposure to HTML, CSS, and JavaScript.</li> </ul>
JavaScript Development Remote	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> <li>• Exposure to HTML, CSS, and JavaScript.</li> </ul>
React Development	<ul style="list-style-type: none"> <li>• Familiarity with HTML and the Document Object Model (DOM).</li> <li>• Working JavaScript ability with basic programming concepts, especially functions, objects, arrays, and classes.</li> </ul>
React Development Remote	<ul style="list-style-type: none"> <li>• Familiarity with HTML and the Document Object Model (DOM).</li> <li>• Working JavaScript ability with basic programming concepts, especially functions, objects, arrays, and classes.</li> </ul>
Software Engineering Immersive	<ul style="list-style-type: none"> <li>• Basic HTML, CSS, and JavaScript experience.</li> <li>• Diagnostic assessment.</li> </ul>
Software Engineering Immersive Remote (Online)	<ul style="list-style-type: none"> <li>• Basic HTML, CSS, and JavaScript experience.</li> <li>• Diagnostic assessment.</li> </ul>
User Experience Design Immersive	<ul style="list-style-type: none"> <li>• Diagnostic assessment.</li> </ul>
User Experience Design Immersive Remote (Online)	<ul style="list-style-type: none"> <li>• Diagnostic assessment.</li> </ul>

Pre-work is required for the following courses:

- Data Analytics
- Digital Marketing

- Data Science
- Data Science Immersive
- Data Science Immersive Remote
- Front-End Web Development
- JavaScript Development
- Product Management
- Python Programming
- React Development
- Software Engineering Immersive
- Software Engineering Immersive Remote
- User Experience Design
- User Experience Design Immersive
- User Experience Design Immersive Remote

Pre-work is up to 80 hours of preparatory assignments we give to students after they've been accepted and enroll in the program. It is designed to introduce you to many of the topics you'll touch upon during the course. Completion is mandatory and ensures a baseline level of knowledge among students in a cohort. Mastery of each subject is not expected, but we hope you are excited by what you uncover and inspired dig further.

If a student is unable to complete the pre-work prior to the first day of the course and seeks to cancel their enrollment, they should refer to the Cancellation Policy.

## **Admissions Deadline**

For all courses, the Admissions deadline is 24 hours prior to the first class meeting. The only exception is in the case of reenrollment. If an admitted student requests to enroll in a different session before the course begins, approval may be granted pending availability.

## **Foreign Transcript Evaluation**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

## **Admission Denials**

Applicants seeking admission to General Assembly are required to submit accurate and complete information requested during the admissions process. Applicants who fail to do so shall be denied admission.

Any applicant or student found to have falsified information on an admissions document or to have given false information relating to admissions to General Assembly will be denied admission or expelled if already in

attendance.

General Assembly reserves the right to deny admission or readmission to any applicant or student who is disruptive to the educational environment. If an applicant or student violates General Assembly's code of conduct, including but not limited to engaging in threatening, abusive, or dangerous behavior towards any staff member, student, or other member of the General Assembly community, such applicant or student may be prohibited from enrollment in another course and may be subject to other discipline.

In the event a student is denied admission or expelled due to violation of code of conduct, General Assembly will notify the student in writing of the prohibited act and the penalty.

Applicants who receive a negative admissions decision must wait at least 35 days to reapply and in some cases based on course availability, up to a full year.

## Transfer of Credit and Prior Credit Policy

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General Assembly courses are not credit-bearing. General Assembly does not accept hours or credits from other institutions through transfer of credit, challenge examinations, achievement tests, or experiential learning. Courses taken at General Assembly are unlikely to count as transfer credits at another institution.

## Course Descriptions and Objectives

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### **Cybersecurity for Developers**

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

This course introduces students to core concepts in web security. By the end of the program, they will be able to implement security features on the front- or back-end to safeguard user information and protect against common modes of attack, including forgery and injection.

This course provides professionals with the skills they need to gain awareness of common flaws and pitfalls and build more secure applications in the future. Students will learn to identify, characterize, and protect against threats.

By the end of this course, students will be able to:

- Learn about some of the most common ways that web applications are left vulnerable to attack.
- Add input validation to a web front-end in order to sanitize data for the back-end.
- Define security policies to protect against cross-site scripting (XSS) and cross-site request forgery (CSRF).
- Implement a secure cookie policy on the front-end.

### **Data Analytics**

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

Data is now an integral part of every organization. To be successful in today's data-driven world, every employee should know how to analyze data, interpret it, and make defensible recommendations. In this course, you will learn how to use data to guide and inform your organization when making critical business decisions.

This course is ideal for digital marketers, sales managers, analysts, and anyone else looking to learn the essentials of data analysis. You'll practice collecting, cleaning, and analyzing data using Excel and SQL. Additionally, you'll learn to create data dashboards and various visualizations to communicate insights using Excel and Tableau. This course culminates in a presentation in which you'll share the results of your own analysis on a data set with your classmates and instructional team.

By the end of this course, students will be able to:

- Explain the value of data.
- Utilize statistics to describe a data set and validate its analysis.
- Clean data sets using Excel's core functionality.
- Analyze data sets using visualizations and PivotTables in Excel.
- Create basic SQL queries from databases.
- Create a local SQL database.
- Import data into a local SQL database.
- Create complex queries using JOINS and other advanced SQL functionality.
- Aggregate and analyze data using efficient SQL queries.
- Build compelling and clear visualizations in Tableau.
- Deliver effective presentations with data.

## Data Science

*Non-Immersive, Part-time, On campus & Online (60 hours / 10 weeks)*

Ever wonder how the Netflix recommendation engine works? Or how Amazon determines which items "you may also like?" All of this is made possible by training a computer to learn using the large amounts of data that exist in these systems.

This course offers a practical introduction to the interdisciplinary field of data science and machine learning, which exists at the intersection of computer science, statistics, and business. You'll learn to use the Python programming language to help you acquire, parse, and model your data. A significant portion of the course will involve hands-on training in fundamental modeling techniques and machine learning algorithms. These enable you to build robust predictive models of real-world data and test their validity. You'll also gain practice communicating your results, as well as insight into how to build more intelligent systems that take advantage of the data you have.

By the end of the course, students will be able to:

- Perform exploratory data analysis with Python.

- Build and refine machine learning models to predict patterns from data sets.
- Communicate data-driven insights to a technical and non-technical audience alike.

## Data Science Immersive

*Immersive, Full-time, On campus (420 hours / 12 weeks)*

With the current century dubbed as the “Information Age,” it’s no surprise that data science has quickly become one of the most sought-after skills in the tech industry. From dating apps to eCommerce sites, to public policy problems, people are using data to solve and innovate around the world’s business and social problems.

Data scientists and analysts sit at the intersection of statistics, technology, and business. Their job is to take large data sets and analyze them using different types of models and algorithms to gain insights and predict trends. This knowledge is pertinent for every industry — whether it’s used by businesses, nonprofits, or government organizations, data helps us make better decisions.

In this course, students apply statistics, programming, data analytics, and modeling skills in different real-world contexts, mastering the skills they need to launch a data science

By the end of the course, students will be able to:

- Collect, extract, query, clean, and aggregate data for analysis.
- Perform visual and statistical analysis on data using Python and its associated libraries and tools.
- Build, implement, and evaluate data science problems using appropriate machine learning models and algorithms.
- Use appropriate data visualization tools to communicate findings.
- Present clear and reproducible reports to stakeholders.
- Identify big data problems and understand how distributed systems and parallel computing technologies are solving these challenges.
- Apply question, modeling, and validation problem-solving processes to data sets from various industries to gain insight into real-world problems and solutions.

## Data Science Immersive Remote

*Immersive, Full-time, Online (480 hours / 12 weeks) and Immersive, Part-time, Online (480 / 24 weeks)*

With the current century dubbed as the “Information Age,” it’s no surprise that data science has quickly become one of the most sought-after skills in the tech industry. From dating apps to eCommerce sites, to public policy problems, people are using data to solve and innovate around the world’s business and social problems.

Data scientists and analysts sit at the intersection of statistics, technology, and business. Their job is to take large data sets and analyze them using different types of models and algorithms to gain insights and predict trends. This knowledge is pertinent for every industry — whether it’s used by businesses, nonprofits, or government

organizations, data helps us make better decisions.

In this course, students apply statistics, programming, data analytics, and modeling skills in different real-world contexts, mastering the skills they need to launch a data science

By the end of the course, students will be able to:

- Collect, extract, query, clean, and aggregate data for analysis.
- Perform visual and statistical analysis on data using Python and its associated libraries and tools.
- Build, implement, and evaluate data science problems using appropriate machine learning models and algorithms.
- Use appropriate data visualization tools to communicate findings.
- Present clear and reproducible reports to stakeholders.
- Identify big data problems and understand how distributed systems and parallel computing technologies are solving these challenges.
- Apply question, modeling, and validation problem-solving processes to data sets from various industries to gain insight into real-world problems and solutions.

## Digital Marketing

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

Digital marketing involves so much more than writing clever Instagram captions. It's a true competitive advantage that leads businesses to profit, and it's the future of the marketing profession.

In this course, you will get hands-on experience with Facebook Ads, Google AdWords, Google Analytics, and conducting SEO research and optimization. You'll also dive into the world of metrics and learn to measure the success of your campaigns.

The course provides students with a solid foundation in marketing fundamentals — from segmenting a market to developing customer insight — and combines it with hands-on training in creating engaging content, as well as paid and unpaid tactics for acquiring and retaining users.

Topics covered include: attribution in optimization and the pros and cons of different models.

By the end of the course, students will be able to:

- Use a full arsenal of digital marketing tools, including Google AdWords, Facebook, and Google Analytics.
- Design and execute comprehensive marketing plans across a variety of modern digital channels — social, search, email, paid advertising, etc.
- Analyze the success of digital marketing campaigns using Google Analytics.

## Front-End Web Development

*Non-Immersive, Part-time, On campus & Online (60 hours / 10 weeks)*

This course introduces students to the basics of programming for the web using HTML, CSS, and JavaScript. Designed for beginners, it teaches students how to build the visual and interactive components of a website. Students will learn how to create the structural foundation of a site (HTML), style it (CSS), and add logic to control its behavior (JavaScript) through the core languages that make up the web. They will also gain an understanding of how the web works and how to customize their sites using their own designs and ideas.

By the end of this course, students will be able to:

- Explain how the web works.
- Create the structure and style of a website using HTML and CSS.
- Apply interactivity to a site using programming fundamentals in JavaScript.
- Host a website on a server.
- Communicate the basic technical vocabulary with front-end web developers.
- 
- Apply basic programming control structures, define functions, and utilize comparison operators, understanding the use of the “this” variable.

## **JavaScript Development**

*Non-Immersive, Part-time, On campus & Online (60 hours / 10 weeks)*

JavaScript has enjoyed tremendous growth over the past few years, both in its utility as a technology and value as a skill in the job market. JavaScript has long been the only programming language that can be run natively in a web browser. It is now also being used to program everything from servers to mobile devices to microcontrollers. Interest in and demand for JavaScript skills continue to increase and show few signs of slowing down in the future.

JavaScript Development teaches students a set of intermediate front-end development skills using JavaScript, jQuery, Git and GitHub, and the command line. For their final project, students will build a modern, single-page web application that utilizes industry best practices.

By the end of this course, students will be able to:

- Work with JavaScript, jQuery, web browsers, and the DOM.
- Learn the fundamentals of JavaScript frameworks and libraries.
- Apply essential principles of object-oriented programming and learn how they apply to other object-oriented programming languages.
- Consume data from APIs and persist data using a back-end-as-a-service provider, such as Parse or Firebase.
- Build a modern, single-page application using common design patterns.

## Product Management

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

Taking an idea and turning it into a product that changes people’s daily lives requires a certain discipline; the ability to consider and balance business requirements, user needs, and technical obstacles. That’s where product managers come in. Product managers are often described as the voice of the user, ensuring that every business decision or technical consideration maps back to solving a customer problem.

