HOLBERTON SCHOOL

STUDENT CATALOG

Tulsa, Oklahoma

CONTENTS

HOLBERTON CATALOG

Volume: OK4, Effective Date: August 30, 2022

A printed version of the catalog and addendum will be provided upon request. The catalog and its addendum are maintained electronically at www.holbertontulsa.com.

Photos featured in this catalog come from multiple sources, including stock images, and are not intended to represent specific campus facilities unless otherwise noted.

The school reserves the right to make certain changes in program content, equipment, books, faculty, program length, scheduled class times, and tuition. Tuition and other cost changes will not affect students currently in training. The Oklahoma Board of Private Vocational Schools will be notified and provided the opportunity to approve or deny proposed changes. Holberton reserves the right to change, without notification, any information published in the catalog. These changes will not affect currently enrolled students, without prior written notice.

I certify to the best of my knowledge that this catalog is true and correct in content and policy, and states progress requirements for graduation.

Elizabeth "Libby" Ediger, Executive Director

August 2022

LICENSED BY

Oklahoma Board of Private Vocational Schools
3700 North Classen Blvd., Suite 250, Oklahoma City, OK 73118-2864, p: 405.528.3370

ACCREDITATION

Holberton School is not an accredited school.

ABOUT HOLBERTON

HOLBERTON SCHOOL

15 N Cheyenne Ave.
Tulsa, Oklahoma 74103

p: 918-392-5530
e: tul-admissions@holbertonschool.com
w: www.holbertontulsa.com

OWNERSHIP AND OFFICERS

GKFF HST Holdings, LLC is the sole owner of Holberton Tulsa, LLC. Holberton Tulsa, LLC (d/b/a Holberton School). Holberton Tulsa, LLC is located at 15 N. Cheyenne Ave, Tulsa, OK 74103 with phone number 918-392- 5530.

GKFF HST Holdings, LLC - Ownership

Executive Director: Ken Levit

Chief Investment Officer: Robert Thomas

Holberton Tulsa, LLC - Executive Management

CEO: Elizabeth "Libby" Ediger

Holberton School
Executive Director: Elizabeth "Libby" Ediger

HOLBERTON MISSION AND EDUCATIONAL OBJECTIVES

Mission Statement

Holberton School is dedicated to meeting the educational needs of a developing and expanding society in a highly advanced technological community. Our mission is to provide learners with the skills and technical knowledge needed for initial employment in entry-level positions. The institution is committed to preparing students academically and professionally to meet the constantly changing employment requirements needed to be successful in a career in software engineering.

Educational Objectives

To accomplish its mission, Holberton is committed to the continual fulfillment of the following objectives:

- Remain progressive in the development of our educational offerings by staying abreast of changes and trends which appear in the software engineering professions.
- Utilize innovative approaches and methodologies in a non-traditional educational environment emphasizing a multiplicity of skills.
- Teach students to develop critical thinking, problem-solving skills, project management, time management, researching information, goal setting, and prioritization skill sets.
- Provide a comprehensive, concentrated, qualitative educational program, which will guide the student through the development of the capabilities needed to meet the employment requirements in an ever-changing technological environment; and,
- Provide learners with the academic, cognitive, and professional skills necessary for career advancement.

DESCRIPTION OF FACILITIES

The Holberton School is a standalone building located in the Arts District of Tulsa, OK. The building was designed with exposed brick, representing the historical architecture of Tulsa.

The school is approximately 9000 square feet and boasts 6 peer learning rooms, 2 meeting rooms, a conference room, a resource center, an event space, a kitchen, a lounge, a separate rest area, a bike rack, and a locker area.

The annex located directly behind the school and is approximately 17,000 square feet. The space includes 12 peer learning rooms, 7 meeting rooms, a large kitchen, 6 phone booths, additional lounge spaces, an open student workspace that seats 118 people, and a patio with sweeping views of downtown Tulsa, OK.

All common areas such as the lobby, restrooms, cantina, lounge/rest areas, locker room, and campus grounds are accessible, clean, well-

lighted, safe, and suitably furnished to meet the purpose of the area.

The location is easily accessible through public transportation (bus stop is a 2-minute walk for Line 110 and 201 – 0.08 miles). Students have access to a parking lot located a block away from the school, as well as access to shared bikes and scooters.

HISTORY

Holberton School was founded in San Francisco, CA by Sylvain Kalache and Julien Barbier to solve a problem they observed all over the tech world.

The co-founders set out to pioneer a new model: one that taught students to think and learn like the best programmers, one that helped students develop soft skills to get them noticed in interviews and throughout their careers, and one with a curriculum developed to give students practical experience.

The co-founders started the Tulsa, OK campus in partnership with the George Kaiser Family Foundation (GKFF). In 2020, Holberton developed new programs with commencement in early 2021. In summer 2022, GKFF became the sole owner of Holberton School.

Holberton School draws inspiration from its namesake, Frances Elizabeth "Betty" Holberton (1917-2001), one of the six programmers on the first programmable computer, ENIAC. In an environment where engineering and scientific research were considered to be jobs for males, programming (which was mistakenly considered to be clerical work at the time), was left to six female workers, who were not even allowed to see the computer! Betty Holberton was one of the selected staff. Not only did she reveal herself as incredibly talented at putting down the foundations of what would later become our modern-day software engineering, but she went on to achieve numerous other historical breakthroughs.

ADMISSIONS INFORMATION

Holberton School seeks to admit students who possess a high school diploma or its equivalent and have demonstrated the capacity or potential that indicates a reasonable probability of success in completing the program offered at the School. To accomplish this, Holberton evaluates all applicants and makes admissions decisions on an individual basis following the admission policies set forth in this catalog.

Almost all of the application process is automated to reduce as much unconscious bias as possible. Students are encouraged to apply for admission as soon as possible for a specific start date. Students must complete the entire admissions process on or before the first day of class for all programs. Students who fail to complete the admissions process four days before the first day of class may be required to reschedule to another start date.

A convicted felony charge may jeopardize a student's eligibility for employment; therefore, students are encouraged to research how it will affect their employability in their field of study before enrollment.

REQUIREMENTS FOR ADMISSIONS

Listed below are the requirements and procedures that Holberton School has established for admission to its programs.

- Complete an application (online)
- Students are encouraged to visit the School prior to enrollment to obtain a clear understanding of the School, view the facilities and equipment and may meet with staff.
- All students must go through an interview either in person or virtually.
- All Applicants must be at least 18 years of age.
- Complete & pass an online, research-based challenge.
- Complete & pass a technical challenge
- Applicants must possess a high school diploma or its equivalent*. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution. All applicants must provide evidence** of a high school diploma or its equivalent to the School prior to the commencement of the first day of the student's scheduled start date.
- Read and sign an enrollment agreement.

Holberton School reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented. All prospective students are highly encouraged to review the School Catalog prior to signing an Enrollment Agreement.

*The equivalent to a high school diploma includes:

- GED®, HiSET™, TASC™, or other approved high school equivalency certificate.
- For homeschooled students, a transcript, or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of secondary school education.

**Evidence of high school graduation or its equivalent must include the applicant's name and graduation date as well as the name and location of the high school attended including, city, state, and graduation year. Where necessary, Holberton will evaluate the validity of a high school diploma and verify that the high school or program was approved by the applicable governing or state authority, if approval is required by applicable law.

An applicant who graduated from high school in a homeschool setting must provide documentation

signed by the applicant's parent or guardian that lists the secondary school courses completed by the applicant and that certifies the successful completion of secondary school education in a home school setting. Such documentation must include all information that Holberton requires on a high school diploma, in addition to the parent or guardian's signed attestation that the homeschool was approved by the applicable governing or state authority if approval is required by applicable law. If the state where the applicant was homeschooled requires by law that homeschooled students obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent), the applicant must submit a copy of that credential.

Students who do not possess a high school diploma or its equivalent may not apply for admission.

CRITERIA FOR ADMISSIONS

Decisions for acceptance into Holberton School are based on the student's overall performance on all aspects of the admissions requirements. Applicants must successfully pass both the online, researched-based, and technical challenges and go through the interview process. To be accepted into any of the programs, an applicant must successfully complete all the admissions requirements and score of 65% or better on each of the challenges.

- **Applicant Interview**

  All prospective students will have an interview, this can be done either in person at the campus or virtually.

- **Online, Research-based Challenges**

  Many Holberton students enroll with little to no technical background. This application process does not require any previous experience but instead looks for an application's ability to dive into something new and demonstrate basic research skills needed to be successful in Holberton School programs.

- **Technical Challenge**
  Applicants can expect to take a brief technical challenge.

MINIMUM COMPUTER SYSTEM AND BROWSER REQUIREMENTS

Students enrolling in a program at Holberton must have regular access to a device with high-speed internet access that complies with the following Minimum System and Browser Requirements. These requirements are verified during the application and enrollment process by having applicants complete a series of tasks and challenges. If the student's home computer is not compatible with our Minimum Computer Systems and Browser requirements, the School will accommodate the student by allowing them to use the computers on campus to complete their course assignments. A paper copy of these requirements will be provided upon request.

	Recommended		Minimum	
	PC	MAC	PC	MAC
Operating System	Windows 10, version 1903 or superior	MacOS 10.13 or superior	Windows 10, version 1803 or superior	MacOS 10.12 or superior
Processor	Intel or AMD with virtualization instruction support VT-x/AMD-V (Intel Core i5 and superior)			
Memory	16GB		4GB	
Free Hard Disk Space	60GB SSD		30GB	
Additional Hardware	Wifi network adapter with WPA2 Enterprise support			
Internet Browser	Chrome 77.0.3865.120 or superior			
Vagrant	Vagrant 2.0.2 or superior – with Ubuntu 14.04 box			
VirtualBox	VirtualBox 5.2 or superior			
Antimalware	Malwarebytes 3.0 or superior – or equivalent security software			

LANGUAGE PROFICIENCY

Academic programs, materials, and instruction are provided solely in English. Holberton does not provide English-language services or English as a Second Language (ESL) program. Students must be able to read, write, speak, understand, and communicate in English on a high school proficiency level.

Applicants from foreign countries where English is not the primary language must be proficient in English as demonstrated with a minimum TOEFL score of 450 or a passing score on the School's entrance evaluations.

DISABLED APPLICANTS AND STUDENTS

The school is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Holberton Schools has an

Executive Director on each campus who ensures Section 504 compliance. Grievances or complaints concerning Americans with Disabilities Act (ADA) matters should be directed to the Executive Director at libby.wuller@holbertonschool.com or by mail at 15 N Cheyenne Ave., Tulsa, OK 74103.

STUDENTS SEEKING REASONABLE ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the School abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the School "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Director of Education has met with the student, consulted with the school's Executive Director, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CLASS STARTS AND POSTPONEMENTS

Classes for each program start throughout the year. Postponement by the school within 30 days of the original starting date will not alter the terms and conditions of the enrollment agreement. Postponement by the school beyond 30 days of the original starting date will terminate the enrollment agreement with all monies paid by the applicant to be refunded in full.

CALENDAR

Holberton School's academic programs are in session throughout the calendar year except for the breaks between trimesters and the following holidays and winter break:

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19 or the following Monday should it fall on a weekend – commencing 2024
Independence Day	July 4th
Labor Day	1st Monday in September

Thanksgiving	4th Thursday, Friday, and Saturday in November
Winter Break	The week between Christmas and New Year

Holberton reserves the right to change, modify, or reschedule a program of study or class periods. These changes will not increase the cost of a program nor reduce time and/or content presented to enrolled students. For specific dates observed, see the Academic Calendar section and School Breaks Schedule in this catalog.

READMISSIONS

Students who withdraw from a program and return to complete the same program may be charged as follows:

Tuition: The tuition charge is per credit hour of the remaining hours based on prevailing rates.

Students who are terminated from a program have 10 days to appeal by following the grievance procedure outlined in this catalog. Students who do not appeal within 10 days of the date of termination forfeit further rights to appeal.

Terminated students may only apply for readmission upon the following conditions:

- A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred.
- Provide a written plan detailing how the student has addressed the issues that led to their termination. The written plan must also contain action items that will direct the student to the successful completion of program requirements. The written plan may be reviewed by the campus readmission committee; and
- Meet with a designated school official.

Any balance due from a prior enrollment at Holberton must be satisfied or either a new Income Share Agreement or a payment plan must be arranged before re-enrollment will be considered. If a year or more has passed since the last date of attendance, the student must retake the entrance technical challenges. Upon re-enrollment students are responsible for the cost of courses to be taken.

In the case where a program has changed or been discontinued, previously completed coursework must undergo the transfer of credit process for applicability toward current program requirements. Courses shared between programs will be applied to the student's new program of study. In either scenario, a student will resume their studies under the same SAP status as when they left their original program of study. Credits deemed eligible for transfer of credit will be reflected on the student's transcript. Transferred courses and grades are not included in the cumulative grade point average (CGPA). Transferred credits will affect the applicant's maximum time frame for satisfactory academic progress and completion percentage. Associated courses are calculated in the GPA and Rate of Progression calculations.

Courses required for the completion of the program will be determined by the Registrar. Students are eligible for readmission a maximum of two times in the same program. Returning students may be required to audit and/or successfully demonstrate competency in skills and knowledge learned in previously completed coursework before enrolling in courses needed for program completion.

Students terminated for failure to meet the Satisfactory Academic Progress policies will only be considered for re-entry if they file a successful appeal to be placed on probation. If the student fails to meet the Satisfactory Academic Progress policies by the first SAP evaluation point upon return, the student will be dismissed for failure to meet the Satisfactory Academic Progress policy. See the policy regarding Standard Academic Progress in this catalog.

ACADEMIC POLICIES AND PROCEDURES

ACCEPTANCE OF CREDITS ON TRANSFER

Holberton does not accept credits or clock hours earned from other accredited schools.

The exception is for current and former Holberton students seeking enrollment into a new program.

ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING

Holberton School does not accept experiential learning for advanced placement or transfer credit for any of its courses.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Holberton is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn for completing your program is also at the complete discretion of the institution you may seek to transfer. If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Holberton School to determine if your credits, clock hours, or Certificate of Completion will transfer.

Holberton School has not entered into any articulation or transfer agreements with any other college or university.

