2017 – 2018 School Catalog

Campus/Headquarters

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VOLUME No. 4
Effective date 11/1/2017

Conditionally Licensed by the
Arizona State Board for Private Postsecondary Education
www.azppse.gov

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GENERAL INFORMATION

Catalog Rights and Changes. This catalog is effective as of November 1st, 2017. Special care is given to ensure information in this publication is an accurate description of programs, policies, procedures, facilities, personnel, and other matters relevant to the operation of EXETER EDUCATION.

It is the intention of EXETER EDUCATION to protect the rights of students with respect to curriculum and completion requirements. There are times when catalog requirements may change. EXETER EDUCATION will make every effort to ensure a students' program plan does not change wherever possible.

EXETER EDUCATION has the right at its discretion to make reasonable changes in program content, class schedules, materials and equipment, as it deems necessary in the interest of improving the student's educational experience. EXETER EDUCATION reserves the right to make changes in policy and procedures as circumstances dictate. When ongoing federal, state, accreditation and/or professional changes occur that affect students currently in attendance, EXETER EDUCATION will make the appropriate changes and notify the students accordingly. EXETER EDUCATION will authorize substitutions for discontinued courses where appropriate.

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

HISTORY

Since 2013, EXETER EDUCATION has been preparing students for successful, rewarding careers in the field of software engineering. Through accelerated and immersive courses led by expert instructors, our students become accustomed to thinking like a developer and adapting to the dynamics of working on an Agile software team.

As technology continues to evolve at an increasingly rapid rate, students need more than a kick-start to a good job, they need a persistent career development partner. That's why EXETER EDUCATION graduates are encouraged to return as often as needed, free of charge, to refresh their knowledge, learn new technologies and find new opportunities. Our coding bootcamp centers on the needs of today's hard working software teams and hiring managers. From learning to code, creating a fully-functional web application, interview readiness training and so much more, our focus is preparing students to meet the demands of employers.

MISSION

The mission of EXETER EDUCATION is simple: Make Successful Developers.

OBJECTIVES

- Provide CLASSROOM BASED INSTRUCTION & ONLINE COMPUTER BASED LEARNING in coding languages that meet employer demand
- Implement new programs in coding languages that meet ongoing technology changes
- Promote a work environment that allows for the hiring and retention of top personnel
- Provide an individualized approach for job search strategies to each student

APPROVALS

Conditionally Licensed by the Arizona State Board for Private Postsecondary Education, www.azppse.gov, 1400 W. Washington, Room 260, Phoenix, AZ 85007, (602) 542-5709.

The school is an unaccredited school and is not eligible for federal financial aid programs.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT

EXETER EDUCATION is located at 8444 North 90th St. Suites 105,110,115, Scottsdale, AZ, 85258. The approximately 10,400 square feet facility has office space for employees, an open area for team work and ample classroom space. The facility has ample parking to accommodate Students and staff.

LEARNING RESOURCES

Students have access to EXETER EDUCATION online resources 24/7. Other information and resources that a student may need are located on the internet.

CAMPUS DIRECTOR

Nick Suwyn, Administrative Director

FACULTY AND STAFF MEMBERS

Chris Coleman, Chief Executive Officer
David Weems, Chief Operations Office
Nick Suwyn, Director of Academics/Campus Director
Paris Johnson, Direct of Student Services
Jamie Williams, Director of Admissions
Brent Watson, Director of Career Services
Jesse Tomchak, Instructor
Jason Tennant, Instructor

OWNERSHIP INFORMATION

EXETER EDUCATION is owned by Exeter Education, LLC. The corporate office is located at 8444 N 90th St Suite 105, 110, 115; Scottsdale, AZ 85258. Exeter Education, LLC is the majority owner and acts as the board manager.

LIST OF PROGRAMS OFFERED
>   Full Stack Web Development
>   Data Science
>   Cyber Security (Planned for January 2018)
>   Computer Support Specialist (Planned for January 2018)

TUITION AND FEES

IMMERSIVE GROUND/DATA SCIENCE (Online)	Paid in Full	STRUCTURED ONLINE	Paid in Full
Tuition	13,800.00	Tuition	11,800.00
Enrollment Fee	100.00	Enrollment Fee	100.00
Books	0.00	Books	0.00
Supplies	0.00	Supplies	0.00
Tools	0.00	Tools	0.00
Laboratory Fee	0.00	Laboratory Fee	0.00
Total Cost	13,900.00	Total Cost	11,900.00

Course materials such as books and software are included in the tuition. Students must supply their own laptop, not a tablet.