Product managers understand their users, their market, and their organizations better than anyone, allowing them to create products and features that succeed in the real world. In this course, students will explore the different processes and skills required to guide product development from ideation through execution and iteration in an Agile development environment.

By the end of this course, students will be able to:

- Clearly define the role of a product manager.
- Effectively determine key risks and assumptions surrounding a given product in order to test it.
- Navigate the customer development process by conducting effective user interviews and developing user personas.
- Prioritize features based on criteria, such as business goals, level of effort, and impact on the user.
- Demonstrate an understanding of basic Agile principles and effectively deliver well-constructed user stories with acceptance criteria.
- Create wireframes, MVPs, and basic prototypes in order to test assumptions.
- Utilize usability tests and other user research tactics.
- Speak fluently with developers regarding technology and technical constraints.
- Measure a product’s success and track its life cycle.

## Python Programming

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

This course introduces students to programming in Python. Learn programming fundamentals and build an application in this project-based, hands-on course. Apply your knowledge to special topics like data analysis or web applications. Students will leave able to confidently code in Python, having created their own custom web applications.

This course provides professionals with the know-how needed to program in Python — no prior coding experience required. Python is a popular, well-supported, and “readable” programming language that anyone from a manager to an analyst can leverage to their advantage. Whether you have experience in programming or are looking to get started for the first time, this course will put you on the fast track to honing your skills.

By the end of this course, students will be able to:

- Understand and apply programming fundamentals and Python basics.

- Build a Python program and incorporate increasing complexity.
- Explain the basics of object-oriented programming.
- Troubleshoot Python code.
- Add scripting, modules, and APIs to Python programs.
- Leverage Python skills in the context of data science or web applications.

## React Development

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

The React framework was built to solve one main problem: Handling large applications with data that changes over time. This course introduces students to React, the front-end JavaScript library, and its popular accompanying package, React Router. By the end of this course, students will have built a functioning web application and compiled a series of projects into a portfolio.

This course provides professionals with the skills needed to develop applications using React. We begin with basics of React, such as components, JSX, props, and state to build a basic functioning app. Then, we dive into more fundamental concepts like unidirectional flow to truly understand how React works and what else we can use it to accomplish.

By the end of this course, students will be able to:

- Build a functioning web application with React.
- Create Build multi-page web applications using React Router.
- Embed an API into a React app.
- Host a React app on Heroku to share with the world.

## Software Engineering Immersive

*Immersive, Full-time, On-campus (420 hours / 12 weeks) and Immersive, Part-time, On-campus (420 / 24 weeks)*

There's never been a better time to start a career as a software engineer. In fact, the U.S. Bureau of Labor Statistics predicts that employment growth in this sector will top 24 percent between 2016 and 2026. From startups to Fortune 500 companies, there is a growing demand for software engineers who can creatively solve problems and implement robust, sustainable solutions.

This in-person Immersive course provides students with a breadth of software engineering skills, enabling them to build full-stack web applications, and embark on a path toward a software engineering career. Students graduate with a solid base of fundamental computer science and programming knowledge, experience with specific languages and frameworks that are popular today, and a flexible outlook that is comfortable and eager to tackle new technologies in a fast-moving and ever-changing industry.

Because we're focused on preparing our students for a career in technology, we want each graduate to leave the program with a body of work they can use in their job search to discuss and demonstrate what they are capable of contributing to a company.

By the end of this course, students will be able to:

- Code webpages using Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript
- Demonstrate programming fundamentals and software engineering best practices.
- Understand version control and collaborative software development with Git and GitHub.
- Develop full-stack applications with in-demand technologies such as Ruby on Rails, Python with Django, and Express with Node.js.
- Build full-stack applications by leveraging common design and architectural patterns like model–view–controller (MVC) and Representational State Transfer (REST).
- Safely model and sort data in SQL and NoSQL databases.
- Consume and integrate third-party application programming interfaces (APIs) in an application.
- Build a richly interactive front-end web application development with modern JavaScript frameworks such as React.
- Deploy applications to the web via cloud-based hosting.
- Implement common data structures encountered in technical interview situations, such as Linked Lists and Trees.
- Solve algorithm challenges and analyze the computational complexity of algorithms using Big O notation.

## **Software Engineering Immersive Remote**

*Immersive, Full-time, Online (420 hours / 12 weeks) and Immersive, Part-time, Online (420 / 24 weeks)*

There's never been a better time to start a career as a software engineer. In fact, the U.S. Bureau of Labor Statistics predicts that employment growth in this sector will top 24 percent between 2016 and 2026. From startups to Fortune 500 companies, there is a growing demand for software engineers who can creatively solve problems and implement robust, sustainable solutions.

This online Immersive course provides students with a breadth of software engineering skills, enabling them to build full-stack web applications, and embark on a path toward a software engineering career. Students graduate with a solid base of fundamental computer science and programming knowledge, experience with specific languages and frameworks that are popular today, and a flexible outlook that is comfortable and eager to tackle new technologies in a fast-moving and ever-changing industry.

Because we're focused on preparing our students for a career in technology, we want each graduate to leave the program with a body of work they can use in their job search to discuss and demonstrate what they are capable of contributing to a company.

By the end of this course, students will be able to:

- Code webpages using Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and

## JavaScript

- Demonstrate programming fundamentals and software engineering best practices.
- Understand version control and collaborative software development with Git and GitHub.
- Develop full-stack applications with in-demand technologies such as Ruby on Rails, Python with Django, and Express with Node.js.
- Build full-stack applications by leveraging common design and architectural patterns like model–view–controller (MVC) and Representational State Transfer (REST).
- Safely model and sort data in SQL and NoSQL databases.
- Consume and integrate third-party application programming interfaces (APIs) in an application.
- Build a richly interactive front-end web application development with modern JavaScript frameworks such as React.
- Deploy applications to the web via cloud-based hosting.
- Implement common data structures encountered in technical interview situations, such as Linked Lists and Trees.
- Solve algorithm challenges and analyze the computational complexity of algorithms using Big O notation.

## User Experience Design

*Non-Immersive, Part-time, On campus & Online (40 hours / 1 or 10 weeks)*

What is user experience design? In simple terms, user experience design shapes how you feel while interacting with something. You can affect it by changing the look, language, and feedback of a system across platforms.

Take the experience of getting a ride, for example. There is a huge difference between how it feels to try to hail a taxi on a crowded street versus having a black car waiting to drive you around. A user experience designer's goal is to emulate the feeling of the latter through their design and technology.

Building great user experiences requires listening and empathy. In this course, students learn the tools and techniques to make digital products delightful for users.

By the end of this course, students will be able to:

- Apply user experience best practices as they think, analyze, and design to effectively solve problems.
- Conduct effective user research and perform usability tests.
- Produce full UX documentation deliverables, including personas, competitive assessment documents, feature prioritization, wireframes and, potentially, a clickable prototype.
- Define all possible interactions as a person moves through the structure, functionality, and appearance of software interfaces.

- Analyze and critique the designs of others.

## User Experience Design Immersive

*Immersive, Full-time, On-campus (350 hours / 10 weeks)*

We are constantly surrounded by user experiences — from elevator buttons to the latest mobile app. Each and every one of these experiences has been designed with a great deal of thought devoted to how we interact with objects, find information or exchange ideas. At the same time, we're also surrounded by unique problems, struggles, and needless complexity — all of which can be solved by great design.

A user experience designer is able to think outside the realm of what's "possible" in order to create experiences that both address the needs of customers and bring them joy and delight. This requires a great deal of empathy, imagination, and skill.

Our User Experience Design Immersive course is designed to have students living and breathing user experience design. Made up of sessions delivered by top practitioners, portfolio-building workshops, and events that immerse students in the UX community, UXDI was made for those who are seriously looking to enter the world of user experience.

This immersive course will prepare students to think like designers and approach problems strategically in order to create the next generation of great apps, websites, and digital products.

By the end of this course, students will be able to:

- Identify and implement the most effective methods of user research to gain a deeper understanding of what users want and need.
- Leverage the tenets of information architecture to organize content for the greatest user benefit.
- Use interaction design techniques to craft a dynamic digital product that behaves intuitively.
- Apply the fundamentals of visual design to bring delight and function to users.
- Conduct usability testing to make product experiences more accessible for diverse user populations and environments.
- Utilize the fundamentals of HTML and CSS to create a webpage and have a better understanding of working with developers.
- Produce design documentation to articulate design decisions to clients and stakeholders.
- Use industry-standard digital design tools to generate wireframes and prototypes.
- Evaluate business requirements and technical constraints, and employ product management techniques to design products that can be successfully launched.
- Work within a design system and team of fellow designers and programmers to solve business challenges and address user needs, creating polished, functional products and prototypes.

- Understand the basics of service design to advise stakeholders on how to change operating procedures and workflows to deliver on new product experiences.

## **User Experience Design Immersive Remote**

*Immersive, Full-time, Online (480 hours / 12 weeks) and Immersive, Part-time, Online (480 / 24 weeks)*

We are constantly surrounded by user experiences — from elevator buttons to the latest mobile app. Each and every one of these experiences has been designed with a great deal of thought devoted to how we interact with objects, find information or exchange ideas. At the same time, we're also surrounded by unique problems, struggles, and needless complexity — all of which can be solved by great design.

A user experience designer is able to think outside the realm of what's "possible" in order to create experiences that both address the needs of customers and bring them joy and delight. This requires a great deal of empathy, imagination, and skill.

Our User Experience Design Immersive course is designed to have students living and breathing user experience design. Made up of sessions delivered by top practitioners, portfolio-building workshops, and events that immerse students in the UX community, UXDI was made for those who are seriously looking to enter the world of user experience.

This immersive course will prepare students to think like designers and approach problems strategically in order to create the next generation of great apps, websites, and digital products.

By the end of this course, students will be able to:

- Identify and implement the most effective methods of user research to gain a deeper understanding of what users want and need.
- Leverage the tenets of information architecture to organize content for the greatest user benefit.
- Use interaction design techniques to craft a dynamic digital product that behaves intuitively.
- Apply the fundamentals of visual design to bring delight and function to users.
- Conduct usability testing to make product experiences more accessible for diverse user populations and environments.
- Utilize the fundamentals of HTML and CSS to create a webpage and have a better understanding of working with developers.
- Produce design documentation to articulate design decisions to clients and stakeholders.
- Use industry-standard digital design tools to generate wireframes and prototypes.
- Evaluate business requirements and technical constraints, and employ product management techniques to design products that can be successfully launched.
- Work within a design system and team of fellow designers and programmers to solve business challenges and address user needs, creating polished, functional products and prototypes.

- Understand the basics of service design to advise stakeholders on how to change operating procedures and workflows to deliver on new product experiences.

## Visual Design

*Non-Immersive, Part-time, On campus & Online (32 hours / 8 weeks)*

This hands-on course will introduce you to the theory, skills, and tools needed to design beautiful web and mobile products and a mobile app.

By the end of this course, students will be able to:

- Apply an understanding of typography, color theory, and layout to create a collection of designs.
- Use industry-standard tools such as Photoshop and Illustrator to design high-fidelity mockups.
- Think through challenging user problems, come up with creative solutions, and mock them up in production-ready detail.
- Know the technical vocabulary to communicate with UI and visual designers.

## Academic Policies

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### Homework

Students in some courses may be required to spend up to 20 hours outside of class per week working on homework/projects.

### Hours

Course length is measured in hours. One hour of instructional time is defined as a 60-minute period.