PROGRAM TRANSFERS

- A student's first program of study is considered the primary program unless the student submits a program transfer request to the Director of Education. Students who want to transfer programs may request to do so at any time; however, they are encouraged to submit a program transfer request as soon as possible. Transfers may lead to an interruption of a student's education. Students may be required to wait for the next section of the program they are transferring into. Transfers are permitted at the end of a trimester if the program that the student is transferring into has the needed course.
- Holberton may award transfer credits up to a maximum of 65% of the total number of credits required for a diploma program.
- Courses accepted for transfer credit are relevant to the program of study and equivalent in both content and education level.
- Evaluation will be on a case-by-case basis to ensure that the content of the course(s) and the academic period length are comparable to that of a related Holberton course.
- Only a "C" (70%) or better grade earned in a course will be considered for transfer.
- Program transfers may result in students having to take additional coursework to fulfill graduation requirements of the new program. Students transferring programs may be required to:
- Sign a new enrollment agreement.
- Meet with the Finance department before commencing classes in the new program; and,
- Be evaluated for admission and placement under the new program's admission requirements.

GRADUATION REQUIREMENTS

Every student must meet the following graduation requirements to receive their diploma:

- Successful completion of all specified requirements for the program of study.
- Meet the Standard for Satisfactory Academic Progress.
- Have a cumulative grade point average (CGPA) of 70% or better.

Students participate in an exit consultation as part of their graduation procedures.

Note: Diploma and/or transcript may be withheld until the student has not completed all required paperwork and/or is not in good standing with their respective financial obligations.

STANDARD OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. All students are expected to meet the minimum standards of SAP required for the program of study. SAP consists of two elements: qualitative and quantitative.

Satisfactory academic progress (SAP) is determined at the end of each trimester by the Education Facilitator. All students must progress toward the completion of their program of study. This policy applies to all students regardless of how they pay for tuition.

Qualitative Component of SAP

The qualitative component of SAP requires a certain minimum cumulative grade point average (CGPA) as the student progresses through their program. The CGPA for meeting SAP is calculated using the grades for all courses completed. See the Grading System for information on which grades are calculated in determining the qualitative component of SAP. A student must have an 70% CGPA at the end of each trimester prior to moving into the next term.

First Event of Not Meeting SAP

Upon evaluation of SAP, if a student does not meet one or more of the cumulative measures (CGPA, Pace, or Maximum Timeframe) at the end of a trimester, a SAP status of "SAP Warning" will be assigned to the student for one trimester. An SAP Warning letter will be sent to the student. If after the subsequent trimester the student is above the minimum SAP standards, the student will be placed back into good standing.

Second Subsequent Event of Not Meeting SAP

Upon evaluation of SAP at the end of the "SAP Warning" period, if a student's Pace or CGPA is below the minimum standard, a temporary SAP status of "SAP Recommend WD" will be assigned to the student. Written notification of SAP Recommend WD will be sent to the student requesting a meeting to discuss their SAP status

and the appeal process. A student who has lost eligibility for enrollment due to failure to achieve the established SAP standards must successfully file an appeal to be placed on "SAP Probation" which may include an academic plan in order to regain good academic standing.

If an appeal is submitted, the student's statement must describe the extenuating circumstances that caused the student to be unable to make SAP and must be accompanied by documentation of the circumstances. Such circumstances are limited to the death of a close relative, illness of the student or immediate family, and/or family emergency. The student's statement must describe what will change in the student's situation and explain how.

Students returning to the program after being suspended due to more than one failure will be placed on Probation.

Note: Returning students may need to wait for the next cohort entering the failed course(s).

Third Subsequent Event of Not Meeting SAP

Upon evaluation of SAP at the end of the "SAP Probation" period, if a student's SAP status is below the minimum standard, or if the student was placed on an Academic Plan and is not meeting the provisions of the Academic Plan, the student will be dismissed from the school. A written notice of "SAP Academic Dismissal" will be sent to the student.

A student is ineligible for continued enrollment when it becomes mathematically impossible to complete his or her educational program based on the standards of the Satisfactory Academic Progress policy.

If the student is on an Academic Plan and is still meeting the provisions of the Academic Plan, a status of "SAP   Met" will be assigned to the student.

Returning Students

A student who is dismissed for failure to meet the minimum SAP standards must sit out for at least one trimester (15 academic weeks). If the student is allowed to return to school, the student will return on the same SAP status in effect when they were dismissed. The student may submit an appeal upon re-admittance and if approved, the

student is placed in the status "SAP Probation" and on an academic plan.

Calculating SAP

The percentages that result from the qualitative calculation for SAP are not rounded, they are truncated. For example, if the completion ratio is 89.6666% is truncated to 89.66% it is not rounded to 90%. Thus, a student's rate of completion must be equal to or above the minimums cited in the SAP standard without rounding. The CGPA will include all attended courses as either an attempted or a completed course.

Cumulative Pace of Completion (Quantitative Measure)

A student must maintain the minimum rate of progress requirements at specific points throughout the program. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Only those credits required in the student's program of study are used in the pace calculation. For this calculation, there is no rounding.

Maximum Timeframe

To ensure all students are progressing towards graduation, an additional measurement is utilized to calculate satisfactory progress. All students at Holberton School must complete their program without exceeding 1.5 times the published length of their program measured in credit hours. Students must maintain a minimum cumulative 67% pace of completion at any evaluation point to be considered in good standing.

If a student is unable to complete a certificate program within the 150% timeframe calculation, the student will be withdrawn from school.

Repeating Coursework

Students may repeat a failed or withdrawn (W) course a maximum of two (2) additional times and then are subject to termination. Only the highest grade is considered for CGPA evaluation. All attempted credits are included for measurement of the maximum time frame. Attendance in a course constitutes an attempt.

Extenuating Circumstances/SAP Appeals

The Appeals Committee acts upon requests for exceptions to existing academic policies and requirements that are brought forth due to extenuating or mitigating circumstances.

Documented mitigating circumstances can include, but are not limited to:

- Death in the immediate family,
- Court obligations,
- Deployment to active duty/reserves by the student or student's spouse,
- Major illness or injury for student, spouse of student's immediate family,
- Loss of employment for the student or student's spouse,
- Student's marital status change, i.e., separation or divorce, or
- Natural disasters affecting the student or student's spouse, alone are sufficient to qualify as extenuating.

All SAP appeals will be evaluated by the SAP appeals committee or its designee. The SAP appeals committee determines whether or not the circumstances that the student submitted in the appeal are extenuating. As noted in the instructions that accompany the SAP appeal process, the student must document all extenuating circumstances, explain changes that will allow for academic success during future enrollment, and must submit an approved academic plan.

Documentation typically consists of provider confirmation of injury or illness, an employer's separation letter, police incident or accident report, attorney's letter, divorce decree, deployment orders, obituary or death certificate as applicable; however, the SAP appeals committee or its designee solely determines the sufficiency of documentation in accordance with the circumstances presented.

The student's extenuating circumstances must have been reasonably un-foreseeable and also must have been beyond the student's control. Please note, having extenuating circumstances does not in any way guarantee that your SAP appeal will be approved. If your circumstances were reasonably foreseeable, pre-existing, are deemed to have been within your control, or were present and you decided to enroll anyway, your SAP appeal is likely to be denied. Your SAP

appeal is also likely to be denied if you enrolled for more than two trimesters without seeking intervention and treatment for an existing issue (or issues).

If an SAP appeal is approved for a student who does not enroll for the next scheduled trimester, the approval is subject to resubmission to the SAP appeals committee or its designee for reevaluation. If the SAP appeals committee or its designee confirms that the approval is still valid the student is eligible to return to school as long as all other eligibility criteria are met.

If the SAP appeals committee or its designee determines that the approval is not valid, the student is ineligible to return. The student may be eligible to submit a new SAP appeal and should review the current SAP appeal guidelines.

If your SAP appeal is denied you can only re-appeal if you have extenuating circumstances and/or documentation that you did not include with your initial submission. Re-appealing because you do not agree with the SAP Appeal Committee's decision is not a valid basis upon which to submit another appeal.

Students may appeal their SAP status by submitting their written request including supporting documentation by email to tul-students-registrar@holbertonschool.com or by certified mail to Director of Education at 15 N. Cheyenne Ave, Tulsa, OK 74103.

GRADING SCALE

Letter Grade	Passing Grade	Numeric Grade	Included in SAP/CGPA	Included in SAP/Pace
A	Yes	90.00-100	Yes	Yes
B	Yes	80.00-89.99	Yes	Yes
C	Yes	70.00-79.99	Yes	Yes
D	Yes	60.00-69.99	Yes	Yes
F	No	0-59.99 or Fail	Yes	Yes
I	No	Incomplete	No	No
P	Yes	Pass	Yes	Yes
TR	N/A	Transfer Credit	No	No
W	N/A	Withdrawal	No	Yes
WC*	N/A	Withdraw Cancel	No	No
AU	N/A	Audit	No	No
R	N/A	Repeated Course	No	Yes

*Students who decide to cancel their enrollment within the 1st 30 days of their initial start date will be given a "WC" for the course they are currently taking. Should a student complete courses before canceling, the grades will stand, and the charges will be reversed. Should the student return to school at a later date, they will need to retake all courses again and will be charged at the current tuition rate at time of the new enrollment.

COURSE REPEAT GRADE POLICY

If a student repeats a course and earns a higher grade it will be posted to the student's transcript with an R replacing the previous grade earned. Students may repeat a failed or withdrawn (W) course a maximum of two (2) additional times and then are subject to termination.

INCOMPLETE GRADES

Students may request an incomplete grade extension if they meet the following requirements:

- An unforeseen circumstance threatens a student's ability to complete a course by the scheduled course end date.

- The student has completed 75% of the course assignments at the time of the request.

- The student has a course grade of a "C" average for the assignments submitted at the time of the incomplete grade request.

APPEALS TO PROJECT OR COURSE GRADES

Should a student disagree with an exam grade or a course grade, an appeal may be filed with the Education Facilitator within ten (10) school days after the grade issuance. All appeals must be in writing, signed and dated.

PROCEDURES FOR OFFICIALLY WITHDRAWING

Any student who wishes to withdraw from classes should provide written notice to the Director of Education. Students who officially withdraw must complete exit interviews with the Director of

Education, and Finance department to complete academic, financial, and other pertinent business. Withdrawal from school does not alleviate the student's responsibility to pay debts and charges incurred while attending school. A student who withdraws from school and wishes to restart shall apply for re-admission. All students who withdraw from school or whose enrollments are terminated are subject to the school's refund policy.

ACADEMIC DEFINITIONS

ARA: Academically Related Activities

Blended: Blended distance education is a format in which courses consist of both classroom and online instruction. Each week, students are required to attend scheduled classroom sessions AND participate in online activities.

Clock Hour: A clock hour is defined as 50 minutes of instruction.

Full-Time Students: Students enrolled in a minimum of 12 credits per term are considered to be attending full-time.

Module, Mod, Term, or Trimester: A 15-week period of time during which students may complete one or more courses made up of multiple tasks and challenges.

Online: Online distance education is a format in which courses complete the entirety of their program online. Each week the students will participate in a variety of online activities and learning opportunities.

Outside Preparation: Outside preparation is in addition to regular classroom activities and is required to complete the class assignments. The type of outside preparation will vary by course and may take the form of homework assignments, projects, reading, and required research. The amount of time spent for outside preparation will vary according to individual student abilities and complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time. Students can responsibly expect to spend 2 hours of outside preparation for every hour of scheduled class time.

PLD: Peer Learning Day

Semester Credit: One credit hour is measured as 15 hours of academic engagement and additional outside preparation (see course syllabus for specifics). A semester credit is defined as academic credit-bearing distance education courses measured by the learning outcomes normally achieved through student work. All semester credit courses, and program values are determined using this formula. Partial credits for a course are rounded to the next lowest half or whole number.

Substantive Interaction: Activities or assignments in the online portion of any course that can be measured by either completion or receiving a grade.

ATTENDANCE

ATTENDANCE REQUIREMENTS

Holberton School's learning model is based on the expectations of a workplace. Students will receive the list of scheduled in-school class sessions at the start of each course. Students are expected to log in and/or come into the school and work on their assignments and projects. All projects are assigned a start and end date and students will find this information on the school's intranet.

Blended course attendance - Students taking a blended course are subject to both the on-ground and online attendance policies.

Online course attendance – Online students are subject to the same attendance policy and procedures as students attending in a blended format. However, in an online modality, participation and attendance are measured differently. Each student participating in an online - course is expected to actively participate in the course through Academically Related Activities ("ARA"), which are types of substantive interactions which contribute to the students' overall academic goals.

MANDATORY DAYS

The foundation of learning at Holberton is built upon project-based learning, peer learning, and professional development opportunities.

During each course, there are mandatory days that students must attend (these may be scheduled in a live face-to-face manner, or in an online forum, depending on the course). No matter the method of participation, it is mandatory that students attend:

- Professional Development/ Group Project/ Mock Interview Days
- Peer Learning Days (PLD)

These mandatory days may occur up to 3 days per week but will occur during regularly scheduled class times. Students should refer to the posted intranet schedule to confirm mandatory days as they will vary from week to week.

MANDATORY EVENTS

Throughout the student's studies, it is mandatory that students attend regularly scheduled events. These events are as follows:

- Stand-up meetings – scheduled virtually or in person, depending on class calendars.
- Speaker of the day (video recording not permitted)
- School-sponsored events such as fireside chats, meetups, and mock interviews.
- If students RSVP to an event that is mandatory and failure to attend without a valid reason, it may result in a warning. Holberton School gives students opportunities to attend conferences, but the emphasis is kept on the curriculum as the student's top priority. It is the student's responsibility to ensure their attendance on mandatory days. Holberton School does not advise going to conferences and other external events if students' scores are under 100% or if the students in their first trimester.

ATTENDANCE EXPECTATIONS

It is recognized that reasons beyond the control of the student may make it impossible for students to attend school every day. If students know that they will be absent in advance, then they need to notify the school in advance via the student portal. When absences occur unexpectedly, the student should notify the school by phone, slack, or email as soon as possible on the day of the absence. Should a student miss class and not notify the school, the student may be contacted by the school to identify any assistance the school may provide in order for the student to return to school. If a student is unable to be reached by phone, slack, or email a letter may be sent to the student's permanent address. Proof of the reason for the absence may be required.

EXCUSED ABSENCES

There is a strong relationship between attendance for mandatory days and long-term student success in our peer-learning program.

As a result, excused absences are available for students to use at their discretion on otherwise mandatory days. Students are provided 3 Excused Absences per trimester - the status is transparent and updated regularly for both students and faculty. These are used not only for entire absences but also to track punctuality for

any on-ground events, for blended students, scheduled online professional development events, and participation in any mandatory portion of a course.

Students can select excused time in advance as either half or whole usage via their intranet dashboard; this is done to encourage student professionalism in communication as well as to aid administration in planning.