ANY OTHER EXPENSES
Students are responsible for their own accommodations.

SCHOOL CALENDAR

2018 HOLIDAYS TO BE OBSERVED
When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Day	Monday, January 1st
Presidents Day	Monday, February 19th
Good Friday	Friday, March 30th
Memorial Day	Monday, May 28th
Independence Day	Wednesday, July 4th
Labor Day	Monday, September 3rd
Thanksgiving Day	Thursday, November 22nd
The day after Thanksgiving	Friday, November 23rd
Christmas Eve Day	Monday, December 24th
Christmas Day	Tuesday, December 25th

2017-2018 BEGINNING AND ENDING DATES OF COHORTS

Day Immersive: EXETER EDUCATION starts a new class every 3 weeks' subject to availability of instructors and program interest.

Structured Online: EXETER EDUCATION starts a new class every week subject to availability of instructors and program interest.

SCHOOL HOURS OF OPERATION

Office Hours: 8:00 AM – 6:00 PM local time zone, Monday through Friday.
School Hours: 8:30 AM – 7:00 PM local time zone, Monday through Friday. 8:00 AM – 2:30 PM, Saturdays (when nights/weekend cohorts are being offered)

CLASS SCHEDULES

Day immersive students will attend class Monday through Friday from 8:30 AM to 5:30 PM for approximately twelve weeks.

For day immersive students, a ten-minute break will be taken for the last ten minutes of each hour, and lunch will be from 12:00 PM to 1:00 PM. For evening immersive students, there will be no mealtime, and a ten-minute break will be taken for the last ten minutes of each hour. A course time hour is at least 50 minutes of instruction during a 60-minute period.

ADMISSIONS POLICIES

Individuals applying for this course are required to have:
1. Interview with an admissions representative; and
2. Applicants under the age of 18 require permission from a parent or legal guardian in order to enroll; and
3. Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment

Modalities are defined as:
"CLASSROOM BASED INSTRUCTION", offered as On-Site Immersive by EXETER EDUCATION, at a campus location that is instructor led in a classroom.

"ONLINE COMPUTER BASED LEARNING", offered as Structured Online by EXETER EDUCATION, that is web-based with instructor support or via simulcast.

We will match the modality with the student's learning preference subject to course availability.

Statement of Non-Discrimination. EXETER EDUCATION does not discriminate on the basis of race, color, height, weight, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, EXETER EDUCATION actively encourages applications from members of all groups.

English as a Second Language (ESL) Instruction. EXETER EDUCATION does not currently offer English as a Second Language, Intensive English or English Language Learner instruction. Students must be able to read, write, speak, understand and communicate

effectively in English. All courses are taught in English.

Prospective students for the CLASSROOM BASED INSTRUCTION may enroll up to 7 days prior to the start date of the program. Perspective students for the ONLINE COMPUTER BASED LEARNING, offered as Structured online, may enroll in the program at any time.

TRANSFER OF CREDIT

EXETER EDUCATION does not accept credit for previous education, training or work experience. EXETER EDUCATION does not guarantee transferability of our credits to another institution.

PAYMENT SCHEDULES

- EXETER EDUCATION is not approved to award federal financial aid.
- EXETER EDUCATION partners with a variety of lender organizations to offer students access to personal education payment plans. However, students may choose any lender of their choice. Payment Plan terms, interest rates, and monthly payments are between the student and the lender of choice.
- EXETER EDUCATION offers students who pay in cash a $500 paid in full tuition reduction. Cannot be combined with scholarships.
- EXETER EDUCATION may offer eligible students tuition scholarships as follows:
  1. **Hero Scholarship**
     a. Award Amounts – $500 per student
     b. Eligibility – A student that is a police officer, firefighter, or a teacher.
     c. Application procedure – documentation supporting eligibility must be received prior to the start of class.
     d. Terms and Conditions –Cannot be combined with other scholarships or cash discounts.
  2. **IT Education**
     a. Award Amount – $500 per student
     b. Eligibility – A student that has obtained an Associate's degree or higher in Computer Science or equivalent.
     c. Application procedure –provide EXETER EDUCATION with proof of degree.
     d. Terms and Conditions – 1 scholarship awarded per student (multiple degrees does not mean multiple scholarships), cannot be combined with other scholarships or cash discounts.
     e. Deadline Dates – proof of degree is due within 5 business days of payment of enrollment fee.
  3. **Coding Experience**
     a. Award Amount – $500 per student
     b. Eligibility – A student that has obtained a certificate of completion in a coding-related program or has at least 6 months of full-time work as a developer.
     c. Application procedure – provide EXETER EDUCATION with proof of certificate of completion or pay stub, or equivalent, from employer showing proof of employment as a developer for at least 6 months
     d. Terms and Conditions –1 scholarship awarded per student (multiple certificates does not mean multiple scholarships), cannot be combined with other scholarships or cash discounts.