### Standards of Progress

General Assembly measures student progress through frequent homework assignments and in-depth projects. Students are graded on a pass/fail basis. To receive a passing grade, students must:

1. Receive a passing grade on 80% of all homework, labs, and assigned work. Homework, labs, and assigned work are graded on the basis of completion. To receive a passing grade on, students must complete 100% of the minimum tasks specified in that assignment.
2. Maintain consistent attendance as outlined in the Attendance section below. A passing grade in attendance will be given to students with no more absences than the amount allowed, which varies by program.
3. Receive a passing grade on all course projects and complete any assigned assessments as applicable\*. Students are formally evaluated† for progress toward completion at the following point:

Course Length	Evaluation Point
32 hours / 8 weeks	16 hours / 4 weeks
40 hours / 1 week	20 hours / .5 weeks
40 hours / 10 weeks	20 hours / 5 weeks
60 hours / 10 weeks	30 hours / 5 weeks
80 hours / 10 weeks	40 hours / 5 weeks
100 hours / 10 weeks	50 hours / 5 weeks
420 hours / 12 weeks	210 hours / 6 weeks
420 hours / 24 weeks	210 hours / 12 weeks
480 hours / 12 weeks	240 hours / 6 weeks
480 hours / 24 weeks	240 hours / 12 weeks

General Assembly does not have a cumulative final test or examination required for the completion of any of the courses. A statement will be furnished to students regarding satisfactory or unsatisfactory progress.

4. Tuition must be paid in full by the end of the course to receive a certificate of completion, unless other arrangements have been made with your Admissions agent before the course starts.

*\*To receive a passing grade in Cybersecurity for Developers and Cybersecurity for Developers Remote, students must receive a passing grade on 80% of all homework assignments and maintain consistent attendance.*

### Grading System

Students are graded on an academic system. Incomplete grades are final.

Grade	Definition
4.0	Exceeds expectations
3.0	Meet expectations
2.0	Does not meet expectations
1.0	Incomplete

### Probation

General Assembly does not provide a probation option. If a student is not making progress at the point of evaluation as stated above in the Standards of Progress policy, they may be provided with additional assistance outside of class. If the student is unable to make satisfactory academic progress with this assistance, they may be withdrawn from the program. Informal feedback is provided to students throughout the course. Students dismissed for unsatisfactory academic progress may reenter General Assembly subject to approval by the director.

### Attendance

Attendance is taken by teachers 15 minutes after class begins and 15 minutes prior to class ending. Any student who arrives to class more than 15 minutes late will be marked tardy, and any student who is not present 15 minutes prior to class ending will be marked early departure. Three late arrivals and/or early departures will constitute one absence.

A class meeting is defined as the instructional hours provided on one calendar day. Students who miss more than the excused absence policies outlined below for the type of course they are taking may be withdrawn (please refer to the Withdrawal Policy).

Examples of excused absences include but are not limited to: student illness, death/critical illness of a family member or a significant other, critical life emergency, and religious observance. General Assembly may allow a greater number of excused absences in exceptional circumstances. Unexcused absences are not permitted except in mitigating circumstances. Examples of mitigating circumstances are:

- An illness or death in the student's immediate family
- An unavoidable change in the student's conditions of employment
- An unavoidable geographical transfer resulting from the student's employment
- Immediate family or financial obligations beyond the control of the student that require him or her to suspend pursuit of the program of education to obtain employment
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

General Assembly does not provide an interruption option.

#### *Immersive Courses*

With prior approval from General Assembly:

- Students in full-time, non-flex immersive programs are permitted to miss up to three excused class meetings.
- Students in part-time, flex immersive programs are permitted to miss up to twenty four instructional hours in total.
- Students receiving G.I. Bill® benefits who miss more than three class meetings will be terminated from the G.I. Bill® program. This change in student enrollment status will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance.

#### *Non-immersive Courses*

With prior approval from General Assembly, students in part-time courses are permitted to miss up to three excused class meetings. Students in weekend classes are permitted to miss one excused class meeting. Students in 1-week courses must attend every class.

## **Transfer**

Admission to a General Assembly program is non-transferable. Students who wish to change programs must elect to withdraw from their current program and then reapply for and enroll in the course of their choosing. Should a student elect to withdraw and then reapply for enrollment in another course more than one time, director approval is required for acceptance.

## **Leave of Absence Policy**

A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, maternity leave, or the death of a relative. The school is expected to explain the implications of a leave to the student. If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed. Experience has shown that most students do not return from a leave of absence. Some programs are too short to make a leave of absence practical. A retention evaluation upon return may be performed.

The school director is expected to review the student's request, preferably in person with the student requesting the leave. Not all leave requests should be granted. All leaves of absence must be requested and approved in writing.

## **Extensions**

Under extenuating circumstances, instructors may grant an extension on a project or allow a student to re-submit a project. Any resubmissions or extensions granted must be made in writing between the student and the instructor and local student experience team.

## **Make-Up Work**

Students who miss coursework because of an absence that was approved prior its occurrence are responsible for making up missed coursework by the last day of class to receive a passing grade.

Students are encouraged to attend weekly office hours and schedule timely one-on-one meetings with instructors to review missed content.

General Assembly classes are generally not taped, archived, or offered on alternative schedules for students who miss classes.

## **Completion**

A certificate of completion is issued within seven days of the end of the course to each student who has successfully fulfilled General Assembly's requirements of obtaining a "pass" and has paid their tuition in full.

So long as they have successfully fulfilled General Assembly's requirements of obtaining a "pass" in the course, students who finance their GA course with their GI Bill® benefit will not be penalized or refused a certificate of completion if tuition payments from Department of Veterans Affairs are delayed.

## **Student Rights (See Appendix B)**

1. Students have the right to equal opportunity education and an educational experience free from discrimination or harassment based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or other categories protected by law of the states in which we operate.
2. Students have the right to view their own academic records.
3. Students have the right to cancel or withdraw from their course, per General Assembly's Cancellation,

Withdrawal, and Refund Policy.

4. Students have the right to file a grievance, per General Assembly's Grievance Procedure.

## **Student Conduct and Dismissal**

General Assembly is a community of learners. Should a student be disruptive to the community, they may be asked to leave. Examples of disruption include, but are not limited to, aggression or threats toward other students, instructors, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff; or other behavior identified as disruptive to the learning environment of other students by instructors or staff. Students may also be withdrawn for academic violations, per General Assembly's Withdrawal Policy below.

General Assembly has a zero-tolerance policy towards plagiarism and cheating. It is destructive to classroom culture, and exhibits a clear lack of respect for classmates, instructors, the company, and the greater community. Any work considered to have been plagiarized will not be accepted and will not count toward graduation requirements. If a project exhibits evidence of plagiarism or cheating, the student will not be able to display the project at a GA-sponsored class "science fair" or "meet & greet." Any student found plagiarizing or attempting to plagiarize will be disciplined accordingly (including but not limited to removal from class).

Students are to treat all members of the staff and other students with respect and dignity. A student who is caught cheating; willfully destroying school property; attending school under the influence of illegal and recreational drugs and/or alcohol; or exhibiting disruptive, insubordinate, boisterous, obscene, vulgar, or disrespectful behavior may be dismissed and prohibited from reenrollment in another course. Students dismissed due to disruptive and/or disrespectful conduct will not be readmitted to General Assembly.

General Assembly is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs and has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of General Assembly for themselves and their fellow students may be subject to penalties, up to and including expulsion and the conditions under which a student may be expelled with cause can be found in Appendix E.

## **Equal Opportunity**

General Assembly is an equal opportunity organization and does not discriminate based on sex, gender identity and/or expression, race, color, religion, ancestry, national origin, marital status, veteran or military status, sexual orientation, medical condition, genetic information, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or other categories protected by law of the states in which we operate.

General Assembly strictly prohibits and does not tolerate sexual harassment or other unlawful harassment (including verbal, physical, or visual conduct) based on protected status. Individuals who believe they have been subject to or witnessed conduct that violates this policy should immediately notify the regional director. All complaints will be investigated and prompt corrective action will be taken, as appropriate. Interim measures may be taken, as appropriate, when a complaint is made. General Assembly prohibits retaliation against any individual who raises concerns under this policy or participates in an investigation. General Assembly will conduct its courses, services, and activities consistent with applicable federal, state, and local laws and regulations. Students who seek accommodations related to a disability should contact their producer or regional director.

General Assembly provides reasonable accommodations to individuals who desire to participate in our

educational programs.

## Diversity and Inclusion Values Statement

General Assembly abides by a diversity and inclusion values statement. Our entire community upholds this commitment, and we maintain shared responsibility across our global campuses to live these values. General Assembly strives to make the future of tech as vibrant as the world it inhabits through a global commitment to diversity and inclusion.

**At General Assembly, we are diverse.** We foster an international community comprising different backgrounds, experiences, identities, and perspectives. We work to ensure that everyone has a place at the table at General Assembly, regardless of race, gender, gender identity, gender expression, age, sexual orientation, disability status, religious affiliation, socioeconomic status, or political persuasion. We consistently leverage the diverse experiences of our community members to transform the narrative of diversity within the tech, data, business, and design communities. We also strive to ensure that the GA community is not just a reflection of the world today, but of the world we want to see in the future.

**At General Assembly, we are inclusive.** We celebrate and welcome diversity unbound by social hierarchies, and collectively work to foster mutual respect, empathy, and common cause. We provide welcoming spaces for growth conversation and empowerment on our campuses and strive to build greater cultural competence within our community. We also commit to supporting opportunities beyond our walls to promote access, break down barriers, and empower future generations of leaders in the tech industry.

## Student Services

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### Academic Advising

Academic advising may be initiated by school personnel or the student when the need is identified.

### Housing

General Assembly does not provide student housing.

### Library

Each General Assembly campus has a library, which contains relevant reading and course materials for the school's classes and is open during regular campus hours. To check out items from the library, students should speak directly with their course producer. Enrolled students are also given access to an online resource, which houses course-specific learning resources and tools. General Assembly also has a plethora of partnerships with vendors that allow students to get free or discounted licenses for any learning software products (i.e., Adobe, Axure, Tableau) that are required by the curriculum.

### Employment Assistance

The General Assembly Outcomes Team is dedicated to seeing full-time students take control of their career aspirations and goals by helping to communicate their skills, make valuable connections, and identify ideal career opportunities. Outcomes programming, designed to teach job search strategy, is interwoven into our Immersive courses. Job search support is also available to all graduates of full-time programs who choose to opt-in to it by meeting the requirements outlined below.

In order to become a job seeker, a student must meet the following requirements, which are taught throughout the course:

- Resume.
- Digital presence (GA Profile and LinkedIn).
- Professional project/portfolio.
- Shareable way of tracking the job search.
- Attendance and participation in all Outcomes programming.

Being a job seeker at General Assembly grants you access to skill building and programming that will enhance your ability to take control of your job search. This includes:

- Hiring events.
- Employer referrals.
- GA Profiles and job board.
- Career development events and exposure to industry professionals, such as mock interviews, portfolio reviews, studio tours, and panels.
- One-on-one support and office hours.

General Assembly cannot and does not guarantee employment or salary.

## Student Records

Student transcripts and descriptions of courses offered are maintained permanently. Student transcripts are maintained in student records. Student transcripts contain the following information: name, address, and date of birth; date of enrollment; name of course taken; record of all final grades earned for each course; date of completion or discontinuance; and a notation whether or not a letter of completion was issued and date issued. Students may view their own academic records at no cost to the student. Students who seek to view their own records should contact their school director.

General Assembly will take reasonable steps to protect the privacy of personal information contained in student records.

# Grievance Procedure

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## Internal Grievance Procedure

When a concern occurs, the student is asked to discuss the concern directly with their teacher, who will attempt to resolve the situation. If a resolution does not occur, the student or teacher member should provide a written description of the concern to the director, who will investigate the complaint and provide a prompt written

response. General Assembly attempts to resolve all complaints within 30 days. The director's decision is final within General Assembly's Grievance Procedure. Students may also pursue external grievance procedures as described below.

### **External Grievance Procedure**

Any person who believes he or she has been aggrieved by a violation of the New York Education Law has the right to file a written complaint with the New York State BPSS within two years of the alleged violation or within one year of receiving notification from a guarantee agency that the student has defaulted on a student loan payment. No complaint may be filed after three years from the date of the alleged violation.