3 Excused Absences per trimester
- There is a 15-minute grace period in which students may arrive late. Students must inform staff upon their arrival of their reason for tardiness within this window to avoid a deduction to their excused absences.
- Excused Absences expire at the end of the trimester.
- Attendance applies to mandatory days as well as external events students have committed to.

This emulates what graduates will experience in the workplace.

ATTENDANCE POLICY

The hands-on, project base, peer-learning nature of the training and the graduate employability goals of the program offered requires that students attend school on a regular basis.

Should an event occur, including those caused by inclement weather and acts of God, when mandatory days would normally be scheduled, it may be necessary to make up those hours/sessions on another day. In order to maintain the minimum number of instructional days, if it becomes necessary, changes will be made by removing time at the beginning the next break. If more than two days closed due to inclement weather, all residential portions of the Blended course will be moved online until it is safe to reopen the school.

Administration may include course meetings, and/or assigned academic activities as criteria for determining attendance. Make-up time must be completed prior to the commencement of the next course.

Blended and Full-Online Courses/Programs

Attendance, punctuality, and participation are a part of all classes and learning experiences.

Students enrolled in programs offering a blended delivery format should plan to attend scheduled class sessions both online and on ground.

ARAs are used to measure student attendance and corresponding enrollment status at the school. A student must submit at least one ARA each week to stay active in a class, though additional assignments and PLDs may be assigned each week. An *online class week* runs from 12:00AM Monday and ends at 11:59PM PST Sunday, if a course begins or ends mid-week it is still expected that you submit at least one ARA prior to the end of the week. The following are considered Academically Related Activities:

1. Submission of a gradable assignment, such as a project, assignment, test, exam, or quiz.
2. Participation in a gradable online discussion, as directed by an educational facilitator, with classmates, in a way that is substantively and academically related to the enrolled course.
   - Participation in a gradable online discussion with a Software Engineer ("Educational Facilitator"), such as synchronous lecture, in a way that is substantively and academically related to the enrolled course.
   - Work submitted outside the Learning Management System does not count toward attendance.

All student submissions will be graded/ evaluated with the Automated Correction System (Checker) within 72 hours of the ARA due date.

Establishing Participation & Substantive Interaction for Academic Attendance During and After the Cancellation Period for Online/Distance Education Courses

During the cancellation period, students are required to establish class participation by logging into each course before the end of the cancellation period and submit a required ARA. Students who log into the course(s) within the cancellation period of the term start date but fail to participate academically will be administratively withdrawn from the course(s). After the cancellation period, students' participation and substantive interaction for academic attendance will continue to be tracked

using the tools within the learning management system (LMS). Throughout the trimester, students must participate in such a way as to ensure successful completion of the course by the end of the trimester or module (i.e., regularly submit assignments and continue to substantively interact with other students and the Educational Facilitator). Students are expected to abide by the institution's Attendance Policy and Online Student Attendance Requirements. Students who do not engage in an ARA and/or do not attend scheduled on-ground class time for 10 consecutive scheduled class days (excluding holidays and scheduled breaks) will be administratively withdrawn for lack of participation/substantive interaction, resulting in a grade of "W" recorded on the student's academic transcript.

MEETING ATTENDANCE STANDARDS

Exceeding the allowed number of excused absences virtually or in person will result in a written advisory being given to the student, and a copy will be placed in the respective student's file. If a student receives three (3) attendance advisories the student will be recommended for withdrawal from the program.

If at any time, a student stops attending school and/or substantiated academic activity cannot be measured, for ten (10) consecutive calendar days, the student will be withdrawn from the program.

The student has the right to appeal the withdrawal if the student can prove mitigating circumstances and show the issues no longer exist. Appeals must be in writing to the Executive Director for approval.

ATTENDANCE DEFINITION AND ACTIVITY STANDARDS

Tardiness

Holberton encourages students to develop habits that are necessary to be successful in an employment setting. Punctuality is therefore emphasized. Excessive tardiness may result in poor grades, which may subsequently lead to probation, loss of an eligible stipend, and/or termination from the school. (See course syllabus for specific tardiness penalty.)

Assignments

Students are expected to complete their assignments by the specified due dates. Not all assignments missed due to student absences can be made up. If a student misses an assignment that can be made up, the student will do so with a penalty (see course syllabus). If a student is unsure if an assignment can be turned in late the student should contact the administrator prior to the assignment due date. All makeup work must be submitted by the end of the day on the final day of the course.

PLD Activities and Mock Interviews

As an important part of their education, students are expected to contribute to PLD activities. Students are not allowed to make up these missed activities whether they are peer discussions or other types of activities. In addition, Mock Interviews are mandatory for all students.   If for any reason students miss a PLD or Mock Interview day, they are responsible to know the material presented during the Mock Interview and PLD times. Students must log onto the intranet for the material they missed. Points for the missed activities cannot be made up.

Outside Preparation Hours

Out-of-Class Assignments are an extension of the Project-Based and Peer-Learning experience and provide an opportunity for students to research, apply, or practice concepts learned during the projects and challenges. This type of reinforcement strengthens a student's understanding of course competencies. While the type of assignments and time required will vary from course to course and student to student, each student will be required to complete out-of-class assignments which will be included as part of the course final evaluation.

Acceptable out-of-class assignments include, but are not limited to, reading, research activities, short-answer questions, portfolio projects, remediation activities, journaling, job search and preparation, and other online assignments. Students can reasonably expect to spend 2 hours on outside class preparation of work for every 1 hour of scheduled class.

LEAVE OF ABSENCE

Leaves of Absence (LOAs) are granted for jury duty, military reasons, medical reasons, significant non-academic issues or other

extenuating circumstances as defined and approved by the Executive Director. To request a Leave of Absence, a student must submit a LOA request in writing to the Director of Education and how to submit the request and supporting documentation.

The guidelines for LOAs are as follows:

1. A student must be in attendance for at least one term to be eligible to request an LOA.
2. The request must be made in writing with appropriate supporting documentation provided to the School and must be submitted before the student exceeds any attendance policy. The written request must include the reason for the request, as well as the dates being requested.
3. A student on LOA will be scheduled to return at the beginning of the next requested trimester and must return and post attendance by the end of the first week for that trimester.
4. If a student takes a LOA during a course, the student must repeat the entire course, unless a final grade can be given.
5. If a student fails to return from an approved LOA, the student is considered to have withdrawn from the School and their last date of attendance (LDA) will be their actual last date of recorded attendance.
6. Under no circumstances will a LOA be permitted to exceed 180 days during any 12-month period. The 12- month period begins on the first day of the student's LOA and is counted using calendar days.
7. The student will be expected to return within the specified time frame.

Students must notify the School if they intend to return from the LOA early.

A student with extenuating circumstances may be granted subsequent Leave(s) of Absence not to exceed 180 days of leave within a 12-month period.

An additional LOA request and applicable supporting documentation must be provided for a subsequent LOA request(s). The number of days of an LOA is counted beginning with the first day of the student's initial LOA.

If the student is unable to provide a written LOA request for pre-approval due to unexpected, extenuating circumstances, such as a car accident, the School will accept a verbal LOA request. The student must subsequently provide a written LOA request, along with supporting documentation within 14 days. If the student is unable to provide the subsequent written LOA request within 14 days, the School will assume that there is not a reasonable expectation that the student will return from LOA and the student will be withdrawn from the program.

The student will not be charged any fee or additional tuition as a result of taking a LOA.

Failure to return on the expected LOA return date will result in immediate Withdrawal from the School per the School's Withdrawal Policy.

NOT SCHEDULED TIME OFF (NSTO)

Students may be placed in a not scheduled time off (NSTO) status up to a maximum of 45 calendar days beginning at the end of a module and/or their LDA until their return date. In order to be placed on NSTO, a change of status form indicating NSTO must be submitted by the Registrar with the Director of Education's approval. Written understanding of the time off and return process must be included on the change of status form with the student's signature. This status will be used for times when a student does not have a required class available to them, typically due to transfer credit or a failed course. If the gap in the schedule is less than 14 days, no action is required. The student is required to be in attendance on the return date. If a student does not return on their scheduled return date and is therefore withdrawn, a refund calculation is performed, and refunds will be made, as necessary. Any eligible student on NSTO will not receive their stipend during that time period.

LEAVE OF ABSENCE (LOA) AND NOT SCHEDULED TIME OFF (NSTO)

Under no circumstances will a student be allowed to exceed 180 calendar days on LOA and NSTO combined during any 12-month period. The 12-month period begins on the first day of the student's LOA or NSTO status and is counted using calendar day

PROGRAMS OFFERED

DELIVERY FORMAT

Programs may be offered in a blended or fully online, distance education format. Programs presented in this catalog may indicate either blended and/or fully online delivery format(s).

Courses use a combination of peer learning, lab activities, and out-of-class assignments. Course grades may include in-class assignments, out-of-class assignments, quizzes, projects, written examinations, mock interviews, white-boarding, professional interactions, and practical evaluation of techniques. Students in courses will participate in online threaded discussions and submit written or weekly assignments electronically.

Blended Distance Education Format

The blended distance education (DE-Blended) format courses consist of both on-ground and online instruction. Each week, students are required to attend scheduled on-campus academic-related activities (ARA) AND participate in online activities.

Full Online Distance Education Format

The full online distance education format (DE) courses consist of 100% online instruction. Each week, students are required to participate in online academic-related activities (ARA) AND participate in other online activities, all of which contribute to the students' overall academic goals.

Innovative Approach

Holberton has decided to take an innovative approach to educate its students for a career in software engineering. We do this by focusing on and engaging our students in project-based and peer learning. As a result, students will develop critical thinking, problem-solving skills, project management, time management, researching information, goal setting, and learn how to prioritize. Thus, providing our graduates with the academic, cognitive, and professional skills necessary for career advancement.

Peer-Based Learning

Peer-based learning emphasizes comprehension and teaches students the ability to learn in a collaborative environment. Project-based learning results in a greater depth of understanding of concepts, a broader knowledge base, critical thinking skills, and increased creativity. This approach also gives students the opportunity to explore problems and challenges that have real-world applications, increasing their long-term retention of ever-evolving skills and concepts and the ability to apply them once on the job.

Instead of focusing on simply teaching theory, we provide students increasingly difficult programming challenges in the form of projects, while giving them minimal initial direction on how to solve such challenges. As a result, students independently seek out the theory and tools they need, work to understand them, and then use them.

Project-Based Learning

Project-based learning closely resembles what happens in a software engineer's work environment. As a software or operations engineer, the job is about completing projects and solving problems. Graduates will need to collaborate with colleagues - not only engineers - and search for the information and tools that will enable them to accomplish their objectives and complete their respective work. As a result, students who graduate from our program are much better equipped to work in the tech field and to also learn relevant information very quickly, thereby ensuring their adaptability throughout the ever-evolving technological landscape.

Language

Courses are only taught in English.

Non-Credit Remedial Courses

Non-credit remedial courses are not offered at Holberton School.

Course Sequence

Courses are designed to be presented in an indiscriminate sequence. There are no

prerequisites for any courses unless specified under the individual course description.

Semester Credit Program Class Schedule

Within each course, students will be assigned projects that are self-paced within start and end dates.

Students are expected to complete all the assignments by the end of the course.

The school is open 24/7, with classes scheduled between 9 am and 10 pm M-F. Allowing students an opportunity to work on projects and assignments on campus outside of normal business hours. Holberton employs extra security for the safety of the students and staff from 5:00 pm – 9:00 am.

DE Student Schedule

Online students can expect to attend equal time "In Class" online as they would spend if they were to attend a fully on ground program. They can expect to spend between 13.5 and 19 hours of mandatory time online per week.

DE-Blended Student Schedule

Blended students will attend 60% of each class online and 40% on ground. Students can expect to spend between 5 and 8 hours on ground for classes each week, with the remainder of mandatory meeting times occurring online.

COMPUTER SCIENCE AND BACKEND WEB DEVELOPMENT

Total Semester Credits: 42.5

Program Delivery: This program is offered in both a DE and a DE-Blended format.

Program Length: Full-time 12 months

Outside Preparation: Students can reasonably expect to spend 2 hours of outside work for every 1 hour of scheduled class time.

Program Objectives: In this program students will learn skills in backend development and frameworks that are in high demand throughout the industry. The curriculum prepares students to create, maintain, and improve web applications and APIs, some of which are used every day.

As the work through this concentration, students will become well-versed in NodeJS, NoSQL, MySQL advanced, Redis, unit and integration tests, personal data, authentication, and more.

Graduates in this program can reasonably expect to work as a Backend Developer, Python Developer, Javascript Developer

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no licensure or certification requirement to work in the field.

Jobs Classifications (SOC)

- 15-1232 - Computer User Support Specialists
- 15-1242 - Database Administrators
- 15-1243 - Database Architects
- 15-1244 - Network and Computer Systems Administrators
- 15-1256 - Software and Web Developers, Programmers, and Testers

Computer Science and Backend Web Development (Full Time)		Total Hours	Semester Credits	Prerequisite	Description
1st Trimester					
Required Courses					
Course Title					
OS1000	Fundamentals of Open-Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None
2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None
SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000
WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100

3rd Trimester					
PR1000	Professional Development - Backend	45	3	No	None
PB1100	Basic Dynamic Programming	25	1.5	No	None
PB1200	Data Storage	37.5	2.5	Yes	PB1100
PB1300	User Management	30	2	Yes	PB1100
PB1400	Data Interfaces	20	1	Yes	PB1100
PB1500	Intermediate Dynamic Programming	52.5	3.5	Yes	PB1100
PRO1000	Professional Seminar -Backend	40	2.5	Yes	Completion of all other courses in Computer Science and Backend Web Development program

COMPUTER SCIENCE AND DEV OPS ENGINEERING

Total Semester Credits: 42.5

Program Delivery: This program is offered in both a DE and a DE-Blended format.

Program Length: Full-time 12 months.

Outside Preparation: Students can reasonably expect to spend 2 hours on outside work for every 1 hour of scheduled class time.

Program Description: In this program students will learn skills in dev ops engineering focusing on skills that are in high demand throughout the industry. Students will learn how to deploy and maintain scalable web infrastructure for high traffic platforms. By working through this program, students will be familiar with CI/CD, Cloud providers, network security, logging, and monitoring.

Graduates in this program can reasonably expect to qualify for employment as a System Administrator, Site Reliability Engineer.

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no public certification requirement to work in this field.