e. Deadline Dates – proof of certificate of completion or work experience due within 5 business days of payment of enrollment fee.
4. **Armed Services Scholarship**
   a. Award Amounts – $2000
   b. Eligibility – A student that is active/former military.
   c. Application procedure – student must submit a copy of their DD214 or a copy of their orders.
   d. Terms and Conditions –Cannot be combined with other scholarships or cash discounts.

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

CANCELLATION AND REFUND POLICY:

The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting program is cancelled by the school.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid less an enrollment fee of a $100.

Refund after commencement of program:

1. Procedure for withdrawal/withdrawal date:
   A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to Student Affairs via info@exetereducation.com. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
   B. For a student who is on authorized Leave of Absence ("LOA"), the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
   C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 15 consecutive class days.
   D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:
   A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition less the enrollment fee of $100.
   B. After the commencement of classes, the tuition refund (less the enrollment fee of $100), amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%

More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

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

      a.   When the school receives written notice of the student's intention to discontinue the training program; or,

      b.   When the student is terminated for a violation of a published school policy which provides for termination; or,

      c.   When a student, without notice, fails to attend classes for thirty calendar days.

Books, supplies and fees are included in the tuition and refunded under the tuition refund policy.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence, within 30 days of the date the student was scheduled to return from the LOA and did not return.

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

      a.   Whether the postponement is for the convenience of the school or the student, and;

      b.   A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

PROGRAMS

Full Stack Web Development
This course offers a certificate of completion.

Objectives
Students completing this course will be skilled in the following areas: JavaScript, HTML, CSS, REST API, Web application servers, SQL and NoSQL database systems, Git source control system.

This is an instructor led or instructor supported training course that targets the needs of individuals who want to start a career in web development in applying the latest web languages and software programming concepts, such as: authentication and authorization, RESTful API's, and advanced database structures such as many to many relationships. It will allow for job opportunities in fields such as: front end development, back end development, and full stack development.

After completing this course, students will be able to:
- Understand and use JavaScript
- Develop and maintain websites using HTML
- Control the style and layout of multiple webpages using Cascading Style Sheets (CSS)
- Implement server-side functionality using a back-end programming language
- Build and deploy standalone console applications
- Use a front-end framework such as Angular or React to produce interactive UIs
- Build web enabled applications using a web framework
- Build service-oriented, n-tier applications
- Develop SQL and NoSQL based database applications

This program is delivered by CLASSROOM BASED INSTRUCTION or ONLINE COMPUTER BASED LEARNING.

The program requires a PC running Windows 7 or newer with a minimum of 8GB of RAM.

Complete Listing of Subjects & Synopsis

SUBJECT IDENTIFYING NUMBER	SUBJECT TITLE	SUBJECT HOURS Lecture/Lab/total	PREREQUISITES	COMPLETE SYNOPSIS
Week 1	Coding from Scratch	30 / 10 / 40	Admission to Course	Students have the opportunity to learn how to use HTML, CSS and JavaScript to create web sites. Students will also learn how to use the Git Source Control System to manage their source code and share it with others.