## **Cancellation, Withdrawal, and Refund Policy**

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### **General Assembly's Right to Cancel**

1. General Assembly reserves the right to cancel or postpone a course date or to change a course location at any time. If this happens you will be entitled, at your discretion, to attend the course at the proposed later date or to receive a full refund of any course fees you have already paid to attend the course on the original date and/or location.
2. General Assembly reserves the right to cancel an enrollment based on conduct violations prior to course start date. If you display threatening, abusive, or dangerous behavior toward us or any of our staff or personnel, then we reserve the right to refuse to allow you to continue taking the course. In such circumstances, you will not be entitled to a refund of any fees paid except as mandated by your state's refund policy, and we reserve the right to prevent you from taking any course in the future if we feel that is necessary for the protection of our staff or personnel.
3. General Assembly reserves the right to cancel an enrollment if a student has failed to complete the pre-work required for course participation.
4. General Assembly reserves the right to cancel an enrollment or disenroll a student for delinquent past-due balances. Students who finance their GA course with their GI Bill® benefit will not be canceled or dis-enrolled if tuition payments from Department of Veterans Affairs are delayed.

### **Student's Right to Cancel**

1. You have the right to cancel your course of instruction, without any penalty or obligation, through attendance at the first class session (or as defined below) or seven days after enrollment, whichever comes later.
2. Cancellation is effective when the student provides a written notice of cancellation at the address of attendance stated on their enrollment agreement. This can be done by email or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The notification is effective when General Assembly receives notice or the date the notice is mailed, whichever is sooner.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

4. If the Enrollment Agreement is cancelled, the school will refund the student any money they paid, less a registration or application fee specified below in the Tuition and Fees chart and course materials received by the student within 30 days after the notice of cancellation is received.

## Withdrawal

Students may withdraw from the course at any time after the cancellation period (described above) and refunds are determined in accordance with the Refund Policy stated below.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a course when any of the following occurs:

The student notifies General Assembly in writing of the student's withdrawal or as of the last date of attendance, whichever is later. The failure of a student to immediately notify General Assembly in writing of the student's intent to withdraw may delay any applicable refund of tuition to the student.

General Assembly terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations; absences in excess of maximum set forth by General Assembly; and/ or failure to meet financial obligations to General Assembly. In these cases, the official termination date of enrollment shall be the student's last day in class. If a student has been withdrawn for failure to maintain satisfactory progress or for violations of General Assembly's Attendance Policy, the student can only be readmitted with the approval of the regional director into a future instance of the course after final grades have been issued for the original course.

The student has failed to attend class for three class meetings without prior approval.

Students who withdraw due to an emergency, such as personal or family illness or national service, may be reenrolled into another General Assembly course following approval by the director.

## Refund Policy

All refunds will be paid within 30 days of withdrawal. Refunds will be less a registration fee (described in the below Tuition and Fees section) and any course materials the student has received.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if applicable, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

## Quarters Refund Policy

The Quarters Refund Policy applies to all campus-based courses that are 7–14 weeks long. Students are refunded based on the Refund Liability Charts listed below.

A. A student who cancels within seven days of signing the Enrollment Agreement but before instruction begins receives all monies returned, with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for the following:

1. The non-refundable registration fee.
2. The cost of any textbooks or supplies accepted.
3. Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated and any previous quarters completed.

a. First quarter: If termination occurs, refunds will be granted based on the amount of course completed, as per the table below:

Amount of Course Completed	Student Refund
Prior to or during the first week	100%
During the second week	75%
During the third week	50%
During the fourth week	25%
After the fourth week	0%

b. Subsequent quarters:

Amount of Course Completed	Student Refund
During the first week	75%
During the second week	50%
During the third week	25%
After the fourth week	0%

For students who choose to fund their tuition pursuant to an income share agreement (ISA), the ISA contract is not binding until the Right to Cancel period has expired (seven business days). For ISA funded students who withdraw, the refund percentage noted above will be applied to the Funding Amount specified in the ISA. For example, if the ISA Funding Amount is \$10,000.00, and a student withdraws in the third week, then the ISA Funding Amount would be reduced to \$5,000.00 (50%). If the student withdraws in the fourth week in this example, then the Funding Amount would be reduced to \$7,500.00 (75%). The refund percentage will be applied to the Funding Amount and Payment Cap as specified in the ISA.

### Mini Refund Policy

The Mini Refund Policy applies to all campus-based courses that are 1–6 weeks long. Students are refunded based on the Refund Liability Charts listed below.

- A. A student who cancels within seven days of signing the Enrollment Agreement receives all monies returned, with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for the following:

1. The non-refundable registration fee.
2. The cost of any textbooks or supplies accepted.
3. Tuition liability as of the student’s last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs, refunds will be granted based on the amount of the course completed, as per the table below:

Amount of Course Completed	Student Refund
0–15%	100%
16–30%	75%
31–45%	50%
46–60%	25%
After 60%	0%

### Refund Policy for VA Education Beneficiaries

Pro Rata Refund (38 CFR 21.4254(c)(13), 21.455). General Assembly will refund the unused portion of prepaid tuition and fees on a pro rata basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount in excess of \$10.00 for an enrollment fee or registration fee will also be prorated.

## Tuition and Fees

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### Payment Policy

Unless otherwise agreed to in a private lending or financing agreement and as approved by General Assembly, all students pay an upfront payment of \$250 upon 24 hours of enrollment. Students are required to pay the remaining full balance at least seven days prior to the course start date or upon enrollment, whichever is later. Students who have tuition and fees fully covered by their GI Bill® benefit are not subject to pay the \$250 upfront payment fee.

Students are allowed to request a payment plan unless a student is enrolled in a 1-week course. These payment plans must be approved by General Assembly during enrollment. If a student is partially paying for a course and a third party is paying the remainder of the course, students can request to participate in a payment plan for their portion of course costs, which, if approved by General Assembly, will be documented in a payment schedule.

Payment in full is a graduation requirement and certificates of completion will be withheld until full balance is paid. If a student holds an outstanding balance after the course end date, a one-time \$75 late fee will be applied and a 1.5% interest charge on the total due will be applied each month thereafter. Students will incur a \$25 fee for declined transactions or returned checks. Students who finance their GA course with their GI Bill® benefit will not be penalized or refused a certificate of completion if tuition payments from Department of Veterans Affairs are delayed.

General Assembly may, in its sole discretion, refer a student’s account to a collection agency without further notice to the student in the event the student is in default in any payment due. To the extent permitted by applicable law, the student agrees to pay all costs incurred by General Assembly in collecting the balance due.

Payment Plan	Upfront Payment (Registration and Fee)	Payment Installments and Schedule
1/2 Payment Option	All students pay an upfront payment of \$250 upon 24 hours of enrollment.	1/2 due seven days before course start date † 1/2 due a month after previous invoice date
1/3 Payment Option (Not available to students enrolled courses less than 10 weeks in length.)	All students pay an upfront payment of \$250 upon 24 hours of enrollment.	1/3 due 7 days before course start date 1/3 due a month after previous invoice date 1/3 due a month after previous invoice date
1/4 Payment Option (Not available to students enrolled in courses less than 10 weeks in length.)	All students pay 1/4 of the total tuition (which includes the \$250 due upon enrollment charge) within 24 hours of enrollment.	1/4 due 7 days after course start date 1/4 due three weeks after previous invoice date 1/4 due three weeks after previous invoice date

Students enrolled in 1-week courses are not eligible for any payment plans.

Enrolling after the initial installment due date will require payment of any tuition due at the time of enrollment.

### Third-Party Sponsor Payment Policy

A third-party sponsor payment form must be completed to provide authorization for General Assembly to bill a student’s third party for all or part of their educational expenses.

The following terms and conditions apply to the student for third-party sponsor payment:

- Third-party sponsor payments are not conditional on student performance in or completion of a course. It is the student’s responsibility to provide their third-party sponsor the correct information concerning tuition and fees and any other information needed by the third-party sponsor. This is especially true if there are any changes to any charges after the original authorization form is submitted.
- Third-party sponsorship does not relieve a student from any financial responsibility. The student is ultimately responsible for their educational costs. If a third-party sponsorship amount is changed or cancelled, for any reason, the student is responsible for unpaid amounts due to General Assembly. Future sponsorships are not allowed until current sponsorships are paid in full. A student cannot enroll in future courses or receive a certificate of completion until all charges on their account are paid in full.
- Students will be assessed a late-fee (as outlined above) if they fail to make timely payments for all charges not covered by their third-party. For a list of educational programs in which General Assembly partners with different entries to offer financial assistance, please see Appendix G.
- Department of Veterans Affairs (VA) funding is not subject to this policy.

### Income Share Agreement Policy

Students in select programs may meet the eligibility criteria and elect to participate in a deferred tuition arrangement (also referred to as an income share agreement or “ISA”), whereby the student agrees to enroll in the program and to pay tuition plus an additional charge upon completion of the course after finding a job.

An ISA requires a student to pay a fixed percentage of earned income each month for a fixed period of time, with the total payment capped at the tuition for the program plus, for those students whose earnings are sufficiently high, additional amounts (as with finance charges for loans, these extra amounts generally defray administrative costs and the risk of non-payment). Monthly payments are recalculated when earned income changes, based on information provided by the graduate, such as an updated pay stub. During any months that earned income is below a certain threshold, the graduate will be placed in a deferment status and will not make payments.

Each ISA has a payment term, which includes a grace period following completion of the program. Students electing to participate in an ISA have the option of prepaying the ISA in full at any time by paying an amount equal to the payment cap less all previous monthly payments and plus any outstanding fees, even if the time that the student was allotted to pay tuition after completion of his or her program has not yet expired.

A student’s monthly payments end upon the earliest to occur of: (i) the date the required number of monthly payments are made; (ii) the date the graduate has paid the amount of the payment cap; or (iii) after the end of the payment term, which may be extended by any deferments for up to 48 months.

If a student withdraws from their program, the tuition will be pro-rated pursuant to General Assembly’s refund policy and consistent with New York Education Law § 5002(3). The corresponding payment cap amount will also be pro-rated in accordance with the same formula stated in the refund policy.

The full terms and conditions of a student’s deferred tuition arrangement will be set forth in an ISA signed by the student and General Assembly. Students who finance their GA course in part with their GI Bill® benefit are ineligible for Income Share Agreements and may not use ISAs to cover the remaining tuition liability.

## Tuition and Fees

Course	Registration Fee (Non-Refundable)	Tuition	Total Cost
Cybersecurity for Developers	\$100	\$3,850	\$3,950
Cybersecurity for Developers Remote	\$100	\$3,850	\$3,950
Data Analytics	\$100	\$3,850	\$3,950
Data Analytics Remote	\$100	\$3,850	\$3,950
Data Science	\$100	\$3,850	\$3,950
Data Science Remote	\$100	\$3,850	\$3,950
Data Science Immersive	\$100	\$15,850	\$15,950
Data Science Immersive Remote (Online)	\$100	\$15,850	\$15,950
Digital Marketing	\$100	\$3,850	\$3,950
Digital Marketing Remote	\$100	\$3,850	\$3,950
Front-End Web Development	\$100	\$3,850	\$3,950
Front-End Web Development Remote	\$100	\$3,850	\$3,950
JavaScript Development	\$100	\$3,850	\$3,950
JavaScript Development Remote	\$100	\$3,850	\$3,950
Product Management	\$100	\$3,850	\$3,950

Course	Registration Fee (Non-Refundable)	Tuition	Total Cost
Product Management Remote	\$100	\$3,850	\$3,950
Python Programming	\$100	\$3,850	\$3,950
Python Programming Remote	\$100	\$3,850	\$3,950
React Development	\$100	\$3,850	\$3,950
React Development Remote	\$100	\$3,850	\$3,950
Software Engineering Immersive	\$100	\$15,850	\$15,950
Software Engineering Immersive Remote (Online)	\$100	\$14,850	\$14,950
User Experience Design	\$100	\$3,850	\$3,950
User Experience Design Remote	\$100	\$3,850	\$3,950
User Experience Design Immersive	\$100	\$14,850	\$14,950
User Experience Design Immersive Remote (Online)	\$100	\$14,850	\$14,950
Visual Design	\$100	\$2,700	\$2,800
Visual Design Remote	\$100	\$2,700	\$2,800

The schedule of courses offered may be found on our website at: <https://generalassemb.ly/education>.