Jobs Classification (SOC)

- 15-1212 - Information Security Analysts
- 15-1231 - Computer Network Support Specialists
- 15-1232 - Computer User Support Specialists
- 15-1242 - Database and Network Administrators and Architects
- 15-1250 - Software and Web Developers, Programmers, and Testers
- 15-1251 - Computer Programmers

Computer Science and DevOps Engineering					
1st Trimester		Total Hours	Semester Credits	Prerequisite	Description
Required Courses					
Course Title					
OS1000	Fundamentals of Open Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None
2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None
SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000
WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100

3rd Trimester					
PR1200	Professional Development – Dev Ops	45	3	No	None
CD1000	Cloud Computing	17.5	1	No	None
CD1100	Configuration Management	35	2	No	None
CD1200	CICD	35	2	Yes	CD1100
CD1300	Observability Basics	17.5	1	Yes	CD1100
CD1400	Virtualization	25	1.5	Yes	CD1100
CD1500	Intermediate Observability	40	2.5	Yes	CD1300
PRO1200	Professional Seminar – Dev Ops	45	3	Yes	Completion of all other courses in the Computer Science and DevOps Engineering program

COMPUTER SCIENCE AND FRONTEND WEB DEVELOPMENT

Total Semester Credits: 43.0

Program Delivery: This program is offered in both a ~~DE and~~ and a DE-Blended format.

Program Length - Full-time: 12 months

Outside Preparation: Students can reasonably expect to spend 2 hours outside work for every 1 hour of scheduled class time.

Program Description: In this program students will learn skills in frontend development including many skills that are in high demand throughout the industry. This curriculum prepares students to convey data in ways users can view and interact with it through web applications and websites, some of which are used every day. Through this program, students will learn to build using HTML, CSS, JavaScript and more.

Graduates in this program can reasonably expect to get jobs as: Frontend Developer, React Developer, Javascript Developer or Web Interface.

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no licensure or certification requirements to work in this field.

Jobs Classifications (SOC)

- 15-1232 - Computer User Support Specialists
- 15-1250 - Software and Web Developers, Programmers, and Testers
- 15-1251 - Computer Programmers
- 15-1252 - Software Developers
- 15-1253 - Software Quality Assurance Analysts and Testers
- 15-1254 - Web Developers
- 15-1255 - Web and Digital Interface Designers

Computer Science and Frontend Web Development					
1st Trimester		Total Hours	Semester Credits	Prerequisite	Description
Required Courses					
Course Title					
OS1000	Fundamentals of Open Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None
2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None
SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000
WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100

3rd Trimester					
PR1100	Professional Development - Frontend	45	3	No	None
PB1100	Basic Dynamic Programming	25	1.5	No	None
PF1000	Frontend Fundamentals Elements	35	2	No	None
PF1100	Frontend Architecture	35	2	Yes	PF1000
PF1200	Interactive User Interface	45	3	Yes	PF1100
PF1300	Dynamic User Interface Integration	37.5	2.5	Yes	PF1200
PRO1100	Professional Seminar - Frontend	37.5	2.5	Yes	Completion of all other courses in Computer Science and Frontend Web Development program

COMPUTER SCIENCE AND AUGMENTED REALITY & VIRTUAL REALITY

Total Semester Credits: 75.5

Program Delivery: This program is offered in both a RE and a DE-Blended format.

Program Length - Full-time: 20 months

Outside Preparation: Students can reasonably expect to spend 2 hours of outside work for every 1 hour of scheduled class time.

Program Description: This program builds a foundation of how programming languages and Unix systems work; they will learn to hone the technical and creative skills needed in their field. They will learn the necessary skills to develop portable devices, and full immersion experiences in development in C#, Unity3D, and more. They will be ready to apply their problem-solving skills to any business situation that they are presented with.

Graduates of this program may reasonably expect to get jobs as: Game Developer, Mobile Game Developer, Systems Engineer, AR/VR Content Developer, Interactive Designer, Immersive Experience Designer, Gameplay Programmer

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no licensure or certification requirement to work in this field.

Jobs Classification (SOC)

- 15-1250 - Software and Web Developers, Programmers, and Testers
- 15-1251 - Computer Programmers
- 15-1252 - Software Developers
- 15-1253 - Software Quality Assurance Analysts and Testers
- 15-1254 - Web Developers
- 15-1255 - Web and Digital Interface Designers

Computer Science and Augmented Reality & Virtual Reality					
1st Trimester **Required Courses** **Course Title**		Total Hours	Semester Credits	Prerequisite	Description
OS1000	Fundamentals of Open Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None
2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None
SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000
WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100

3rd Trimester					
PR1300	Professional Development - ARVR I	45	3	No	None
PC1000	Beginning Multiparadigm Programming	35	2	No	None
PC1100	Beginning Game Development	35	2	Yes	PC1000
PC1200	Intermediate Multiparadigm Programming	45	3	Yes	PC1100
AP1000	Application Assets	35	2	Yes	PC1200
AP1100	Application User Interface	35	2	Yes	AP1000
AP1200	Application Animation	40	2.5	Yes	AP1000
AP1300	Application Audio	15	1	Yes	AP1000
4th Trimester					
PR1330	Professional Development - ARVR II	50	3	No	PR1300
AR1000	Image Detection in AR	20	1	Yes	AP1200
AR1100	360 Video	40	2.5	Yes	AP1200
AV1000	Virtual Reality Motion	45	3	Yes	AR1000
AR1200	Plane Detection in AR	75	5	Yes	AR1000
AW1000	AR for Web	15	1	Yes	AR1200
5th Trimester					
PR1360	Professional Development - ARVR III	40	2.5	Yes	PR1330
AW1100	VR for the Web	15	1	Yes	AR1100
AP1400	Location Based AR	35	2	Yes	AR1200
AP1500	VR Locomotion	35	2	Yes	AV1000
AP1600	Shader Programming	40	2.5	Yes	AR1200
PRO1300	Professional Seminar - ARVR	90	6	Yes	AP1600

COMPUTER SCIENCE AND FULL-STACK WEB DEVELOPMENT

Total Semester Credits: 74.5

Program Delivery: This program is offered in both a DE and a DE-Blended format.

Program Length - Full-time: 20 months
Outside Preparation: Students can reasonably expect to spend 2 hours of outside work for every 1 hour of scheduled class time.

Program Description: In this program, students will learn advanced skills in frontend and backend development, mastering frameworks that are in high demand throughout the industry. Students will learn to create, maintain, and improve web applications and websites, some of which are used every day. By following this concentration, students will be well-versed in ReactJS, SASS, responsive design, Accessibility, NodeJS, NoSQL, MySQL advanced, Redis, unit and integration tests, personal data, authentication, and more.

Graduates in this program can reasonably expect to get jobs as**:** Full-stack Web Developer, Frontend Developer, React Developer, NodeJS Developer, Python Developer, Javascript Developer, Backend Developer, UI/UX Developer and Q/A Developer.

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no licensure or certification requirement to work in this field.

Jobs Classifications (SOC)

- 15-1212 - Information Security Analysts
- 15-1232 - Computer User Support Specialists
- 15-1250 - Software and Web Developers, Programmers, and Testers
- 15-1251 - Computer Programmers
- 15-1252 - Software Developers
- 15-1253 - Software Quality Assurance Analysts and Testers
- 15-1254 - Web Developers
- 15-1255 - Web and Digital Interface Designers

Computer Science and Full-Stack Web Development		Total Hours	Semester Credits	Prerequisite	Description
1st Trimester					
Required Courses					
Course Title					
OS1000	Fundamentals of Open Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None
2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None
SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000

WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100
3rd Trimester					
PR1400	Professional Development – Web Stack I	45	3	No	None
WP1000	Beginning Web Programming	22.5	1.5	Yes	None
WW1000	Beginning Web Stack Design	30	2	No	None
WW1100	Foundations of User Interfaces	22.5	1.5	No	None
WW1200	Intermediate Web Stack Design	37.5	2.5	Yes	WW1000
WP1100	Foundations of Web Styling	22.5	1.5	Yes	WP1000
WP1200	Intermediate Web Programming	22.5	1.5	Yes	WP1000
WD1300	Beginning Website Integration	40	2.5	Yes	WP1100
4th Trimester					
PR1430	Professional Development - Web Stack II	45	3	Yes	PR1400
WB1000	Foundations of Backend Programming	15	1	No	None
WU1000	Beginning User Management	45	3	No	None
WB1100	Beginning Backend Programming	17.5	1	Yes	WB1000
WU1100	Beginning Data Storage	17.5	1	No	None
WB1200	Intermediate Backend Programming	40	2.5	Yes	WB1100
WP1300	Beginning File Management	25	1.5	No	None
WU1200	Data Management	22.5	1.5	No	WU1100
WB1300	Advanced Backend Programming	22.5	1.5	Yes	WB1200
5th Trimester					
PR1460	Professional Development - Web Stack III	37.5	2.5	Yes	PR1430
WD1400	Beginning Website User Interfaces	35	2	Yes	WD1300
WD1500	Intermediate Website User Interfaces	60	4	Yes	WD1400
WD1600	Advanced Website User Interfaces	40	2.5	Yes	WD1500
WD1700	Intermediate Website Integration	22.5	1.5	Yes	WD1600
PRO1400	Professional Seminar - Web Stack	52.5	3.5	Yes	WD1700

COMPUTER SCIENCE, LINUX PROGRAMMING, ADVANCED ALGORITHMS, AND BLOCKCHAIN

Total Semester Credits: 74.5

Program Delivery: This program is offered in both a DE and a DE-Blended format.

Program Length - Full-time: 20 months

Outside Preparation: Students can reasonably expect to spend 2 hours of outside work for every 1 hour of scheduled class time.

Program Description: In this program students will approach problems and situations using the C programming language and the Linux kernel interface. Throughout this program, students will expand their knowledge and application of the C programming language and dig into operating systems. Students will also work with data structures and algorithms, while uncover the mechanisms behind the blockchain technology.

Through this program, students will demonstrate knowledge and application of C, the Linux kernel interface, advanced trees, graphs, pathfinding, cryptography, block mining, blockchain, and more.

Graduates in this program can reasonably expect to get jobs as**:** Junior Software Engineer, Software Engineer, Embedded System Programmer, SRE, Junior Blockchain Engineer, Unix Developer, Distributed System Developer and C Developer.

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no licensure or certification requirement to work in this field.

Jobs Classifications (SOC)

- 15-1240 - Database and Network Administrators and Architects
- 15-1242 - Database Administrators
- 15-1243 - Database Integration Architects
- 15-1250 - Software and Web Developers, Programmers, and Testers
- 15-1251 - Computer Programmers
- 15-1252 - Software Developers
- 15-1253 - Software Quality Assurance Analysts and Testers

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Computer Science, Linux programming, Advanced Algorithms, and Blockchain		Total Hours	Semester Credits	Prerequisite	Description
1st Trimester					
Required Courses					
Course Title					
OS1000	Fundamentals of Open Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None

2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None
SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000
WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100
3rd Trimester					
PR1500	Professional Development - System Programming I	45	3	No	None
LP1000	Foundations of Low-Level Programming	35	2	No	None
OS1100	Beginning Open Source Operating System Computing	37.5	2.5	Yes	None
LP1100	Beginning Low-Level Programming	45	3	Yes	LP1000
OS1200	Intermediate Open Source Operating System Computing	37.5	2.5	Yes	OS1100
LP1200	Intermediate Low-Level Programming	37.5	2.5	Yes	LP1100
4th Trimester					
PR1530	Professional Development - System Programming II	45	3	Yes	PR1500
LP1300	Low-Level Programming Applications	30	2	Yes	LP1200
OS1300	Advanced Open Source Operating System Computing	30	2	Yes	OS1200
DS1000	Beginning Data Structures	30	2	No	None
DS1100	Network Communication	30	2	No	None
DS1200	Intermediate Data Structures	50	3	Yes	DS1100
DS1300	Advanced Algorithms	37.5	2.5	Yes	DS1200
5th Trimester					
PR1560	Professional Development - System Programming III	37.5	2.5	Yes	PR1530
DS1400	Search Algorithms	22.5	1.5	Yes	DS1300
DS1500	Cryptography	30	2	Yes	DS1400
DS1600	Advanced Data Structures	30	2	Yes	DS1200
LP1400	Cryptographic Validation	37.5	2.5	Yes	DS1500
LP1500	Transaction Programming	37.5	2.5	Yes	LP1400
PRO1500	Professional Seminar – System Programming	45	3	Yes	LP1500

COMPUTER SCIENCE AND MACHINE LEARNING

Total Semester Credits: 72.5

Program Delivery: This program is offered in both a DE and a DE-Blended format.

Program Length - Full-time: 20 months

Outside Preparation: Students can reasonably expect to spend 2 hours of outside work for every 1 hour of scheduled class time.

Program Description: In this program, students will learn from the ground up all of the pieces necessary to build machine learning models using everything from Numpy, and Tensorflow, to Keras and apply them to real world situations for application to future professional experiences of students.

Students will learn to build out the forward and back propagation of deep feed-forward, convolutional, and recurrent neural networks. They will also learn about databases, how to scrape and label datasets while avoiding human bias, how to manage large scale datasets and about both data collection and management.

Graduates in this program can reasonably expect to get jobs as**:** Machine Learning Engineer, AI Engineer, Data Engineer, Data Scientist, Data Analyst, Big Data Developer, Machine Learning Infrastructure Developer, Python Developer, Tensorflow Developer.

Credential Earned: Diploma

Certification/Licensure: Not applicable. There is no licensure or certification requirement to work in this field.