Week 2	Front End Foundations	30 / 10 / 40	Week 1	Students have the opportunity to learn advanced JavaScript, interacting with the DOM, retrieving data from remote sources, and more advanced layout techniques.
Week 3	Front End Frameworks	30 / 10 / 40	Week 2	Students have the opportunity to learn a JavaScript framework which turns up the power of JavaScript so that you can do more in less code and use AJAX to create Single Page Applications.
Week 4	Database Foundations	20 / 20 / 40	Week 3	Students have the opportunity to learn what databases are and the way we store information for persistence in our applications. Students will utilize both SQL and NoSQL databases and be able to identify the appropriate use cases for each.
Week 5	Programming Foundations	20 / 20 / 40	Week 4	Students have the opportunity to learn a back-end language and its associated programming environment. Students will construct simple programs utilizing console based output.
Week 6	Back End Foundations	10/ 30 / 40	Week 5	Students have the opportunity to learn a web server technology stack. Students will be able to respond to HTTP requests and return both HTML and JSON responses. Students will learn how to build RESTful APIs.
Week 7-12	Group Project	20/ 220/ 240	Week 1-6	Students spend days in coding sessions that shows off what a small team of dedicated new developers can get accomplished on a much more robust and complete project.
Total Hours for Course Completion			160 / 320 / 480	

Requirements for Completion

Students are required to participate in the final group project as an active member of the team. Daily evaluations are done as to their involvement in the final projects. Additionally, students must complete an individual project on a topic of their choosing that meets these requirements:

1. Student projects must be approved by an instructor or director.
2. Student's project must be aesthetically pleasing.
3. Student applications must utilize a SQL or NoSQL data store
4. Student must utilize a front-end framework to enable SPA functionality
5. Student must make at least one AJAX call that solves a real problem
6. Student must be a helpful, active participant in the group project
7. Student must complete the Resume Building and Interview Preparation exercises
8. Student must have passing grade (2.0) upon completion of the final week of the course
9. Student must be current on financial obligations

Data Science

This course offers a certificate of completion.

Objectives
Students completing this course will be skilled in the following areas: Data Analysis, Hypothesis Testing, Data Visualization, Metric Development, Process Control, Machine Learning, Modeling, and Optimization. Students will learn to do these analyses using Python and R.

This is an instructor led or instructor supported training course that targets the needs of individuals who want to start a career in data analysis and data science. It prepare students for job opportunities in various industries, including manufacturing, finance, insurance, health care, and retail.

After completing this course, students will be able to:
- Mine datasets for better understanding
- Create metrics, and implement monitoring plans
- Create models for prediction and planning
- Implement Machine Learning algorithms
- Use regression analysis to explain relationships
- Create visualizations
- Test various hypotheses in a designed experiment
- Prepare and deliver findings reports to all audiences

This program is delivered by ONLINE COMPUTER BASED LEARNING.

The program requires a PC running Windows 7 or newer with a minimum of 4GB of RAM.

Complete Listing of Subjects & Synopsis

SUBJECT IDENTIFYING NUMBER	SUBJECT TITLE	SUBJECT HOURS Lecture/Lab/total	PREREQUISITES	COMPLETE SYNOPSIS
Week 1-2	Basic Statistics	20 / 20 / 40	Admission to Course	Students will learn the fundamentals needed to be successful throughout the rest of the program. Topics covered here are probability, Bayes Theorem, variable types, descriptive statistics, common distributions, and statistical inference.
Week 3-4	Programming Foundations in Python	20 / 20 / 40	Week 1-2	Students will learn the fundamentals of programming using the Python language. Topics covered here are algorithms, Boolean logic, data types, data structures, object oriented programming, best practices, and debugging.
Week 5-6	Databases	20 / 20 / 40	Week 3-4	Students will learn the fundamentals of organizing and extracting data using SQL and noSQL databases.

Week 7-8	Statistical Programming in R	20 / 20 / 40	Week 5-6	Students will learn the fundamentals of using the statistical software package R, including loading data, accessing libraries to utilize functions, and data manipulation. R will be used throughout the course to conduct analyses.
Week 9-10	Metrics and Data Processing	20 / 20 / 40	Week 7-8	Students will learn the fundamentals of creating and monitoring metrics, and will be exposed to the common practices in contemporary business settings. The principles of statistical process control will be taught and practiced. Other methods of monitoring data, such as cusum charts and moving average charts will also be taught and practiced.
Week 11-12	Data Wrangling and Visualization	20 / 20 / 40	Week 9-10	Students will learn the fundamentals of manipulating data to facilitate analysis. In addition, several common tools for visualization will be taught and practiced. Supporting metrics and measures that accompany the visualizations will be used.
Week 13-14	Intermediate Statistics	20 / 20 / 40	Week 11-12	Students will learn to use hypothesis testing as part of the scientific method, and will learn and practice various basic scenarios for hypothesis testing, including one sample z- and t- tests, two sample tests (paired and unpaired), analysis of variance, one- and two-proportion tests, and the Chi-square test for independence.
Week 15-16	Machine Learning and Modeling	20 / 20 / 40	Week 13-14	Students will learn the fundamentals and practices for several machine learning techniques, including clustering, decision trees, random forests, Bayesian networks, etc. and will understand the difference between supervised and non-supervised systems. In addition to machine learning, students will learn useful modeling techniques, including linear regression, non-linear regression, logistic regression, and step-wise regression.
Week 17-18	Intro to Big Data	20 / 20 / 40	Week 15-16	Students will learn the fundamentals and history of big data, and will practice with exercises in distributed computing. Other popular big data tools will be introduced.
Week 19-24	Group Project	20 / 100 / 120	Week 1-16	Students will learn to complete a thorough data mining, analysis and modeling exercise in a group setting.
Total Hours for Course Completion			200 / 280 / 480	