## Tuition Liability

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### In-Person, Non-Immersive Courses

Weekly tuition liability chart for:

- Cybersecurity for Developers
- Data Analytics
- Data Science
- Digital Marketing
- Front-End Web Development
- JavaScript Development
- Product Management
- Python Programming
- React Development
- User Experience Design

Tuition: \$3,850

**Quarter 1 (based on \$3,850 paid in full)**

Amount of Course Completed	Percent Refunded	Money Refunded
Prior to or During Week 1	100%	\$3,850
During Week 2	75%	\$2,887.50
During Week 3	50%	\$1,925
During Week 4	25%	\$962.50
After Week 4	0%	\$0

Weekly tuition liability chart for:

- Visual Design

Tuition: \$2,700

**Quarter 1 (based on \$2,700 paid in full)**

Amount of Course Completed	Percent Refunded	Money Refunded
Prior to or During Week 1	100%	\$2,700
During Week 2	75%	\$2,025
During Week 3	50%	\$1,350
During Week 4	25%	\$675
After Week 4	0%	\$0

Weekly tuition liability chart for:

- Cybersecurity for Developers (1 week)
- Data Analytics (1 week)
- Digital Marketing (1 week)
- Product Management (1 week)
- Python Programming (1 week)
- React Development (1 week)
- User Experience Design (1 week)

Tuition: \$3,850

**Mini (based on \$3,850 paid in full)**

Amount of Course Completed	Percent Refunded	Money Refunded
0%–15%	100%	\$3,900
16%–30%	75%	\$2925
31%–45%	50%	\$1950
46%–60%	25%	\$975
After 60%	0%	\$0

Weekly tuition liability chart for:

- Visual Design (1 week)

Tuition: \$2,700

**Mini (based on \$2,700 paid in full)**

Amount of Course Completed	Percent Refunded	Money Refunded
0%–15%	100%	\$2,700
16%–30%	75%	\$2,025
31%–45%	50%	\$1,350
46%–60%	25%	\$675
After 60%	0%	\$0

### In-Person Immersive Courses

Weekly tuition liability chart for:

- Data Science Immersive
- Software Engineering Immersive

Tuition: \$15,850

**Quarter 1 (based on \$15,850 paid in full)**

Amount of Course Completed	Percent Refunded	Money Refunded
Prior to or During Week 1	100%	\$15,850.00
During Week 2	75%	\$11,887.50
During Week 3	50%	\$7,925.00
During Week 4	25%	\$3,962.50
After Week 4	0%	\$0.00

### Remote Courses

*Tuition Liability Chart for:*

- Data Analytics Remote

Tuition: \$3,850

**Pro Rata (based on \$3,850 paid in full)**

Units out of 10 used	Percent Refunded	Money Refunded
0	100%	\$3,850
1	94.44%	\$3,636.11
2	88.89%	\$3,422.22
3	83.33%	\$3,208.33
4	77.78%	\$2,994.44
5	72.22%	\$2,780.56
6	66.67%	\$2,566.67
7	61.11%	\$2,352.78
8	55.56%	\$2,138.89
9	50.00%	\$1,925
10	44.44%	\$1,711.11
11	38.89%	\$1,497.22
12	33.33%	\$1,283.33
13	27.78%	\$1,069.44
14	22.22%	\$855.56
15	16.67%	\$641.67
16	11.11%	\$427.78
17	5.56%	\$213.89
18	0%	\$0

*Tuition Liability Chart for:*

- Cybersecurity for Developers Remote
- Data Analytics Remote
- Data Science Remote
- Digital Marketing Remote
- Front-End Web Development Remote
- JavaScript Development Remote
- Product Management Remote
- Python Programming Remote
- React Development Remote

- User Experience Design Remote

Tuition: \$3,850

**Pro Rata (based on \$3,850 paid in full)**

Units out of 10 used	Percent Refunded	Money Refunded
0	100%	\$3,850
1	95%	\$3,657.50
2	90%	\$3,465
3	85%	\$3,272.50
4	80%	\$3,080
5	75%	\$2,877.50
6	70%	\$2,695
7	65%	\$2,502.50
8	60%	\$2,310
9	55%	\$2,117.50
10	50%	\$1,925
11	45%	\$1,732.50
12	40%	\$1,540
13	35%	\$1,347.50
14	30%	\$1,155
15	25%	\$962.50
16	20%	\$777
17	15%	\$577.50
18	10%	\$385
19	5%	\$192.50
20	0%	\$0

*Tuition Liability Chart for:*

- Visual Design Remote

Tuition: \$2,700

**Pro Rata (based on \$2,700 paid in full)**

Units out of 10 used	Percent Refunded	Money Refunded
0	100%	\$2,700
1	93.75%	\$2,531.25
2	87.50%	\$2,362.50
3	81.25%	\$2,193.75
4	75.00%	\$2,025
5	68.75%	\$1,856.25
6	62.50%	\$1,687.50

Units out of 10 used	Percent Refunded	Money Refunded
7	56.25%	\$1,518.75
8	50.00%	\$1,350
9	43.74%	\$1,181.25
10	37.50%	\$1,012.50
11	31.25%	\$843.75
12	25.99%	\$675
13	18.75%	\$506.25
14	12.50%	\$337.50
15	6.25%	\$168.75
16	0%	\$0

*Tuition Liability Chart for:*

- Software Engineering Immersive Remote
- User Experience Design Immersive Remote

Tuition: \$14,850

**Pro Rata (based on \$15,850 paid in full)**

Units out of 60 used	Percent Refunded	Money Refunded
0	100.00%	\$14,850.00
1	98.33%	\$14,602.50
2	96.67%	\$14,355.00
3	95.00%	\$14,107.50
4	93.33%	\$13,860.00
5	91.67%	\$13,612.50
6	90.00%	\$13,365.00
7	88.33%	\$13,117.50
8	86.67%	\$12,870.00
9	85.00%	\$12,622.50
10	83.33%	\$12,375.00
11	81.67%	\$12,127.50
12	80.00%	\$11,880.00
13	78.33%	\$11,632.50
14	76.67%	\$11,385.00
15	75.00%	\$11,137.50
16	73.33%	\$10,890.00
17	71.67%	\$10,642.50
18	70.00%	\$10,395.00
19	68.33%	\$10,147.50
20	66.67%	\$9,900.00
21	65.00%	\$9,652.50

Units out of 60 used	Percent Refunded	Money Refunded
22	63.33%	\$9,405.00
23	61.67%	\$9,157.50
24	60.00%	\$8,910.00
25	58.33%	\$8,662.50
26	56.67%	\$8,415.00
27	55.00%	\$8,167.50
28	53.33%	\$7,920.00
29	51.67%	\$7,672.50
30	50.00%	\$7,425.00
31	48.33%	\$7,177.50
32	46.67%	\$6,930.00
33	45.00%	\$6,682.50
34	43.33%	\$6,435.00
35	41.67%	\$6,187.50
36	40.00%	\$5,940.00
37	38.33%	\$5,692.50
38	36.67%	\$5,445.00
39	35.00%	\$5,197.50
40	33.33%	\$4,950.00
41	31.67%	\$4,702.50
42	30.00%	\$4,455.00
43	28.33%	\$4,207.50
44	26.67%	\$3,960.00
45	25.00%	\$3,712.50
46	23.33%	\$3,465.00
47	21.67%	\$3,217.50
48	20.00%	\$2,970.00
49	18.33%	\$2,722.50
50	16.67%	\$2,475.00
51	15.00%	\$2,227.50
52	13.33%	\$1,980.00
53	11.67%	\$1,732.50
54	10.00%	\$1,485.00
55	8.33%	\$1,237.50
56	6.67%	\$990.00
57	5.00%	\$742.50
58	3.33%	\$495.00
59	1.67%	\$247.50
60	0.00%	\$0.00

*Tuition Liability Chart for:*

- Data Science Immersive Remote

Tuition: \$15,850

**Pro Rata (based on \$15,850 paid in full)**

Units out of 60 used	Percent Refunded	Money Refunded
0	100.00%	\$15,850.00
1	98.33%	\$15,585.83
2	96.67%	\$15,321.67
3	95.00%	\$15,057.50
4	93.33%	\$14,793.33
5	91.67%	\$14,529.17
6	90.00%	\$14,265.00
7	88.33%	\$14,000.83
8	86.67%	\$13,736.67
9	85.00%	\$13,472.50
10	83.33%	\$13,208.33
11	81.67%	\$12,944.17
12	80.00%	\$12,680.00
13	78.33%	\$12,415.83
14	76.67%	\$12,151.67
15	75.00%	\$11,887.50
16	73.33%	\$11,623.33
17	71.67%	\$11,359.17
18	70.00%	\$11,095.00
19	68.33%	\$10,830.83
20	66.67%	\$10,566.67
21	65.00%	\$10,302.50
22	63.33%	\$10,038.33
23	61.67%	\$9,774.17
24	60.00%	\$9,510.00
25	58.33%	\$9,245.83
26	56.67%	\$8,981.67
27	55.00%	\$8,717.50
28	53.33%	\$8,453.33
29	51.67%	\$8,189.17
30	50.00%	\$7,925.00
31	48.33%	\$7,660.83
32	46.67%	\$7,396.67
33	45.00%	\$7,132.50
34	43.33%	\$6,868.33
35	41.67%	\$6,604.17
36	40.00%	\$6,340.00
37	38.33%	\$6,075.83

Units out of 60 used	Percent Refunded	Money Refunded
38	36.67%	\$5,811.67
39	35.00%	\$5,547.50
40	33.33%	\$5,283.33
41	31.67%	\$5,019.17
42	30.00%	\$4,755.00
43	28.33%	\$4,490.83
44	26.67%	\$4,226.67
45	25.00%	\$3,962.50
46	23.33%	\$3,698.33
47	21.67%	\$3,434.17
48	20.00%	\$3,170.00
49	18.33%	\$2,905.83
50	16.67%	\$2,641.67
51	15.00%	\$2,377.50
52	13.33%	\$2,113.33
53	11.67%	\$1,849.17
54	10.00%	\$1,585.00
55	8.33%	\$1,320.83
56	6.67%	\$1,056.67
57	5.00%	\$792.50
58	3.33%	\$528.33
59	1.67%	\$264.17
60	0.00%	\$0.00

## Financial Assistance

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General Assembly does not participate in federal or state financial aid programs and we do not provide institutional financing. We do provide information on a range of financing options through independent, private funding sources, which you can read more about at: <https://generalassemb.ly/apply/financing-your-education>. For students interested in financing the cost of their program, we have partnered with high-quality lenders that offer affordable rates to our community members.

### Loans

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. General Assembly does not offer institutional loans to its students.

Below is information about Climb and Meritize’s loan terms, interest rates, fees, and more.

	Climb	Meritize
Loan options available for:	Immersives, non-Immersive, Remote, and accelerated formats	On-campus Immersive and non-Immersive programs
Co-borrower option?	Yes	Yes
Cost-of-living expenses	Climb allows borrowers to finance up to \$7,000 in cost-of-living expenses if they also finance their full tuition.	Meritize allows borrowers to finance up to \$7,000 in cost-of-living expenses if they also finance their full tuition.
Deferral period?	No. Students are expected to pay small interest payments during class. The first principal payment is due one month after their course ends.	Yes. Students have the option to defer principal payments for six months (three months in-program and three months post-program).
Loan term length	Three-year loan term	Five- or 10-year loan term
Interest rates	5–14%	4.95–14.95%
Fees	5% of loan amount	0.3–5% of loan amount
Who should apply?	<p>Students with a co-borrower who has great credit will have a higher likelihood of being approved and securing a good rate. Students who wish to take part-time and online programs should also apply.</p> <p>Climb uses a soft credit pull in its preliminary decision-making. Applicants who accept pre-approval terms authorize a hard credit pull.</p>	<p>Students who want to enhance their loan application with academic performance data (transcripts can be submitted as part of the application process). Students who wish to have a longer deferral period should also apply.</p> <p>Meritize uses a hard credit pull in their decision-making process. Hard inquiries will appear on your credit report.</p>

## Consumer Information

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement.