Jobs Classifications (SOC)

- 15-1240 - Database and Network Administrators and Architects
- 15-1242 - Database Administrators
- 15-1243 - Database Integration Architects
- 15-1250 - Software and Web Developers, Programmers, and Testers
- 15-1251 - Computer Programmers
- 15-1254 - Web Developers
- 15-1255 - Web and Digital Interface Designers

Computer Science and Machine Learning					
1st Trimester		Total Hours	Semester Credits	Prerequisite	Description
Required Courses					
Course Title					
OS1000	Fundamentals of Open Source Operating Systems	37.5	2.5	No	None
PP1000	Beginning Procedural Programming	30	2	No	None
PP1100	Basic Procedural Programming	50	3	Yes	PP1000
PP1200	Intermediate Procedural Programming	60	4	Yes	PP1100
PP1300	Introduction to Data Structures	25	1.5	No	None
2nd Trimester					
OP1000	Foundations of Object-Oriented Programming	37.5	2.5	No	None
OP1100	Intermediate Object-Oriented Programming	20	1	Yes	OP1000
WD1000	Beginning Web Development	50	3	No	None

SA1000	Introduction to System Administration	30	2	No	None
WD1100	Intermediate Web Development	37.5	2.5	Yes	WD1000
WD1200	Advanced Web Development	37.5	2.5	Yes	WD1100
3rd Trimester					
PR1600	Professional Development - Machine Learning I	45	3	No	None
MM1000	Introductory Machine Learning Mathematics	37.5	2.5	No	None
NN1000	Foundations of Neural Networks	30	2	No	None
NN1100	Basics of Neural Networks	25	1.5	Yes	NN1000
NN1200	Intermediate Neural Networks	30	2	Yes	NN1100
CV1000	Basics of Computer Vision	45	3	No	NN1100
CV1100	Intermediate Computer Vision	37.5	2.5	Yes	CV1000
4th Trimester					
PR1630	Professional Development – Machine Learning II	45	3	Yes	PR1600
MM1100	Intermediate Machine Learning Mathematics	35	2	Yes	MM1000
ML1000	Beginning Unsupervised Learning	35	2	No	None
ML1100	Intermediate Unsupervised Learning	22.5	1.5	Yes	ML1000
ML1200	Advanced Unsupervised Learning	25	1.5	Yes	ML1100
ML1300	Sequence Analysis	35	2	Yes	ML1200
ML1400	Natural Language Processing	50	3	Yes	ML1300
5th Trimester					
PR1660	Professional Development – Machine Learning III	37.5	2.5	Yes	PR1630
ML1500	Introduction to Reinforcement Learning	50	3	Yes	ML1400
ML1600	Machine Learning Life Cycle	27.5	1.5	Yes	ML1400
ML1700	Data Collection for Machine Learning	27.5	1.5	Yes	ML1600
ML1800	Databases for Machine Learning	27.5	1.5	Yes	ML1700
ML1900	Computing Platforms	27.5	1.5	Yes	ML1800
PRO1600	Professional Seminar- Machine Learning	45	3	Yes	ML1900

CAMPUS STAFF

Administrative Staff	Name
Executive Director	Libby Ediger
Admissions Representative	Caleb Carrol
Admissions Representative	Tam Klimek
High School Recruiter	Mai Cazenave
Bursar	Gwen Morris
Assoc. Director, Career Services	Tori Burris
Campus Coordinator	Wes Rose
Career Services Representative	Megan Radford
Community Relations Representative	Kassidy Wickersham
Digital Marketing Coordinator	Amelia Som de Cerff

Education Department	Name
Director of Education	Drew Burks
Registrar	Kari Cagle
Education Facilitator	Kristen Loyd
Lead Education Facilitator	Derek Webb
Education Facilitator	Zak Kosma
Education Facilitator	TBA
Education Facilitator	TBA
Student Success Coordinator	EuWanda Sayles
Student Success Coordinator	TBA
Student Success Coordinator	Brie Wright

STUDENT SERVICES

Holberton School offers the following student services to all students.

BIKE AND LOCKER FACILITIES

Students have access to a bike rack and a locker area to store their items while they are in the school.

CHILDCARE

Students with childcare concerns should speak with a Student Services Coordinator. Holberton may have a list of childcare alternatives. Students may not bring their children to the school except during designated family functions.

GRADUATE PLACEMENT ASSISTANCE

Holberton School does not guarantee employment. The Career Development office assists graduates in obtaining employment in the fields for which they are trained. This continuous placement service is available to all Holberton graduates at no additional charge. Professional assistance is available on interview skills, resume writing and other job search techniques. Holberton assists graduates in networking with employers in their field and brings graduates and prospective employers together under favorable circumstances.

ORIENTATION

Orientation is held on the first day of class for each new cohort to welcome and acclimate new students to Holberton. Representatives from all departments are present to provide information to help new students transition into their new academic environment and familiarize them with all resources available to them to help them succeed in their program.

BLENDED AND FULL DISTANCE EDUCATION ORIENTATION

Students attending in a blended or entirely online format will receive training on the navigation of Holberton's learning management system and be provided with access to an online orientation to assist them as they begin their respective programs. Students attending school in one of these formats have access to technical support through the Education Facilitator, or the campus administration, or online via the #checker_issues slack channel.

PARKING AND TRANSPORTATION

Parking is available for students who drive to school. Holberton is located on two major bus routes, which makes it easily accessible to those students without automobiles. The telephone number for bus routes and scheduling is available at the school. Students have access to a parking lot located a block away from the school, as well as access to shared bikes and scooters. Holberton cannot guarantee student transportation.

REFRESHER COURSES

Graduates are allowed to return to Holberton to repeat a course to refresh their skills provided the course(s) is still being offered. The graduate must make arrangements prior to attendance and must be able to attend sessions on mandatory days and times. This is a continuous service to our graduates. To obtain this service, the student must be in good standing with Holberton School.

RESOURCE CENTER

The Resource Center is open to students and faculty to provide reference materials, other resources and internet links specifically related to training in the specialized areas offered at Holberton. It provides students and staff access to computers, a printer, and all learning resources. Learning resources provided include, but are not limited to, access to online sources of information, which support the learning objectives of the courses and programs offered. Students will have access to theoretical knowledge through the school intranet and technical e-books. Orientation to the resource center will be conducted for all students. Students can access the online library while on campus and remotely via the student portal.

STUDENT HOUSING

Holberton does not provide student housing. Holberton does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentdata.org for Tulsa. OK rental properties start at approximately $900 per month.

STUDENT PORTAL

A Student Portal is available for students to access a variety of resources and information. Every student will be given credentials to connect to the school's intranet. The content will be created by Holberton School and will be tied to tasks and projects the students have to perform.

OTHER STUDENT SERVICES

This institution maintains a focus on the delivery of educational services. Should a student encounter a personal problem that interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

COMMUNITY RESOURCES

Information about national community resources is listed below:

Organizations	Website	Phone Number
Alcohol Abuse and Crisis Intervention	www.aa.org	(800) 234-0246
Al-Anon	www.al-anon.org/	(888) 425-2666
Drug and Alcohol Helpline	www.alcoholdrughelp.org/	(800) 688-4232
Family and Children's Services	www.acf.hhs.gov/	See website
National Domestic Violence Hotline	www.thehotline.org/	(800)799-7233 **OR** Text LOVEIS to (866) 331-9474
Rape Crisis Center	www.rainn.org/	(800) 656-4673
Suicide Hotline	www.suicidepreventionlifeline.org/	(800) 273-8255
United Way	www.unitedway.org/ **OR** www.211.org/	211

STUDENT POLICIES

SCHOOL NOTIFICATION

Students are required to notify Holberton whenever a change in personal information occurs, such as a change of name, address, or telephone number. Additionally, any anticipated changes in attendance or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at Holberton.

SMOKE AND VAPE-FREE WORKPLACE

Holberton prohibits smoking on all institution premises in order to provide and maintain a safe and healthy work environment for all students. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, e-cigarette, or pipe of any kind."

The smoke and vape-free workplace policy applies to:

- All areas of the institution's facilities.
- All institution-sponsored off-site conferences and meetings.
- All visitors (customers and vendors) to the institution premises.
- All contractors and consultants and/or their employees working on the institution premises.
- All students and staff.

Students who violate this policy will be subject to disciplinary action.

STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Possessing, selling, using or reporting to the institution with alcohol, controlled substances or illegal drugs present in the student's system, on institution property.
- Possessing, entering with or using weapons in the institution.
- Behavior creating a safety hazard to other person(s).
- Using vulgar, profane, or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination.
- Disobedient or disrespectful behavior to other students, an administrator, or staff.
- Misusing, destroying, or stealing facility property or another person's property.
- Disorderly conduct, fighting or other acts of violence.
- Disclosing or using confidential or proprietary information without authorization.
- Violating the Institution's computer or software use policies.
- Being convicted of a crime that indicates a threat to the Institution or its students' &/or administrator in any way.
- Violating the online conduct or computer use policy.

Any student found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Executive Director of this institution and such determination will be made within 10 days after meeting with the student in question.

A student who is terminated from the school is subject to the school refund policy.

APPEALS TO TERMINATION

A student who is terminated from Holberton has the right to appeal the termination. The appeal must be submitted in writing to the Executive Director, within 10 days of termination.

IDENTITY VERIFICATION AND PRIVACY PROTECTION

The school takes identity verification and privacy protection very seriously. The school and student have a shared responsibility to ensure that the

student's privacy and the integrity of the program are protected. To secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. It also helps to ensure that each student's work is their own. If the school believes that the student's privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security. It is the responsibility of the student not to share their credentials with anyone. If a student intentionally shares their unique credentials, it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to notify the Software Engineer immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

COMPUTER USE POLICY (SUBJECT TO CHANGE WITHOUT NOTIFICATION)

To protect students' access to functioning computers and to protect computer hardware, software, networks and the proprietary rights of the Institution and third parties in commercial software, all students must assume the following responsibilities of legal and ethical computer and network use. Depending on the severity of any violation of this policy, consequences may include a written or oral reprimand, loss of computer use privileges, expulsion from this Institution and/or referral to the appropriate legal authorities.

- Any currently enrolled student or graduate in good standing may use the meeting rooms, computer labs and resource center computer facilities. Guests are not permitted in the computer labs or resource center. These resources are to be used for school or job-search related activities such as research, homework assignments, and resume preparation. The Institution reserves the right to limit or prohibit personal use of computing facilities at any time.

- Students are prohibited from using Internet resources or computer facilities for the purpose of accessing pornographic content; for the purpose of sending, receiving and/or storing chain mail, advertising, or fraudulent materials; for any commercial or for-profit activity; for annoying or harassing other users by such means as broadcasting unsolicited messages or sending harassing, obscene, or offensive messages; for sharing or receiving illegally copyrighted contents and for any purpose which is prohibited by law.

- The computer facilities of the meeting rooms, computer labs and resource center may be used for authorized purposes only. All areas may be used whenever the School is open, and the rooms are not currently in use. The resource center may be used anytime. The School reserves the right to close the meeting rooms, computer labs, or resource room at any time, with or without advance notice, whenever necessary for maintenance or other purposes.

- Food or drinks may not be brought into the meeting rooms, computer labs or the resource center. NO EXCEPTIONS.

- Students are prohibited from installing, downloading and/or running any software, other than that provided by the school, on school computers, without explicit permission from a faculty member or administrator.

- Changing any settings or running any diagnostic or utility programs on any computer or network of the Institution without specific instruction by a faculty member or administrator is strictly prohibited. "Settings" include, but are not limited to, video display settings, mouse settings, printer settings, network settings and protocols, etc.

- Students may also choose to save files on a personal USB flash drive. Saving their own data to any location other than the student's personal network storage space or USB flash drive is prohibited. Attempting to change or delete any data on the Institution's computers or computer network is also prohibited.

- Although the School makes a best effort to ensure the integrity of files saved on its network, students are strongly encouraged to keep a backup of all files

saved on a personal USB flash drive. The School is not responsible for any lost or damaged data saved on its computer network.

- Every student will be assigned an account on the School's computer network. Sharing of accounts is strictly prohibited. Students will be held accountable for all activity occurring on their account! Therefore, all account information including passwords must be kept confidential. Use these basic account safety measures:

- Choose hard-to-guess passwords, at least 8 characters with letter, number, and symbol. Do not use common names. If you forget your password, notify administration so that your password may be reset. Never use another student's account to log on for any reason (this constitutes academic fraud)!

- Never leave computers unattended without logging off.

- Never give passwords to someone else or allow others to use your account.

- If you suspect that your account has been used by someone else, notify administration immediately.

- Use shared resources considerately. Do not monopolize systems, overload networks with excessive data, or streaming or waste computer time, disk space, paper, or other resources. Leave the work area clean and for the next person when finished.

- Do not assume information stored on the Institution's computer facilities to be private. All information saved on Institution computer facilities may be accessed or deleted at any time by school representatives.

- All computer files, disks, USB flash drives, etc. belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.

- Staff, faculty and students are strictly prohibited from copying commercial or otherwise copyrighted software and code, whether for use on or off campus

(except as specifically permitted by the author or manufacturer) or engaging in any other activity that may violate a copyright, patent or trademark. (Consult the Executive Director or the appropriate software license agreement should you have any questions.) It is the institution's policy to comply with all copyright laws. All faculty, staff, students, and members of the campus community are expected to be aware of and follow these requirements. Copyright law information can be found at www.copyright.gov.

- Students are prohibited from accessing data or programs for any reason without the owner's explicit permission.

- Students are prohibited from downloading, installing, creating, modifying or transmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.

- Students are prohibited from using the School's network, intranet, learning management system, or computer facilities with the intent to compromise other computers or networks, to commit crimes, or to engage in other unethical acts. The School will take necessary steps to preserve the security of its computer resources.

- Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution because of a violation of these rules.

- Report any violation of this Computer Use Policy to the administration immediately.

ACADEMIC HONESTY AND INTEGRITY

Holberton promotes the exchange of knowledge in an environment that encourages intellectual honesty. This applies to both the School's on-ground and on-line learning environments. Students must maintain high standards of academic conduct. A student's conduct must not interfere with the learning process of any other student, the Educational Facilitator, or the progress of the class. Violation of the academic honesty and

integrity standards may include all types of academic fraud, misrepresentation, or cheating, and engaging in any online acts that violates the End User Licensing Agreement.

A student found in violation of the Academic Honesty and Integrity policy will be subject to disciplinary action by the Education Facilitator, Director of Education or Executive Director.

- For the first violation in a program the student will receive a zero on the assignment and a written warning and may go on Academic Probation.

- If a second violation occurs the student will be removed from the program. Disciplinary action will be determined by the Executive Director of this institution and such determination will be made within 10 days after meeting with the student in question.

A student who is terminated from the school is subject to the school refund policy.

A student who has been expelled from school for violating the Academic Honesty and Integrity Policy has a right to appeal (see Appeals to Termination).

ACADEMIC FRAUD

Academic Fraud is any type of cheating or misrepresentation that occurs in relation to online or on ground classes. It can include:

- **Plagiarism**: The adoption or reproduction of code, ideas, words or statements of another person or author without due acknowledgment.
- **Fabrication**: The falsification of data, information, or citations in any academic situation.
- **Deception**: Providing false information to a representative of the college concerning an assignment, mock interview, or class—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating**: Any attempt to give or obtain assistance in any class assignment(s) (like an examination) without due acknowledgment.
- **Sabotage**: Acting to prevent others from completing their work.

SOCIAL MEDIA – ACCEPTABLE USE

Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties. Students must take particular care when communications through social media can identify them as a student of Holberton to members of staff, other students, or other individuals.