General Assembly has never filed a bankruptcy petition that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.), operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

**General Assembly is not accredited by an accrediting agency recognized by the United States Department of Education (USDE) and General Assembly does not participate in federal or state financial student financial aid programs except for the following:**

Information about General Assembly is published in this catalog that contains a description of policies, procedures, and other information about the school. The catalog will be reviewed and updated at a minimum annually. General Assembly reserves the right to change any provision of the catalog at any time. These changes will not adversely affect currently enrolled students and will be vetted by the state regulatory agencies, as applicable. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements, and addenda to the catalog, and with all school policies. By enrolling General Assembly, the student agrees to abide by the terms stated in the catalog and all school policies.

# Appendix A

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## Board of Directors

Jacob Schwartz

Sergio Picarelli

Philipp Lustenberger

## Ownership

General Assembly is owned by General Assembly Space, Inc., a wholly owned subsidiary of Adecco, Inc.

## Management

Jacob Schwartz, MBA, Chief Executive Officer

Philipp Lustenberger, MBA, Chief Financial Officer

Liz Simon, J.D., Co Chief Operating Officer

Kieran Luke, MBA, Co Chief Operating Officer

Scott Zaloom, B.A., President

Sarah Tilton, General Manager – Growth Markets

Laura Youngblom, MBA, Global Director of Admissions

## VA Point of Contact

Matthew Ross, *Government & Veteran Programs Manager*, sco@ga.co

## Agents

Margaux Alicea

Chris Anisowicz

Ryan Bosveld

John Donahue

Clara Graham

Robert Katzwer

Lyam Lugo

Nurisellie Morales

Nicole Schaffer

Eli Skylarsky

Joanna Williams

Fatema Zerín

## School Directors

Mickey Slevin, New York City

Lizzie Livingston, New York City

Melika Thompson, New York City

## Teachers

General Assembly employs both full- and part-time teachers. Biographies for all teachers teaching upcoming courses are available at <https://generalassembly.ly/instructors> and under the course description on GA's website.

Instructor	Course	Degree	Institution/Experience
Nisar Ahmed	AN	Bachelor of Commerce	Concordia University
Tucker Allen	DSI	Masters	Rensselaer Polytechnic Institute.
Daniel Alvarez	PDM	MA	The George Washington University
Adam Blomberg	DAT	PhD	Temple University
Kimberly Burgas	UXD	Masters, Visual Sociology	Goldsmiths, University of London
Diane Cai	DAT, PYTH	BA	Brown University
Brian Capuder	AN	BA Economics	NYU
Ryan Cooley	PDM	Master of Public Administration	Clark University
Riley Dallas	DAT	BBA	Texas A&M University
Brandon Davenport	DGM	B.S. Finance	Morgan State University
Christian Delgado	AN, DGM	MA, Applied Economics	Duke
Winston Featherly-Bean	DAT	BA	University of Oxford
Joseph Formica	UXD	B.S. Marketing	Manhattan College
Bruno Galvao	SEI	BS	University of Pittsburgh
Regine Gilbert	UXD, UXDI	B.A.	Parsons School of Design
Michael Glumac	FEWD, SEI	BA	Pennsylvania State University
Kimberly Goulbourne	FEWD	BFA	Savannah College of Art and Design
Christopher Guimarin	VIS	BFA	Syracuse University
Bryan Harris	AN	BA	Indiana University Bloomington
Tyler Hartrich	UXDI	MBA	Dominican University of California
Matthew Higgins	DGM	Bachelors, Business Marketing & Political Science	University of Pittsburgh
Salim Holder	DGM	MBA	University of Rochester
Alex Hubbard	DAT	MA	LIU Brooklyn
Aditi Joshi	PDM	MBA	Stanford University
Dominika Juraszek	VIS	MFA	California Institute of the Arts
Neil Kahn	UXDI	BA	Parsons School of Design
Taqqui Karim	FEWD, JS	BEng, Electrical Engineering	The Cooper Union for the Advancement of Science and Art
Joe Keohan	SEI, JS, FEWD	BA	State University of New York College at Cortland
Minsun (Mini) Kim	UXD	MFA	School of Visual Arts
Jacob Koehler	DAT, PYTH	PhD	Columbia University
Brian Landry	UXD	Doctorate of Philosophy	Georgia Institute of Technology
Celeste Layne	SEI	MS	Columbia University Graduate School

Instructor	Course	Degree	Institution/Experience
Gabriel Leader-Rose	PDM	B.S. Engineering Physics	Tulane University
Eric Lewis	SEI	BA	New York University
Brian Liou	AN	BA	University of California Berkley
Rachel Livingston	AN	BS Chemical Engineering	MIT
Alissa Livingston	AN	MBA	Columbia University
John Master	SEI	BA	Boston College
Steven Matt	DGM	MA Management	NYU
Devanshu Mehrotra	AN, DAT	Bachelor's Degree in Finance & Accounting	George Mason University
Chandler Moisen	FEWD, JS	BS	Babson College
Maria Nicholas	UXD	Masters, Advertising & Design	Syracuse University
Bamkole Ogupdipe	DGM	LLB, Law	De Montfort University
Christina Pagilero	PDM	B.A.	University of Illinois at Urbana-Champaign
Kyra Peralte	UXD	Master's	New York Theological Seminary
Melina Peterson	DGM	BA Sociology	University of California, Los Angeles
Tamora Pettitt	UXDI	BFA	University of Oklahoma
Jeremy Phillips	PDM	B.A.	Cornell University
Meghna Raghunathan	UXDI	BFA	Carnegie Mellon University
Matthew Raw	UXD	Masters, Information (Human-Computer Interaction)	University of Michigan
Terrence Rice	DGM	MBA	State University of New York at Buffalo
Peter Riser	PYTH	B.S.	Tulane University
Vincent Scatliffe	UXDI, UXD	B.A.	Rhode Island School of Design
Emily Seiman (Virtuoso)	DGM	BS/MS Political Science	LIU Post
Saimon Sharif	FEWD, JS	Bachelor's Engineering	The Cooper Union for the Advancement of Science and Art
Ekaterina Shishkina	FEWD, SEI, JS	B.S.	Brooklyn College
Bronson Shonk	AN	BS	University of Vermont
Jessica Silverstein	FEWD, JS, SEI	B.A., Studio Art	Taylor University
Dena Soukieh	UXD	Master of Fine Arts	Parsons School of Design
Robert Talley	SEI	MA Philosophy	The Catholic University of America
Sharon Thony	DGM	MBA	The Wharton School
Bill Townsley	VIS, UXD	Associate Degree	Art Institute of Dallas
Stephen Tracy	AN	Master's Degree, Masters of Information and Data Science	University of California, Berkeley
Nico Van De Bovenkamp	DAT	BS Mathematics	NYU
Steve Vanwoerkom	SEI	BS, Exercise Science	University of Utah
Michael (Paul) Weeks	FEWD, JS	BA	Colgate University
Kathleen Zasada	PDM	B.A., Business Administration	Northeastern University

# Appendix B

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## Information for Students and Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

### What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, Enrollment Agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

## How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the department, please advise the bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd St., 5th floor, New York, New York 10001, or telephone the department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally.

If the department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the department may proceed with formal disciplinary charges.

## What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

## What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student's Enrollment Agreement.

Read and understand the school’s policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school’s explanation, get help before you sign. You may ask for assistance from the department at the address included in this pamphlet.

### **What should students know about “private school agents”?**

Private school agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an agent identification card, and must be a salaried employee of the school. School agents who cannot show an agent identification card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student’s Enrollment Agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the Enrollment Agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about “grants and guaranteed student loans”?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours — the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

### **Where can students file a complaint, file a claim to the Tuition Reimbursement Fund, or get additional information?**

Contact the New York State Education Department at:

New York State Education Department  
116 West 32nd St., 5th floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

# Appendix C

## Tuition Discount and Scholarship Chart

	Tuition Discount or Scholarship Amount	Eligibility Criteria	Application Instructions
<b>Alumni Discount</b>	Depending on the course taken and the course sought after, alumni can receive anywhere from \$75 to \$2,000 off.	Apply for a different, additional General Assembly program after graduating from one in the past.	Provide a copy of your certificate of completion to an Admissions representative.
<b>Community Tuition Discount</b>	\$100 for part-time online programs \$200 for part-time on-campus programs \$500 for full-time programs	Nomination by a member of General Assembly's full-time staff or program faculty.	Referral by a GA employee or teacher to an Admissions representative.
<b>Need-based Scholarships</b>	Cover full cost of eligible programs.	Admitted students who fulfill all scholarship requirements and are selected by a committee using an assessment rubric.	Visit the Opportunity Fund page to access the application: <a href="https://generalassemb.ly/opportunity-fund">https://generalassemb.ly/opportunity-fund</a> .
<b>Part-time Regular Staff Discount</b>	<b>First year of employment:</b> 20% off part-time or full-time courses  <b>After 1 year of employment:</b> 1 free part-time remote course	Part-time Regular Staff are eligible for this discount within the tenure guidelines outlined to the left. An individual's performance and work must be consistent and one's enrollment cannot disrupt work schedule.	Employment verified through employee's manager.
<b>Full-Time Regular Employee Discount</b>	Part-time courses are free.  Departing employees who have been at GA for more than 6 months and are leaving in good standing may also apply the cost of a part-time course to a full-time course (pending signature of a separation agreement).	Full-time regular staff (including instructors) are eligible for this discount after 3 months of employment at GA, or at manager's request/ approval.	Employment verified through employee's manager.
<b>Active Instructors and Expert Network Members Discount</b>	20% off part-time and full-time courses.	Eligibility includes any individual teaching a class, workshop or course for GA (does not include Distinguished Faculty Members or FT Regular Employee instructors).  The instructor must be in good standing, have an active employment paperwork on file, and go through standard admissions process.  Discount is contingent on course availability and completion of pre-work.	Instructor must have the discount approved by their manager.
<b>Distinguished Faculty Member Discount</b>	Part-time courses are free.  Distinguished faculty who have been members for more than 6 months and are in good standing may also apply the cost of a part-time course to a full-time course (pending approval of program manager).	Distinguished Faculty Members (regardless of employment classification) are eligible for this discount. They must be in good standing and go through the standard admissions process.  Discount is contingent on course availability and completion of pre-work.	Employment and discount verified through Manager.

# Appendix D

## Section 1.1: Curriculum Admissions, Enrollment, and Graduates: Software Engineering Immersive (420 hours)

	Diploma			ATB			All
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total
<b>Part 1 Admissions: Applications, Acceptances, and Denials July 1, 2017 through June 30, 2018</b>							
Total applications	533	-	533	-	-	-	533
Applications accepted	417	-	417	-	-	-	417
Applications denied	116	-	116	-	-	-	116
<b>Part 2 Current Year Enrollment July 1, 2017 through June 30, 2018</b>							
New enrollment	350	-	350	-	-	-	350
Still enrolled/continuing from previous year	67	-	67	-	-	-	67
Total students in program	417	-	417	-	-	-	417
<b>Part 3 Status of 2016–17 Enrollment as of June 30, 2018</b>							
Still enrolled/continuing into next period	56	-	56	-	-	-	56
Noncompleters	83	-	83	-	-	-	83
Graduates	278	-	278	-	-	-	278

<b>Part 4 Graduate Follow-Up</b>		Diploma	ATB	All
Employed in:	Related field	156	-	156
	Slightly related field	0	-	0
	Unrelated field	0	-	0
	Military	0	-	0
Seeking employment	0	-	0	
Pursuing additional education	13	-	13	
Other, unavailable for employment	86	-	86	
Status unknown	23	-	23	
Total Graduates July 1, 2017–June 30, 2018	278	-	278	

**Section 1.2: Curriculum Admissions, Enrollment, and Graduates: User Experience Design Immersive (350 hours)**

	Diploma			ATB			All
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total
<b>Part 1 Admissions: Applications, Acceptances, and Denials July 1, 2017 through June 30, 2018</b>							
Total applications	348	-	348	-	-	-	348
Applications accepted	265	-	265	-	-	-	265
Applications denied	83	-	83	-	-	-	83
<b>Part 2 Current Year Enrollment July 1, 2017 through June 30, 2018</b>							
New enrollment	231	-	231	-	-	-	231
Still enrolled/continuing from previous year	34	-	34	-	-	-	34
Total students in program	265	-	265	-	-	-	265
<b>Part 3 Status of 2017–18 Enrollment as of June 30, 2018</b>							
Still enrolled/continuing into next period	51	-	51	-	-	-	51
Noncompleters	20	-	20	-	-	-	20
Graduates	194	-	194	-	-	-	194

Part 4 Graduate Follow-Up		Diploma	ATB	All
Employed in:	Related field	140	-	140
	Slightly related field	0	-	0
	Unrelated field	3	-	3
	Military	0	-	0
Seeking employment		0	-	0
Pursuing additional education		3	-	3
Other, unavailable for employment		37	-	37
Status unknown		11	-	11
Total Graduates July 1, 2017–June 30, 2018		194	-	194

**Section 1.4: Curriculum Admissions, Enrollment, and Graduates: Data Science Immersive (420 hours)**

	Diploma			ATB			All
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total
<b>Part 1 Admissions: Applications, Acceptances, and Denials July 1, 2017 through June 30, 2018</b>							
Total applications	92	-	92	-	-	-	92
Applications accepted	92	-	92	-	-	-	92
Applications denied	0	-	0	-	-	-	0
<b>Part 2 Current Year Enrollment July 1, 2017 through June 30, 2018</b>							
New enrollment	76	-	76	-	-	-	76
Still enrolled/continuing from previous year	16	-	16	-	-	-	16
Total students in program	92	-	92	-	-	-	92
<b>Part 3 Status of 2017-18 Enrollment as of June 30, 2018</b>							
Still enrolled/continuing into next period	24	-	24	-	-	-	24
Noncompleters	5	-	5	-	-	-	5
Graduates	63	-	63	-	-	-	63

Part 4 Graduate Follow-Up		Diploma	ATB	All
Employed in:	Related field	43	-	43
	Slightly related field	0	-	0
	Unrelated field	0	-	0
	Military	0	-	0
Seeking employment	0	-	0	
Pursuing additional education	0	-	0	
Other, unavailable for employment	16	-	16	
Status unknown	4	-	4	
Total Graduates July 1, 2017 - June 30, 2018	63	-	63	

**Section 1.5: Curriculum Admissions, Enrollment, and Graduates: Software Engineering Immersive Remote (420 hours)**

	Diploma			ATB			All
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total
<b>Part 1 Admissions: Applications, Acceptances and Denials July 1, 2017 through June 30, 2018</b>							
Total applications	6	-	6	-	-	-	6
Applications accepted	6	-	6	-	-	-	6
Applications denied	0	-	0	-	-	-	0
<b>Part 2 Current Year Enrollment July 1, 2017 through June 30, 2018</b>							
New enrollment	6	-	6	-	-	-	6
Still enrolled/continuing from previous year	0	-	0	-	-	-	0
Total students in program	6	-	6	-	-	-	6
<b>Part 3 Status of 2017-18 Enrollment as of June 30, 2018</b>							
Still enrolled/continuing into next period	2	-	2	-	-	-	2
Noncompleters	0	-	0	-	-	-	0
Graduates	4	-	4	-	-	-	4
<b>Part 4 Graduate Follow-Up</b>							
	<b>Diploma</b>	<b>ATB</b>	<b>All</b>				
Employed in:	Related field	2	-	2			
	Slightly related field	0	-	0			
	Unrelated field	0	-	0			
	Military	0	-	0			
Seeking employment	0	-	0				
Pursuing additional education	0	-	0				
Other, unavailable for employment	2	-	2				
Status unknown	0	-	0				
Total Graduates July 1, 2017 - June 30, 2018	4	-	4				

### Section 2: Course Enrollment, Graduates, and Noncompletes

Course name	Course code	Course clock hours	Students enrolled from previous period	New students enrolled July 1, 2017–June 30, 2018	Course noncompleters July 1, 2017–June 30, 2018	Course graduates July 1, 2018–June 30, 2018	Students continuing enrollment into next period
Data Analytics	1084	40	115	372	39	260	73
Data Analytics Remote	1084	40	0	53	4	41	8
Data Science	1599	60	65	219	20	165	34
Data Science Remote	1599	60	0	36	2	11	23
Digital Marketing	872	40	113	323	26	254	43
Digital Marketing Remote	872	40	0	38	4	32	2
Front-End Web Development	875	60	61	178	14	136	28
Front-End Web Development Remote	875	60	0	16	0	14	2
HTML, CSS & Web Design Circuit	1439	60	0	80	7	65	8
JavaScript Development	1581	60	36	65	5	49	11
JavaScript Development Remote	1581	60	0	7	0	4	3
Product Management	876	40	51	226	15	193	18
Product Management Remote	876	40	0	26	1	25	0
User Experience Design	877	40	75	302	19	234	49
User Experience Design Remote	877	40	0	28	2	23	3
Visual Design	879	32	36	66	7	50	9

Visual Design Remote	879	32	0	21	2	15	4
<b>Unduplicated count</b> of students reported in all courses listed above:							
			552	2,339	186	1,803	350

### Section 3: Financial Assistance

Federal/State Financial Assistance Program	Number of Students		
	Full-time	Part-time	Total
TAP (Tuition Assistance Program)	-	-	-
GSL (Guaranteed Student Loan)	-	-	-
PELL (Basic Education Opportunity Grant)	-	-	-
SEOG (Special Education Opportunity Grant)	-	-	-
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	-	-	-
WIA (Workforce Investment Act)	-	-	-
Other Federal / State Subsidies	30	0	30
Private Student Loans (Identify by Name of Lender)	-	-	-
Lender #1: Climb	107	89	196
Lender #2: Meritize	11	0	11
Lender #3: N/A	-	-	-
Unduplicated Count of students receiving financial assistance	148	89	237

# Appendix E

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## Student Expulsion Policy Guidelines

General Assembly is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs and has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of General Assembly for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, General Assembly will attempt to resolve a situation without expulsion. Verbal warnings and written warnings may precede this final and most serious of actions. Where General Assembly deems the integrity, safety or well-being of school, students, staff, clients, visitors and other guests is in danger then expulsion may be applied at General Assembly's discretion at any point in the process.

The following outlines the conditions under which a student may be expelled with cause:

1. **Academic Dishonesty** – students may be subject to expulsion at the discretion of General Assembly for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
  - a. cheating
  - b. plagiarism
  - c. unapproved collaboration
  - d. alteration of records
  - e. bribery
  - f. lying
  - g. misrepresentations
2. **Outstanding Fees** – failure to pay overdue accounts owing to General Assembly within the specified period may be grounds for expulsion after a written warning has been given.
3. **Code of Conduct** - all students are required to adhere to General Assembly's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property General Assembly may expel a student who has received warning for failure to comply and has since violated any of the terms of General Assembly's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.
4. **Significant Omissions or Errors in Admissions Documentation** – General Assembly has a responsibility to ensure students have been admitted in accordance with the requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.
5. **Academic Failure** – students who fail to achieve the required standards of progress for their programs may be expelled from the program.
6. **Attendance** – students who do not achieve the required attendance as stated in school policy are subject to expulsion.
7. **Harassment or Discrimination** – General Assembly does not condone harassment or discrimination of any student, staff, client or visitor to school premises. Students participating in harassing or discriminatory activities may be subject to immediate suspension depending on the severity of the activity and pending investigation. Any student, who is deemed by the investigation to have engaged in severe harassing or discriminatory activities, may be expelled at the discretion of General Assembly, depending on the severity of the activity.

8. Misuse of General Assembly Property – General Assembly property is for the provision of school services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

9. Endangerment of Staff or Students – General Assembly is committed to the right of all school staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled. Prior to expulsion, depending on the severity and nature of the situation, General Assembly may take intermediate steps at its discretion including verbal and written warnings.

Notification: Students who are subject to expulsion for any reason will be notified in writing. The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion and wish to appeal must appeal the decision in writing within one week of the notification by following General Assembly’s grievance procedure and by providing sufficient proof to support the complaint.

# Appendix F

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## Specific Policies for GI Bill® Recipients

### Enrollment Certification with the U.S. Department of Veteran's Affairs (VA)

Students who are eligible for VA benefits and wish to have their General Assembly enrollment certified with the VA should complete the Veteran Benefit Information Form for the course that they wish to be certified.

Students must also submit a Certificate of Eligibility or VA Award Letter to verify their percentage of eligibility before enrolling in a course. In lieu of a certificate of eligibility, a "Statement of Benefits" obtained from the Department of Veterans Affairs website - eBenefits - will also be accepted.

The Veterans Benefit Information Form is required to be submitted three weeks prior to the start of a course. The evidence of entitlement to educational assistance (Certificate of Eligibility or Statement of Benefits) is required to be submitted before the first day of class.

Any questions or concerns can be directed to a School Certifying Official. Please be aware that certification of a student's enrollment with the VA does not guarantee payment by the VA. It is the student's responsibility to review his or her benefits and entitlement with the U.S. Department of Veterans Affairs.

### Credit for Prior Learning (38 CFR 21.4254(c)(3))

The school maintains a written record of the previous education and training of the GI Bill® recipient and grant credit appropriately, with the training period shortened proportionately.

### Pro Rata Refund (38 CFR 21.4254(c)(13), 21.455)

General Assembly will refund the unused portion of prepaid tuition and fees on a pro rata basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount in excess of \$10 for an enrollment fee or registration fee will also be prorated.

### Standards of Progress Policy for GI Bill® students

If a student is not making progress of a passing grade of 3.0 at the point of evaluation after project submissions, he or she may be provided with additional assistance outside of class in the form of a Student Performance Support Plan. The student and instructional team develop this education plan based upon a review of current records, current assessments, and the student's present level of performance in an initial meeting. After a plan is developed, follow-up dates and progress benchmarks are determined.

Students remain on a Performance Support Plan for two weeks and at that point, the instructional staff determines whether or not the student is back in good standing. If a student fails to meet expectations outlined in the plan, after being alerted to their performance needs, General Assembly will withdraw the student from the program.

This change in student enrollment status will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's withdrawal date.

### Attendance Policy for GI Bill® students

If a student reaches the maximum program absences as outlined in the attendance policy in this catalog, he or she will receive a warning.

Students exceeding three absences in a full-time program will be withdrawn from the course due to unsatisfactory attendance.

This change in student enrollment status will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance.

**Expulsion Policy for GI Bill® students**

The conditions under which a student can be expelled from a program with cause can be found in Appendix E.

This change in student enrollment status will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance.

**Recordkeeping Policy for GI Bill® students**

The student’s records pertaining to academic progress and attendance will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Curriculum Outline for Software Engineering Immersive**

*Immersive, Full-time, On-campus (420 hours / 12 weeks)*

**Prerequisites:** High school diploma or equivalent (General Education Diploma — GED) or a diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education and basic HTML, CSS, and JavaScript experience.