The following non-exhaustive list may, according to the circumstances and be considered to be of an unacceptable nature and should never be posted:

- Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information).
- Details of complaints and/or legal proceedings/potential legal proceedings involving the school.
- Personal information about another individual, including contact information, without their express permission.
- Students may not post obscenities, slurs or personal attacks that can damage the reputation of the Institution and their representatives. Curriculum, slack or emails screenshot on any social media is strictly forbidden.
- Comments posted using fake accounts or using another person's name without their consent.
- Material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity.
- Any other posting that constitutes a criminal offence.
- Anything which may bring the School into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the School.

    Holberton has ways for students to raise any dissatisfaction or concerns that they may have not on social media. (See Complaint Policy).

COURSE DESCRIPTIONS

AP1000 Application Assets
This course will further students' skills in developing 3D applications. They will understand importing and utilizing external assets as well as basic game programming patterns.
Semester Credits: 2
Prerequisites: PC1200

AP1100 Application User Interface
This course will expand student's application development knowledge by the incorporation of 2D interaction elements relating to the user interface.
Semester Credits: 2
Prerequisite: AP1000

AP1200 Application Animation
In this course students will explore 3D animation, animation controllers, and animation state machines. They will learn basic animation concepts and how to apply them to game objects as well as controlling animation through scripting.
Semester Credits: 2.5
Prerequisite: AP1000

AP1300 Application Audio
This course teaches students about how to utilize audio effectively as well the processes around importing and adding audio clips. They will gain a strong understanding of audio sources, filters, and mixers.
Semester Credits: 1
Prerequisite: AP1000

AP1400 Location Based AR
This course will allow students to explore geo-based augmented reality. They will explore the necessary data to work on real world applications of this technology.

Semester Credits: 2
Prerequisite: AR1200

AP1500 VR Locomotion
In this course students will apply their knowledge of VR to create various implementations of movement through VR environments.
Semester Credits: 2
Prerequisite: AV1000

AP1600 Shader Programming
In this course students will learn how to develop shaders to create visual effects and styles via code to apply to objects in projects that they have created.
Semester Credits: 2.5
Prerequisite: AR1200

AR1000 Image Detection in AR
This course will introduce the concept of image detection in augmented reality. It will expand on skills gained in previous courses using AR to be applied into relevant professional projects.
Semester Credits: 1
Prerequisite: AP1200

AR1100 360 Video
In this course, students will learn the processes and technical aspects of 360 video and locomotion in VR.
Semester Credits: 2.5
Prerequisite: AP1200

AR1200 Plane Detection in AR
In this course, students will expand their AR skills by applying plane detection and physics simulation into a mobile application project.
Semester Credits: 5
Prerequisite: AR1000

AV1000 Virtual Reality Motion
In this course students will expand their VR skills by

creating locomotion and interaction in a virtual space.
Semester Credits: 3
Prerequisite: AR1000

AW1000 AR for the Web
In this course, students will learn about Web based Augmented Reality. They will gain understanding of how to implement it, its ongoing emergence in technology, as well as its current limitations.
Semester Credits: 1
Prerequisite: AR1200

AW1100 VR for the Web
In this course, students will learn about Web based Virtual Reality. They will gain understanding of how to implement it, its ongoing emergence in technology, as well as its current limitations.
Semester Credits: 1
Prerequisite: AR1100

CD1000 Cloud Computing
This course will introduce the principles of cloud computing. It will explore servers, network, security and storage.
Semester Credits: 1
Prerequisite: None

CD1100 Configuration Management
In this course, students will learn about concepts and tools for deploying and maintaining web application infrastructure.
Semester Credits: 2
Prerequisite: None

CD1200 CICD
In this course, students will learn about continuous integration and bridging important gaps in development and operations.
Semester Credits: 2
Prerequisite: CD1100

CD1300 Observability Basics
This course will introduce students to observability and monitoring metrics. It will help them explore the foundations and learn the basic applications of this information.
Semester Credits: 1
Prerequisite: CD1100

CD1400 Virtualization
In this course, students will explore modern types of runtime environments for web applications.
Semester Credits: 1.5
Prerequisite: CD1100

CD1500 Intermediate Observability
In this course students will expand their knowledge of observability through projects applying alerts, logging and database drivers.
Semester Credits: 2.5
Prerequisite: CD1300

CV1000 Basics of Computer Vision
In this course, students will be introduced to methods of interpreting and understanding the visual world. They will use images from cameras and videos to begin.
Semester Credits: 3
Prerequisite: NN1000

CV1100 Intermediate Computer Vision
Students will expand their exploration of interpreting and understanding the visual world through projects that allow computing machines to identify and classify objects.
Semester Credits: 2.5
Prerequisite: CV1000

DS1000 Beginning Data Structures
This course is designed for students to be introduced to the basic elements of data structures including projects that focus on correctly using hash tables.

Semester Credits: 2
Prerequisite: None

DS1100 Network Communication
In this course students will learn about connections between two-way communications running on a network. They will work on projects to firmly understand how networks communicate.
Semester Credits: 2
Prerequisite: None

DS1200 Intermediate Data Structures
In this course, students will expand their understanding of data structures by learning about trees, and graphs such as may be found in professional situations.
Semester Credits: 3
Prerequisite: DS1100

DS1300 Advanced Algorithms
In this course, students practice algorithms and their application. They will learn to solve advanced level problems and challenges commonly found in machine learning and how to apply their solutions.
Semester Credits: 2.5
Prerequisite: DS1200

DS1400 Search Algorithms
In this course, students will apply their knowledge of algorithms into search problems to solve problems or questions with the goal of providing a satisfactory solution.
Semester Credits: 1.5
Prerequisite: DS1300

DS1500 Cryptography
This course introduces cryptography as a tool to protect information within computer systems and will look at the inner workings of it.
Semester Credits:
2   Prerequisite: DS1400

DS1600 Advanced Data Structures
In this course, the students will apply their knowledge of data structures and the usage in a specific application like a Blockchain network by creating a complex immutable nodes structure.
Semester Credits: 2
Prerequisite: DS1200

LP1000 Foundations of Low-Level Programming
In this course, students are introduced to the foundational pieces of low-level programming beginning with program compilation with a Makefile, management of user inputs and files.
Semester Credits: 2
Prerequisite: None

LP1100 Beginning Low-Level Programming
This course builds on the commands and functions learned in foundations of low-level programming and relates to specific architecture and hardware of computers.
Semester Credits: 3
Prerequisite: LP1000

LP1200 Intermediate Low-Level Programming
In this course students will learn to apply low-level skills to develop high-level programming applications.
Semester Credits: 2.5
Prerequisite: LP1100

LP1300 Low-Level Programming Applications
This course focuses on the creation and analysis of concurrent applications. Students will work toward solving real-live situations related to image processing and time-consuming computing.
Semester Credits: 2
Prerequisite: LP1200

LP1400 Cryptographic Validation
In this course students will be introduced to algorithms for validating the immutability of a data structure inside a cryptographic context.
Semester Credits: 2.5
Prerequisite: DS1500

LP1500 Transaction Programming
In this advanced course, students will explore techniques of transitioning an input into an immutable and encrypted data structure.
Semester Credits: 2.5
Prerequisite: LP1400

ML1000 Beginning Unsupervised Learning
This course will introduce students to the topic of unsupervised learning-machine learning training without initial data sample - by creating a cluster of nodes (clustering) and usage of a dimensionality reduction.
Semester Credits: 2
Prerequisite: None

ML1100 Intermediate Unsupervised Learning
This course will expand student's knowledge and applications of unsupervised learning skills. It will allow the students to apply bayesian optimization for hyperparameter tuning.
Semester Credits: 1.5
Prerequisite: ML1000

ML1200 Advanced Unsupervised Learning
This course will expand student's knowledge of advanced unsupervised learning models such as autoencoders and generative adversarial networks.
Semester Credits: 1.5
Prerequisite: ML1100

ML1300 Sequence Analysis
Students will be introduced to Recurrent Neural Networks (RNNs) in this course in order to understand its applications in sequence analysis.
Semester Credits: 2
Prerequisite: ML1200

ML1400 Natural Language Processing
This course explores the realm of natural language processing and the use of transformers directly applicable for building a QA bot.
Semester Credits: 3
Prerequisite: ML1300

ML1500 Introduction to Reinforcement Learning
In this course students will explore the beginnings of reinforcement learning, as one of the key paradigms of machine learning focused on how software takes actions in an environment.
Semester Credits: 3
Prerequisite: ML1400

ML1600 Machine Learning Life Cycle
In this course students will learn how to apply their knowledge about machine learning for the development, implementation and iteration of models in a production environment.
Semester Credits: 1.5
Prerequisite: ML1400

ML1700 Data Collection for Machine Learning
In this course, students will be introduced to the fundamentals of collecting and classifying raw information to standardized data structures.
Semester Credits: 1.5
Prerequisite: ML1600

ML1800 Databases for Machine Learning
This course introduces students to specific databases for managing important volumes of data, also known as data lakes.

Semester Credits:
1.5   Prerequisite: ML1700

ML1900 Computing Platforms
In this course students will make use of professional infrastructure for transferring and processing large quantities of data and the real-life application of these skills.
Semester Credits:
1.5   Prerequisite: ML1800

MM1000 Introductory Machine Learning Mathematics
This course introduces students to mathematical concepts that they will apply during Machine Learning implementations.
Semester Credits: 2.5
Prerequisite: None

MM1100 Intermediate Machine Learning Mathematics
Students in this course will learn advanced mathematics and statistics techniques for solving complex machine learning problems.
Semester Credits: 2
Prerequisite: MM1000

NN1000 Foundations of Neural Networks
This course covers the fundamental concepts of neural networks focusing on students fully understanding the concepts relating to classification.
Semester Credits: 2
Prerequisite: None

NN1100 Basics of Neural Networks
Students will be introduced to the basics of neural network frameworks and will learn how to use hyper parameters successfully.
Semester Credits: 1.5
Prerequisite: NN1000

NN1200 Intermediate Neural Networks
In this course students will learn how to approach deeper concepts of supervised learning

like regularization and error analysis and their applications.
Semester Credits: 2
Prerequisite: NN1100

OP1000 Foundations of Object-Oriented Programming

In this course, students are introduced to object-oriented programming and develop programs that demonstrate basic knowledge.
Semester Credits: 2.5
Prerequisite: None

OP1100 Intermediate Object-Oriented Programming

in this course, students will expand their experiences with object-oriented programming and the concept of inheritance - directly applicable by building a persistent data model application.
Semester Credits:
1   Prerequisite: OP1000

OS1000 Fundamentals of Open-Source Operating Systems

In this course students will explore the fundamentals of a Shell, terminal and filesystem. They will begin to explore commands, shortcuts and permissions and begin understanding the role system administration plays in computing environments.
Semester Credits: 2.5
Prerequisite: None

OS1100 Beginning Open-Source Operating System Computing

Students will expand their basic knowledge of Shell and filesystem. They will learn how to manipulate environments and both redirect streams and setup a pipe.
Semester Credits: 2.5
Prerequisite: None

OS1200 Intermediate Open-Source Operating System Computing

Students will continue to explore open-source operating systems. They will expand into working with signals and executable and linkable formats.
Semester Credits: 2.5
Prerequisite: OS1100

OS1300 Advanced Open-Source Operating System Computing

In this course, students will recreate a standard library function for managing manually the operating system memory.
Semester Credits: 2
Prerequisite: OS1200

PB1100 Basic Dynamic Programming

In this course, students will learn the basics of modern languages for web development. They will also begin to apply languages to real life situations.
Semester Credits: 1.5
Prerequisite: None

PB1200 Data Storage

Students will learn the difference and application of relational databases, not relational database and key-value storage database.
Semester Credits: 2.5
Prerequisite: PB1100

PB1300 User Management

This course introduces students to user management concepts including personal data and authentication.
Semester Credits: 2
Prerequisite: PB1100

PB1400 Data Interfaces

In this course, students will learn how to manage, transfer and optimize data storage and how to apply these concepts to real life scenarios.
Semester Credits: 1
Prerequisite: PB1100

PB1500 Intermediate Dynamic Programming

This course is approaching modern and dynamic programming of web applications backend - concepts of asynchronous processing and background jobs - directly applicable by building a file and image API service.
Semester Credits: 3.5
Prerequisite: PB1100

PC1000 Beginning Multiparadigm Programming

This course introduces the fundamentals of programming, including variables, loops, data structures, classes, and test-driven development.
Semester Credits: 2
Prerequisite: None

PC1100 Beginning Game Development

This course builds upon programming fundamentals with generics, interface, delegates, events, and introductory linear algebra.
Semester Credits: 2
Prerequisite: PC1000

PC1200 Intermediate Multiparadigm Programming

In this course, students will be introduced to developing applications with a 3D game engine and become familiar with its user interface, concepts, and workflow.
Semester Credits: 3
Prerequisite: PC1100

PF1000 Frontend Fundamentals Elements

Students will be introduced to the foundational structures behind programming for the web: HTML/CSS/developer tools. Students will immediately apply their knowledge into projects they are presented with.
Semester Credits: 2
Prerequisite: None

PF1100 Frontend Architecture
This course makes use of modern web user interface frameworks for building basic web applications.
Semester Credits: 2
Prerequisite: PF1000

PF1200 Interactive User Interface
This course explores advanced concepts of modern web user interface frameworks for building responsive web applications.
Semester Credits: 3
Prerequisite: PF1100

PF1300 Dynamic User Interface Integration
Students in this course will improve the development flow of modern web applications by creating an event-based user interface inside a complex web application.
Semester Credits: 2.5
Prerequisite: PF1200

PP1000 Beginning Procedural Programming
This course will provide an overview of basic procedural programming. It will cover operators, commenting code, debugging and various problem-solving strategies.
Semester Credits:
2 Prerequisite: None

PP1100 Basic Procedural Programming
In this course, students continue to learn the basics of procedural programming. They will work with libraries and Makefiles, including the how, why and when to use and create them, and when to use appropriate structures and functions.
Semester Credits: 3
Prerequisite: PP1000

PP1200 Intermediate Procedural Programming
In this practical course, students will expand their experiences with procedural programming. They will work with bit

manipulation and its applications and learn how to manipulate processes and how to write clean code.
Semester Credits: 4
Prerequisite: PP1100

PP1300 Introduction to Data Structures
This course will introduce data structure topics including doubly linked lists, stacks, and their use within process, signals and loops. It will also help students to learn how and when to use them.
Semester Credits: 1.5
Prerequisite: None

PR1000 Professional Development - Backend
In this course, backend students will be introduced to skills necessary for career advancement. This includes networking with peers, backend professional advisors, and industry professionals. The students will also practice presentation and technical interview skills.
Semester Credits: 3
Prerequisite: None