**Course Description:** There’s never been a better time to start a career as a software engineer. In fact, the U.S. Bureau of Labor Statistics predicts that employment growth in this sector will top 24 percent between 2016 and 2026. From startups to Fortune 500 companies, there is a growing demand for software engineers who can creatively solve problems and implement robust, sustainable solutions.

This in-person Immersive course provides students with a breadth of software engineering skills, enabling them to build full-stack web applications, and embark on a path toward a software engineering career. Students graduate with a solid base of fundamental computer science and programming knowledge, experience with specific languages and frameworks that are popular today, and a flexible outlook that is comfortable and eager to tackle new technologies in a fast-moving and ever-changing industry.

Because we’re focused on preparing our students for a career in technology, we want each graduate to leave the program with a body of work they can use in their job search to discuss and demonstrate what they are capable of contributing to a company.

Subject	Subject Title	Lecture	Lab*	Ext	Total
Unit 1	<b>Front End Development</b>	42	98		140
Unit 2	<b>Full Stack Development</b>	34	71		105
Unit 3	<b>Front End Frameworks</b>	28	62		90
Unit 4	<b>API’s and Full Stack Development</b>	15	70		85
<b>TOTAL</b>		<b>119</b>	<b>301</b>		<b>420</b>

\*Instructor-led lab consists of working on unit projects to apply what is learned during lecture to build a portfolio.

**Unit 1: Front End Development**

*Subject Hours:* 160 hours (42 lecture hours, 98 lab hours)

*Prerequisites:* Prescribed pre-work (there is no additional charge for pre-work)

*Subject Description:* Discover what it takes to build the web you want to see through hands-on training in the essentials of front-end development. Explore core programming concepts that are applicable in any language, and find out what day-to-day life as a professional developer is like.

### **Unit 2: Full Stack Development**

*Subject Hours:* 120 hours (34 lecture hours, 71 lab hours)

*Prerequisites:* Unit 1

*Subject Description:* Learn to build full-stack web applications, deepening your knowledge of client-facing and server-side development. Expand your repertoire of programming languages and start coding collaboratively.

### **Unit 3: Front End Frameworks**

*Subject Hours:* 104 hours (28 lecture hours, 62 lab hours)

*Prerequisites:* Unit 2

*Subject Description:* Hone your programming skills by learning to build full-stack applications that leverage the capabilities of third-party APIs and single page applications. Through pair programming and group collaboration, you'll gain hands-on experience executing a real-world workflow.

### **Unit 4: API's and Full Stack Development**

*Subject Hours:* 96 hours (15 lecture hours, 70 lab hours)

*Prerequisites:* Unit 3

*Subject Description:* Gain expertise with the modern web development tools and frameworks you'll use on the job as a software engineer. Get creative with a cumulative final project, building a full-stack application using technology you choose.

By the end of this course, students will be able to:

- Coding webpages using Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript
- Programming fundamentals and software engineering best practices.
- Version control and collaborative software development with Git and GitHub.
- Developing full-stack applications with in-demand technologies such as Ruby on Rails, Python with Django, and Express with Node.js.
- Building full-stack applications by leveraging common design and architectural patterns like model–view–controller (MVC) and Representational State Transfer (REST).
- Safely modeling and storing data in SQL and NoSQL databases.
- Consuming and integrating third-party application programming interfaces (APIs) in an application.
- Front-end web application development with modern JavaScript frameworks such as React.
- Deploying applications to the web via cloud-based hosting
- Implementing common data structures encountered in technical interview situations, such as Linked Lists and Trees.
- Solving algorithm challenges and analyzing the computational complexity of algorithms using Big O notation.

## Curriculum Outline for User Experience Design Immersive

*Subject Hours: 350 hours / 10 weeks*

**Prerequisites:** High school diploma or equivalent (General Education Diploma — GED) or a diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education.

**Course Description:** We are constantly surrounded by user experiences — from elevator buttons to the latest mobile app. Each and every one of these experiences has been designed with a great deal of thought devoted to how we interact with objects, find information, or exchange ideas. At the same time, we’re also surrounded by unique problems, struggles, and needless complexity — all of which can be solved by great design.

A user experience designer is able to think outside the realm of what’s “possible” in order to create experiences that both address the needs of customers and bring them joy and delight. This requires a great deal of empathy, imagination, and skill.

Our User Experience Design Immersive is designed to have students living and breathing user experience design. Made up of sessions delivered by top practitioners, portfolio-building workshops, and events that immerse students in the UX community, UXDI was made for those who are seriously looking to enter the world of user experience.

This 10-week Immersive course will prepare students to think like designers and approach problems strategically in order to create the next generation of great apps, websites, and digital products.

Subject	Subject Title	Lecture	Lab*	Ext	Total
Unit 1	<b>Building a Minimal Viable Product</b>	25	10		35
Unit 2	<b>Discovery and User Experience Design</b>	70	30		100
Unit 3	<b>Interaction and Interface Design</b>	40	30		70
Unit 4	<b>Mobile and Future of UX</b>	55	20		75
Unit 5	<b>Working in the Real World</b>	40	30		70
<b>TOTAL</b>		<b>230</b>	<b>120</b>		<b>350</b>

\*Instructor-led lab consists of working on unit projects to apply what is learned during lecture to build a portfolio.

### Unit 1: Building a Minimal Viable Product

*Subject Hours:* 35 hours (25 lecture hours, 10 lab hours)

*Prerequisites:* Prescribed pre-work (there is no additional charge for pre-work)

*Subject Description:* Dive into the UX design process by creating an app prototype through user research, participatory design, sketching, and testing.

### Unit 2: Discovery and User Experience Design

*Subject Hours:* 100 hours (70 lecture hours, 30 lab hours)

*Prerequisites:* Unit 1

*Subject Description:* Apply the building blocks of user experience design to eCommerce websites through information architecture, wireframing, prototyping, and testing.

**Unit 3: Interaction and Interface Design**

*Subject Hours:* 70 hours (40 lecture hours, 30 lab hours)

*Prerequisites:* Unit 2

*Subject Description:* Build a brand-new product or feature for an existing brand by applying the entire design process of user research, creating personas, ideation, sketching, interaction design, interface design, and prototyping.

**Unit 4: Mobile and Future of UX**

*Subject Hours:* 75 hours (55 lecture hours, 20 lab hours)

*Prerequisites:* Unit 3

*Subject Description:* Optimize a well-known product into a mobile and companion wearable app by utilizing Apple's Human Interface Guidelines, Google's Material Design, and other mobile design patterns.

**Unit 5: Working in the Real World**

*Subject Hours:* 70 hours (40 lecture hours, 30 lab hours)

*Prerequisites:* Unit 4

*Subject Description:* Collaborate with real clients, developers, and designers in order to apply the entire UX design process to a business problem. Exercise professional design skills, including feature prioritization, client management, and project planning.

By the end of this course, students will be able to:

- Identify the most effective methods of user research for any given project and how to implement it.
- Organize vast amounts of information, from articles in a magazine to items on an eCommerce site, in a way that makes sense to users.
- Design the behavior of digital products in order to support user goals.
- Communicate use of a digital product through visual design to ensure that users can effectively interact with it.
- Articulate your thinking and process via words (written and verbal) and pictures (sketches, wireframes, decks).
- Utilize business requirements and technical constraints/abilities in order to design products that can be successfully launched.
- Work with a team of fellow designers, stakeholders, and programmers in order to create polished, functional products and prototypes.
- Identify how to use specific design tools and visual design hacks.
- Translate wireframes and mockups into basic prototypes using front-end web development skills such as HTML, CSS, and JavaScript.

### Academic Calendar/Class Schedules

Course	Start Date	End Date
User Experience Design Immersive	1/21/20	3/31/20
User Experience Design Immersive	2/24/20	5/1/20
User Experience Design Immersive	3/23/20	6/1/20
User Experience Design Immersive	4/20/20	6/29/20
User Experience Design Immersive	5/18/20	7/28/20
User Experience Design Immersive	6/22/20	8/31/20
User Experience Design Immersive	8/3/20	10/12/20
User Experience Design Immersive	9/8/20	11/17/20
User Experience Design Immersive	10/5/20	12/17/20
User Experience Design Immersive	11/2/20	1/27/21
User Experience Design Immersive	12/7/20	2/26/21
Software Engineering Immersive	1/21/20	4/14/20
Software Engineering Immersive	2/24/20	5/15/20
Software Engineering Immersive	3/23/20	6/15/20
Software Engineering Immersive	4/20/20	7/14/20
Software Engineering Immersive	5/18/20	8/11/20
Software Engineering Immersive	6/22/20	9/15/20
Software Engineering Immersive	8/3/20	10/26/20
Software Engineering Immersive	9/8/20	12/4/20
Software Engineering Immersive	10/5/20	1/12/21
Software Engineering Immersive	11/2/20	2/10/21
Software Engineering Immersive	12/7/20	3/12/21

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# Appendix G

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## Educational Programs

### The CodeBridge Program

The CodeBridge program is an education program offered directly by Per Scholas and General Assembly. It is funded by a combination of public and private sector grants and is free to the students who participate.

Students who enroll in CodeBridge take five weeks of training at Per Scholas, a Bronx-based nonprofit that offers web development training programs to unemployed or minimum-wage workers. They then enroll at General Assembly for its standard 12-week Software Engineering Immersive course.

CodeBridge is not a financing partner, private lending source, or a financial aid fund. Further, there is no financial relationship between General Assembly and Per Scholas.

### The TechHire Program

In partnership with LaGuardia Community College, the TechHire – OpenCode program allows students learn programming fundamentals, product development, and web development to prepare for jobs as front-end web developers. It is funded by the U.S. Department of Labor.

Students who enroll in the program participate in training at LaGuardia Community College for five weeks and then enroll in General Assembly’s Software Engineering Immersive 12-week program.

TechHire is not a financing partner, private lending source, or a financial aid fund. Further, there is no financial relationship between General Assembly and LaGuardia Community College.

# Appendix H

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## The Opportunity Fund Scholarship

The Opportunity Fund is a full tuition scholarship awarded to students in Immersive courses. Scholarships are awarded on a rolling basis throughout the calendar year and generally 25–50 recipients are selected annually, depending on funding. All Opportunity Fund scholarships cover student tuition for the full duration of their full-time course at General Assembly, typically 12–24 weeks of study.

In order to be eligible for a scholarship students must:

- Have been admitted to a full-time course at General Assembly.
- Have work authorization to work in the United States.
- Self-identify as low-income (typically making under \$30,000 per year) or be a member of an underrepresented group within the tech and design industries, including, but not limited to women, people of color, veterans, opportunity youth, persons with disabilities, and LGBTQ individuals. While there is no hard cap on an applicant's income level, we prioritize directing funds to those showing the greatest mix of need and potential to benefit from the scholarship based on the Opportunity Fund Scholarship Rubric.

The application for a scholarship consists of a combination of demographic and short-answer questions designed to help the committee understand student's trajectories up until the point of application and the potential impact of the scholarship on their lives, their careers, and their communities. Award decisions are based on a combination of merit, need, and funding availability as scored on the Opportunity Fund Scholarship Rubric. Once students have proven that they meet the eligibility and academic requirements of the scholarship, the scholarship committee will make an award determination based on the compelling nature of a student's personal story and the potential of the scholarship to impact a student's life.

All scholarship students must meet the same academic requirements as any other student in a full-time course at General Assembly. Admission into any General Assembly course requires that the student have a high school diploma or equivalent (General Education Diploma — GED) or a diploma from an institution of higher education accredited by an accrediting association recognized by the U.S. Department of Education.

Students must continue to meet the academic standards established for their course as outlined in the school catalog. If a student does not meet the academic standards of the course they will be dismissed from the program. In exceptional cases only, when circumstances such as illness, death in the family, childcare, or other negative and unexpected factors impede a student's progress in the course, scholarship awards can be transferred to another course instance at the discretion of the award committee and educational staff. In this case, students who transfer their scholarship to a new course must elect to withdrawal from their current program and then reapply and reenroll.