PR1100 Professional Development – Frontend
In this course, frontend students will be introduced to skills necessary for career advancement in their field. This includes networking with peers, frontend professional advisors, and industry professionals. The students will also practice giving appropriate presentations and technical interview skills.
Semester Credits: 3
Prerequisite: None

PR1200 Professional Development – Dev Ops
In this course, Dev Ops students will be introduced to skills necessary for career advancement. This includes networking with peers, Dev Ops professional advisors, and industry professionals. The

students will also practice presentation and technical interview skills appropriate to their future career path.
Semester Credits: 3
Prerequisite: None

PR1300 Professional Development – ARVR I
This course introduces ARVR students to the skills necessary for success within their field. This includes networking, presenting and whiteboarding skills. They will also practice public speaking skills and the beginning of developing a professional persona through social media.
Semester Credits: 3
Prerequisite: None

PR1330 Professional Development – ARVR II
In this course, ARVR students will expand their professional development skills. This includes practicing technical writing, presenting and whiteboarding skills. They will also continue developing their professional persona through social media and establish personal best practices for emails, events and "cold" contacting.
Semester Credits: 3
Prerequisite: PR1300

PR1360 Professional Development - ARVR III
In this course, ARVR students will continue to develop and apply their professional development skills. This includes networking through a variety of mediums including social media, meet ups. They will learn to use short burst media to promote technical projects and customize and execute an interview preparation plan.
Semester Credits: 2.5
Prerequisite: PR1330

PR1400 Professional Development – Webstack I
This course introduces Webstack students to the skills necessary for success within their field. This includes networking, presenting and whiteboarding skills. They will also practice public speaking skills and the beginning of developing a professional persona through social media.
Semester Credits: 3
Prerequisite: None

PR1430 Professional Development – Webstack II
In this course, Webstack students will expand their professional development skills. This includes practicing technical writing, presenting and whiteboarding skills. They will also continue developing their professional persona through social media and establish personal best practices for emails, events and "cold" contacting.
Semester Credits: 3
Prerequisite: PR1400

PR1460 Professional Development - Webstack III
In this course, Webstack students will continue to develop and apply their professional development skills. This includes networking through a variety of mediums including social media, meet ups. They will learn to use short burst media to promote technical projects and customize and execute an interview preparation plan.
Semester Credits: 2.5
Prerequisite: PR1430

PR1500 Professional Development – System Programming I
This course introduces System Programming students to the skills necessary for success within their field. This includes networking, presenting and white boarding skills. They will

also practice public speaking skills and the beginning of developing a professional persona through social media.
Semester Credits: 3
Prerequisite: None

PR1530 Professional Development – System Programming II
In this course System Programming students will expand their professional development skills. This includes practicing technical writing, presenting and whiteboarding skills. They will also continue developing their professional persona through social media and establish personal best practices for emails, events and "cold" contacting.
Semester Credits: 3
Prerequisite: PR1500

PR1560 Professional Development - System Programming III
In this course, System Programming students will continue to develop and apply their professional development skills. This includes networking through a variety of mediums including social media, meet ups. They will learn to use short burst media to promote technical projects and customize and execute an interview preparation plan.
Semester Credits: 2.5
Prerequisite: PR1530

PR1600 Professional Development – Machine Learning I
This course introduces Machine Learning students to the skills necessary for success within their field. This includes networking, presenting and whiteboarding skills. They will also practice public speaking skills and the beginning of developing a professional persona through social media.
Semester Credits: 3

Prerequisite: None

PR1630 Professional Development – Machine Learning II
In this course Machine Learning students will expand their professional development skills. This includes practicing technical writing, presenting and whiteboarding skills. They will also continue developing their professional persona through social media and establish personal best practices for emails, events and "cold" contacting.
Semester Credits: 3
Prerequisite: PR1600

PR1660 Professional Development - Machine Learning III
In this course, Machine Learning students will continue to develop and apply their professional development skills. This includes networking through a variety of mediums including social media, meet ups. They will learn to use short burst media to promote technical projects and customize and execute an interview preparation plan.
Semester Credits: 2.5
Prerequisite: PR1630

PRO1000 Professional Seminar – Backend
In this course, backend students will review all projects completed during their education and establish criteria for concepts from throughout the curriculum as well as new frameworks and technology to place within their portfolio. They will practice discussing and if needed defending the elements they have selected.
Semester Credits: 2.5
Prerequisite: Completion of all other courses in Computer Science and Backend Web Development

PRO1100 Professional Seminar – Frontend
In this course, frontend students will review all projects completed during their education and establish criteria for concepts from throughout the curriculum as well as new frameworks and technology to place within their portfolio. They will practice discussing and if needed defending the elements they have selected.
Semester Credits: 2.5
Prerequisite: Completion of all other courses in Computer Science and Frontend Web Development

PRO1200 Professional Seminar – Dev Ops
In this course, Dev Ops students will review all projects completed during their education and establish criteria for concepts from throughout the curriculum as well as new frameworks and technology to place within their portfolio. They will practice discussing and if needed defending the elements they have selected.
Semester Credits: 3
Prerequisite: Completion of all other courses in Computer Science and DevOps Engineering

PRO1300 Professional Seminar – ARVR
In this advanced course, ARVR students will review relevant projects and develop their portfolio project pitch and then develop the project that successfully reflects their educational experiences and demonstrate the type of employee they will be. They will also practice using all available tools to manage the interviews and their career path.
Semester Credits: 6
Prerequisite: AP1600

PRO1400 Professional Seminar – Web Stack
In this advanced course, Web Stack students will review relevant projects and develop their portfolio project pitch and then develop the project that successfully reflects their educational experiences and the demonstrate the type of employee they will be. They will also practice using all available tools to manage the interviews and their career path.
Semester Credits: 3.5
Prerequisite: WD1700

PRO1500 Professional Seminar – System Programming
In this advanced course, System Programming students will review relevant projects and develop their portfolio project pitch and then develop the project that successfully reflects their educational experiences and demonstrates the type of employee they will be. They will also practice using all available tools to manage the interviews and their career path.
Semester Credits: 3
Prerequisite: LP1500

PRO1600 Professional Seminar – Machine Learning
In this advanced course, Machine Learning students will review relevant projects, develop their portfolio project pitch, and then develop the project that successfully reflects their educational experiences and demonstrates the type of employee they will be. They will also practice using all available tools to manage the interviews and their career path.
Semester Credits: 3
Prerequisite: ML1900

SA1000 Introduction to System Administration
This course will introduce students to the foundation of system administration. It will include exploration of web servers, firewalls, SSH and other elements related to this field.
Semester Credits: 2
Prerequisite: None

WB1000 Foundations of Backend Programming
Students will be introduced to key elements of backend programming languages. This includes things such as functions, expressions and comprehension.
Semester Credits: 1
Prerequisite: None

WB1100 Beginning Backend Programming
In this course, students will gain knowledge of backend programming and its applications to beginning testing and integrations.
Semester Credits: 1
Prerequisite: WB1000

WB1200 Intermediate Backend Programming
This course will continue student's explorations of backend programming and its applications to professional situations.
Semester Credits: 2.5
Prerequisite: WB1100

WB1300 Advanced Backend Programming
In this course, students will apply all their backend programming knowledge to common problems that they may confront in their professional work situations.
Semester Credits: 1.5
Prerequisite: WB1200

WD1000 Beginning Web Development
In this course, students will learn beginning web development skills. They will create from the backend to the front-end a complete web application.
Semester Credits: 3
Prerequisite: None

WD1100 Intermediate Web Development
This course is finalizing the creation of a complete web application by adding data persistency and dynamic front-end.
Semester Credits: 2.5
Prerequisite: WD1000

WD1200 Advanced Web Development
In this advanced course, students take their experiences in earlier web development courses and apply them to a real-world web development problem and allow them to apply their skills to the situations presented.
Semester Credits: 2.5
Prerequisite: WD1100

WD1300 Beginning Website Integration
This course focuses on developing integration techniques that students will have to apply to every day of their Frontend job.
Semester Credits: 2.5
Prerequisite: WP1100

WD1400 Beginning Website User Interfaces
This course makes use of modern web user interface frameworks for building basic web applications.
Semester Credits: 2
Prerequisite: WD1300

WD1500 Intermediate Website User Interfaces
This course explores intermediate concepts of modern web user interface frameworks for building responsive web applications.
Semester Credits: 4
Prerequisite: WD1400

WD1600 Advanced Website User Interfaces
Students in this course will improve their skills on modern web applications by extending into mobile native application

and consuming new way of data transfer.
Semester Credits: 2.5
Prerequisite: WD1500

WD1700 Intermediate Website Integration
In this course, students will have the opportunity to implement a complex modern web application from a designer file.
Semester Credits: 1.5
Prerequisite: WD1600

WP1000 Beginning Web Programming
In this course, students will learn foundational elements of modern languages for web development and explore how they apply to real world situations.
Semester Credits: 1.5
Prerequisite: None

WP1100 Foundations of Web Styling
This course introduces the field of styling frameworks for integrating a web interface.
Semester Credits: 1.5
Prerequisite: WP1000

WP1200 Intermediate Web Programming
In this course, students will continue their work in web programming by approaching techniques of dynamic web interfaces and client storage.
Semester Credits: 1.5
Prerequisite: WP1000

WP1300 Beginning File Management
In this course, students will explore how to implement modern applications programming interfaces and file management applications.
Semester Credits: 1.5
Prerequisite: None

WU1000 Beginning User Management
This course introduces students to user management concepts like personal data and authentication.
Semester Credits: 3
Prerequisite: None

WU1100 Beginning Data Storage
Students will learn the difference and application of relational databases, not relational database and key-value storage database.
Semester Credits: 1
Prerequisite: None

WU1200 Data Management
In this class, students will learn optimization techniques for managing applications that are processing large amounts of information.
Semester Credits: 1.5
Prerequisite: WU1100

WW1000 Beginning Web Stack Design
Students will be introduced to the foundational structures behind programming for the web: HTML/CSS/developer tools. Students will apply their knowledge to projects they are presented with.
Semester Credits: 2
Prerequisite: None

WW1100 Foundations of User Interfaces
In this course, students will learn the process of an interface creation by taking the role of a designer.
Semester Credits: 1.5
Prerequisite: None

WW1200 Intermediate Web Stack Design
This course builds on the foundational knowledge of HTML/CSS for exploring deeper concepts of web integration and interfaces.
Semester Credits: 2.5
Prerequisite: WW1000

ADMINISTRATIVE POLICIES

COMPLAINTS / GRIEVANCE POLICY / GRIEVANCE PROCEDURES

If a grievance is not resolved by the Director of Education to the student's satisfaction, the student may contact the Executive Director at Holberton School, 15 N Cheyenne Ave., Tulsa, Oklahoma 74103. You may also email your complaint to tul-legal@holbertonschoool.com.

Complaints filed with the Oklahoma Board of Private Vocational Schools must be in writing and shall be in accordance with OAC 565:1-3-2. A copy of these requirements will be provided upon request to the Executive Director. Complaints will be subject to the statute of limitations as allowed in the Oklahoma Statutes.

Oklahoma Board of Private Vocational Schools,3700 North Classen Blvd., Suite 250 Oklahoma City, OK 73118 p: 405.528.3370

SEXUAL CRIMES AND PREVENTION

Holberton School has a zero-tolerance for sexual harassment in the workplace and/or school. Sexual offenses, including crimes of harassment, assault, dating violence, domestic violence, and stalking are prohibited. No-one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Employees and students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

The policy regarding sexual crime prevention programs and the procedures to be followed if such an offense occurs, are delivered to each enrolled student during orientation and biennially to employees and can be provided upon request. Holberton has a zero-tolerance policy for crimes of dating violence, domestic violence, sexual assault, and stalking. This policy is also located on the website's Code of Conduct section: https://www.holbertontulsa.com/code_of_conduct.

DRUGS AND ALCOHOL

Holberton is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires Holberton School to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Holberton's standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on Holberton School property or during any Holberton School activity on or off-campus. If any student is suspected of drug or alcohol use or abuse, Holberton School reserves the right to request drug/alcohol testing and/or counseling. In addition, actions up to and including termination of enrollment may ensue.

ANTI-HARASSMENT POLICY

Holberton's practice is to ensure that employees, students, and outside vendors enjoy an environment that is based upon mutual respect, trust, and dignity. Holberton is committed to providing a learning environment that is free of harassment. Harassment of any kind will not be tolerated and includes:

- actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, disability, or any other protected status.
- actions intended to intimidate or cause fear; and
- any form of unwelcome behavior of a sexual nature including verbal, nonverbal, written, and physical actions.

This extends to discrimination or harassment, based on the protected classes, including the creation of an intimidating, hostile, or offensive working or learning environment through on-campus conduct, off-campus conduct, or the online/virtual environment if the conduct is in connection with School operations or a School-sponsored program.

This policy applies to conduct that occurs on any part of the School, it's campuses, other locations or property. It also applies to online speech, such

as social networking sites, and when students travel off-campus as part of a School sponsored activity, organization, or event. Additionally, the School has the discretion to extend the reach of this policy to conduct prohibited under this policy that occurs off-campus, and/or during a time when the School is not in session, if in the School's view such conduct seriously affects the interests of the School or any member of the School community; or occurs in close proximity to the School and is connected with prohibited conduct on the School's campus.

An individual who has reason to believe that he or she is the victim of sexual or another form of harassment should immediately report the incident to his or her campus' Executive Director in written form. An investigation will be initiated no later than five (5) working days and corrective action is taken when warranted. No action will be taken against those reporting harassments, regardless of the investigation's outcome. Those found to be engaging in any form of harassment will be subject to termination.

CAMPUS SECURITY

Weapons are not permitted on campus. Students with weapons will not be allowed to attend class or participate in scheduled school activities. All students and employees are encouraged to report any violation of the above regulation to the Executive Director. All other criminal activity will also be reported to the Executive Director. The institution and its campuses strive to provide a safe, secure learning environment. However, Holberton School cannot be held responsible for the loss of personal property brought onto the campus or in the parking lot. Please always secure your possessions.

EMERGENCY ACTION PLAN

In the event of an emergency that involves a student, a school administrator will call 911. Emergency situations are possible broken bones, loss of consciousness, seizure or significant bleeding, chest pain or discomfort, and difficulty breathing. The student will be transported to the closest facility available for treatment. If a student declines treatment, he or she can make their own arrangements to be seen by their health care provider. Under no circumstances will Holberton School associates provide treatment or diagnosis of any situation. Nor will any student be transported to a medical facility by any Holberton School employee.

ACADEMIC FREEDOM

Holberton School is committed to ensuring academic freedom to all members of the school.

Holberton School encourages its institution members and students to engage in discussion and dialog.

Students and institution members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

INTELLECTUAL PROPERTY – OWNERSHIP POLICY

This Student Catalog, all Holberton School resource materials, and the entire curriculum of the Holberton School including example computer program source code, documentation, comments, presentation slides, handouts, texts or other works of authorship ("Curriculum Material") are owned by the institution and/or its authors or licensors, are material capital assets of the institution and/or its licensors and may not be used, copied, distributed, displayed, performed or form the basis of derivative works except as set forth in this policy. Copyright © Holberton School 2020. All rights reserved. Use of the Curriculum Material is limited to personal, educational use by individually enrolled students in the course of their studies, projects and examinations at the institution. Except for a reasonable number of copies for private personal, educational use in connection with the Curriculum or for use in your job search, students may not reproduce the Curriculum Material in copies, distribute the Curriculum Material to others or display, publicly perform or prepare derivative works of the Curriculum Material. Any purported permission, license or grant of an exception to the foregoing policy shall be invalid unless it is set forth in a writing signed by an authorized representative of the Holberton School specifically referencing this paragraph.

The Holberton School respects the intellectual property rights of others and encourages all students to do so. Subject to applicable law, computer program source code or any other work of authorship such as notes, presentation slides, documentation and the like that is originally authored by a single student in the course of studies or projects at the institution shall be owned for copyright purposes by that single student, and not by Holberton School. Subject to applicable law, computer program source code or

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any other work of authorship such as notes, presentation slides, documentation and the like that is originally authored by two or more students in the course of collaborative studies or projects at the institution shall be jointly owned for copyright purposes by those two or more students, and not by Holberton School; in this sentence, "jointly owned" means that each student among the two or more students shall own an undivided whole interest in the entire work and shall be free to exploit that work without permission, license, royalty or other fee or compensation with respect to the other student(s).

STUDENT RIGHTS / FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's educational records within 45 days after the day Holberton School receives a request for access. A student should submit to the Director of Education, a written request that identifies the record(s) the student wishes to inspect. The Director of Education will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is employed by the School in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, regulatory entities, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the School. Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. Holberton will make reasonable attempts to notify each student of these disclosures.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Holberton School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance
Office U. S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

Holberton School is legally permitted to disclose directory information without the student's prior written consent. The School designates the following items as directory information: student's name; dates of attendance; location of attendance; email address; website address; program of study; participation in officially recognized activities; degree, diplomas and certificates awarded; enrollment status (i.e.,

enrolled, active, future enrolled student, reentry, on leave of absence, withdrawn, etc.).

Students may request that Holberton School not disclose any or all their directory information. Requests for non-disclosure must be in writing with the Director of Education. This policy is also located at:
https://holbertontulsa.com/privacy-policy/.

Directory Information

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining the prior written consent of the student in the following instances:

- To other school officials, including instructors, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to

conduct any audit, evaluation, or enforcement of compliance activity on their behalf. Disclosures may also be made in connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. The School has defined directory information as the student's name, address, phone number, e-mail address, birth date, enrollment status/grade level, date of graduation, degrees and honors received, photos, major field of study, dates of attendance, participation in officially recognized activities and sports, most recent institution attended, and student identification. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use this right to opt-out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.
- No information will be released to any person(s) on the telephone or via email.

STUDENT RECORDS

All students attending Holberton School have the right to review their financial and academic records, including grades and attendance. A student may request, in writing, a printout of their current attendance record, unofficial transcript, or student schedule. Information will not be passed on via another student. Other information must be requested through the Executive Director in writing. Students may request a record review by writing the Executive Director at the address at the front of the catalog. Such a review will be allowed at regular hours under appropriate supervision. Students may also obtain copies of their records at a charge of $1.00 per page. Challenging any of the records must be done in writing, clearly stating the concerns. A meeting may be held, if required, to go over concerns involving the records. Written consent from a student is required before records are released to third parties unless otherwise required by law. Student record information will be used to accomplish reporting and administrative requirements specified by authoritative agencies.

RECORD KEEPING

Grades, attendance, progress, admissions, and financial documents are maintained by the school. Academic transcripts are available upon request. Holberton reserves the right to withhold the issuance of a transcript to a student who financially indebted and/or not in good standing with the school. There is no charge for the first transcript sent. Subsequent transcripts are $25 each.

CONSUMER INFORMATION

Consumer Information is a collection of information provided for students, prospective students, staff, and the general public who wish to review the licensure, recognition, or approvals may contact the Executive Director. The Holberton School Consumer Information webpage is available at https://holbertontulsa.com/privacy-policy/.

EQUAL STANDARDS

All students attending Holberton must adhere to the same standards. All students must maintain the same grade, attendance, behavior, admission, and drug-free requirements. All students have the right to appeal decisions made by the school.

PROGRAM COSTS & FINANCIAL OPTIONS

PROGRAM COSTS

FULL-TIME	Computer Science and Augmented Reality and Virtual Reality	Computer Science and Full-Stack Web Development	Computer Science and Linux Programming, Advanced Algorithms, and Blockchain	Computer Science and Machine Learning
Program Length	20 months	20 months	20 months	20 months
Estimated Tuition 1st Year	$30,000	$30,000	$30,000	$30,000
Estimated Tuition 2nd Year	$20,000	$20,000	$20,000	$20,000
Estimated Total Tuition Cost	$50,000	$50,000	$50,000	$50,000
Estimated Total Book & Supplies	$0	$0	$0	$0
Estimated Total Program Costs	$50,000	$50,000	$50,000	$50,000

FULL-TIME	Computer Science and Backend Web Development	Computer Science and Dev Ops Engineering	Computer Science and Frontend Web Development
Program Length	12 months	12 months	12 months
Estimated Tuition 1st Year	$30,000	$30,000	$30,000
Total Tuition Cost	$30,000	$30,000	$30,000
Estimated Total Book & Supplies	N/A	N/A	N/A
Estimated Total Program Costs	$30,000	$30,000	$30,000

REGISTRATION FEE

Holberton School does not charge students a registration fee.

TECHNOLOGY FEE

Holberton School does not charge a technology fee to students taking course in a DE and DE-Blended format.

COST OF LIVING

In addition to the institutional charges, students should plan for their cost of living while attending school. The student would want to consider room and board, transportation, personal expenses, etc., when making their decision to attend school. Estimates of these additional costs can be provided by the Finance office.

FINANCIAL AID DISCLOSURE

Holberton is not an accredited school and does not participate in state or federal financial aid programs (Title IV funding). Therefore, students enrolled in a Holberton program are not eligible to participate in Federal student loans. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STUDENT LOANS

If the student obtains a personal loan to pay for tuition, the student will have the responsibility to repay the full amount of the loan plus any interest, less the amount of any refund.

STUDENT FINANCIAL OPTIONS

Financial options will be discussed during the admissions process. Retail Installment Agreements are available. Students should contact the Finance department for information.

SCHOLARSHIPS

Scholarships may be available to qualified students throughout the year from outside organizations. It is the responsibility of the student to seek and complete any required information for obtaining a scholarship. The Bursar at your campus will assist students in gathering required information or completing forms necessary to submit an application. It is also the student's responsibility to notify the Finance office if a scholarship is awarded. See your title for more details.

CANCELLATION POLICY

A full refund of all monies paid will be made: if an applicant is not accepted by the school; if an applicant cancels their Enrollment Agreement by notifying the school in writing within three days of enrollment, or within three days after visiting the school (excluding Saturdays, Sundays, and holidays); or in the event of school closure prior to the start of training. A full refund of any monies paid will be made if an applicant cancels their Enrollment Agreement prior to attending classes or does not commence training. All refunds will be made within 30 days from the date the Enrollment Agreement is cancelled.

REFUND POLICY

The policy shall apply to student withdrawals and School initiated terminations. Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

a) Notify the School of withdrawal or the actual date of withdrawal; or

b) the School terminates the enrollment; or

c) Students fail to attend any classes for ten (10) consecutive business days, excluding scheduled breaks of 5 or more calendar days.

The student's refund calculation is based on the student's current academic year's enrollment cost, number of contracted calendar days, number of calendar days completed as determined by the last date of recorded attendance (excluding scheduled breaks of 5 or more calendar days and days that a student was on approved leaves of absence).

The refund calculation is a pro-rated refund policy based on the percent of contracted calendar days completed by the student, up to 60%. If the student attends 0 to 59.9% of the contracted calendar days - the tuition will be adjusted to a pro-rata amount. (Calculated by Number of actual calendar days completed divided by the total contracted calendar days) If the student attends 60% or more than the contracted calendar days, the student will owe 100% of tuition. Example: **First-30 days withdrawal**: For a student terminating training after entering school and starting the course of training but within the 30 days, a 100% of the tuition will be refunded. **After the first 30 days**: For a student terminating training after one week but within the first 25% of the academic year, the tuition retained by the school shall not exceed 25% of the contract price of the program plus $150.00. **After 60%**: A student completing more than 60% of the program's academic year is not entitled to a refund of any tuition.

All refunds will be made within 30 days from the date of cancelation or withdrawal determination. The school may write off a credit balance less than $25.

Extraordinary Circumstances: In case of student prolonged illness or accident, death in the

family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

LAST DATE OF ATTENDANCE AND DATE OF DETERMINATION

A student's withdrawal date is the last date of attendance (LDA). The date of determination (DOD) is dependent upon whether the student officially or unofficially withdraws.

Official Withdrawal

If the school receives notification within 10 consecutive business days of the student's LDA that the student has withdrawn, the withdrawal is considered "official". The DOD is the earliest of, the date the school received the notification or 10 calendar days from the student's LDA.

If the student notifies the school that they will be withdrawing on a future date and continues to attend school until that date, the withdrawal is considered "official" and the DOD is the LDA.

If a student does not return from a leave of absence (LOA) and has not provided an appropriate request for an extension to that LOA, the withdrawal is considered "official" and the DOD is the date the student was scheduled to return from the LOA.

If the school initiates withdrawing a student within 10 consecutive business days of the student's LDA, the withdrawal is considered "official". The DOD is the earliest of the date the school received the notification or 9 calendar days of the student's LDA.

Unofficial Withdrawal

If the student stops attending for 10 consecutive business days without providing official notification to the school, the withdrawal is considered "unofficial" and the DOD is the 10th calendar day after the student's LDA. (The 10-day period does not include scheduled breaks of 5 or more calendar days.)

ACADEMIC YEAR DEFINITIONS

An Academic Year is made up of 30 weeks of instructional time and a minimum of 24 semester credit hours.

SCHOOL BREAK SCHEDULES

Instructional activity is continuous through the year with the following scheduled breaks:

Observed Holidays and Break Schedule: 2022 (For students who started in June 2021)	
Labor Day	09.05.2022
Thanksgiving	11.24-25.2022
Winter Break	12.21.2022 -01.01.2023
Martin Luther King Day	01.16.2023

Observed Holidays and Break Schedule: 2022-2023 (For students who started in July 2021)	
Labor Day	09.05.2022
Trimester Break	10.14-10.20.2022
Thanksgiving	11.24-25.2022
Winter Break	12.24.2022 -01.01.2023
Martin Luther King Day	01.16.2023

Observed Holidays and Break Schedule: 2022 (For students who started in Sept 2021 or later)	
Summer Break	08.19-26.2022
Labor Day	09.05.2022
Thanksgiving	11.24-25.2022
Winter Break	12.21.2022 -01.05.2023

Observed Holidays and Break Schedule: 2023-2024 (For students who started in Sept 2021 or later)	
Martin Luther King Day	01.16.2023
Spring Break	04.26 – 05.05.2023
Memorial Day	05.29.2023
Independence Day	07.04.2023
Summer Break	08.25 - 09.04.2023
Thanksgiving	11.23-24.2023
Winter Break	12.23.2023-01.01.2024

Observed Holidays and Break Schedule: 2024 (For students who started in Sept 2021 or later)	
Martin Luther King Day	01.15.2024
Spring Break	04.22-26.2024
Memorial Day	05.27.2024
Juneteenth	06.19.2024
Independence Day	07.04.2024
Summer Break	08.19-23.2024
Labor Day	09.02.2024
Thanksgiving	11.21-22.2024
Winter Break	12.18.2024-01.03.2025

Observed Holidays and Break Schedule: 2025 (For students who started in Sept 2021 or later)	
Martin Luther King Day	01.20.2025
Spring Break	04.28-05.02.2025
Memorial Day	05.26.2025
Juneteenth	06.19.2025
Independence Day	07.04.2025
Summer Break	08.25-29.2025
Labor Day	09.01.2025
Thanksgiving	11.27-28.2025
Winter Break	12.22.2025 -01.02.2026

ESTIMATED GRADUATION DATES

Start Dates	January 3, 2022	May 2, 2022
Full-Time Programs	**Estimated Graduation Dates**	
Computer Science and Frontend Web Development	12.20.2022	04.25.2023
Computer Science and Backend Web Development	12.20.2022	04.25.2023
Computer Science and DevOps Engineering	12.20.2022	04.25.2023

Start Dates	June 7, 2021	July 12, 2021	September 7, 2021	January 3, 2022	May 2, 2022	August 29, 2022
Full-Time Programs		**Estimated Graduation Dates**				
Computer Science and Machine Learning	01.20.2023	02.20.2023	04.25 2023	08.24.2023	12.22.2023	12.22.2023
Computer Science and Full Stack Web Development	01.20.2023	02.20.2023	04.25 2023	08.24.2023	12.22.2023	12.22.2023
Computer Science, Linux Programming, Advanced Algorithms, and Blockchain	01.20.2023	02.20.2023	04.25 2023	08.24.2023	12.22.2023	12.22.2023
Computer Science and Augmented Reality & Virtual Reality	01.20.2023	02.20.2023	04.25 2023	08.24.2023	12.22.2023	12.22.2023

Start Dates	January 6, 2023	May 8, 2023	September 5, 2023	January 2, 2024	April 29, 2024
Full-Time Programs	**Estimated Graduation Dates**				
Computer Science and Machine Learning	08.16 2023	12.17.2024	04.23.2025	08.23.2025	12.20.2025
Computer Science and Full Stack Web Development	08.16 2023	12.17.2024	04.23.2025	08.23.2025	12.20.2025
Computer Science, Linux Programming, Advanced Algorithms, and Blockchain	08.16 2023	12.17.2024	04.23.2025	08.23.2025	12.20.2025
Computer Science and Augmented Reality & Virtual Reality	08.16 2023	12.17.2024	04.23.2025	08.23.2025	12.20.2025