Requirements for Completion

Students are required to participate in the final group project as an active member of the team. Daily evaluations are done as to their involvement in the final projects. Additionally, students must complete an individual project on a topic of their choosing. The project may include experimental design and data collection, and will be completed using several of the following techniques to bring the data to life:

1. Experimental design and hypothesis testing
2. Modeling
3. Machine Learning techniques
4. Process monitoring
5. Visualization
6. Student projects must be approved by an instructor or director.
7. Student must be a helpful, active participant in the group project
8. Student must complete the Resume Building and Interview Preparation exercises
9. Student must be current on financial obligations

LENGTH OF TIME IN WEEKS REQUIRED FOR COMPLETION OF PROGRAM

On average, the CLASSROOM BASED INSTRUCTION program take 12 weeks to complete. Students enrolled in the ONLINE COMPUTER BASED LEARNING program are allowed a total of 6 months to complete the program.

GRADING AND MARKING SYSTEM USED

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 – 69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

INCOMPLETES

Additionally, an incomplete may be given to students who are not in compliance with the tardy policies.

A grade of Incomplete may be assigned for a course when circumstances beyond a student's control -such as death of a close relative, illness, injury, or family emergency - prevent the student from completing the course work on time.

Arrangements must be made with the instructor to complete the make-up work within two weeks of the end of the course of study. If no arrangements are made, the student

will receive "0" points for any outstanding work and the Incomplete ("I") grade will be converted to the grade the student earned based on the cumulative course points received.

WITHDRAWAL

An official withdrawal occurs when you, as an enrolled student, decide you must leave EXETER EDUCATION at any time after starting the course. Leaving the course without completing the official withdrawal process may result in the assignment of a temporary or failing course grade.

a) A student choosing to withdraw from the school after the commencement of the course is to provide written notice to the Campus Director.

b) The notice is to indicate the expected last date of attendance and be signed and dated by the student.

An administrative withdrawal occurs when you, as an enrolled student are not in compliance with attendance, satisfactory progress and/or the code of conduct policies.

Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another EXETER EDUCATION course following approval by the Campus Director.

All students will be responsible for the tuition and fee charges associated with the course and other charges related to attending EXETER EDUCATION as outlined in the STUDENT'S RIGHT TO CANCEL AND REFUND POLICY section of this catalog.

ATTENDANCE POLICY

Students are expected to arrive on time with proper materials. If a student is absent for 15 consecutive school days, the student's enrollment in the course will be terminated. A student whose enrollment was terminated for violation of the attendance policy may not re-enroll until the next cohort starts offering the same course the student was scheduled in. This provision does not circumvent the approved refund policy.

Code review attendance: Code Reviews are one-on-one meetings between a student and a mentor. Students are required to attend weekly Code Reviews while enrolled in an instructor lead course. Students may also be required to attend Code Reviews, or check points, during project phases as required by an instructional staff member.

SATISFACTORY PROGRESS AND ACADEMIC PROBATION

All EXETER EDUCATION students are expected to meet minimum Academic, Attendance, and Satisfactory Academic Progress policy.

Attendance: At any point at which students have missed more than ten consecutive school days, they are considered to be in violation of the Attendance policy. This policy is not subject to a Probationary or Appeal process and the students will be immediately withdrawn. When students have missed more than 20% of the program's scheduled hours in the current enrollment, they are considered to be in violation of the Attendance policy unless they are beyond the point at which a refund of tuition is due. Continued attendance for those beyond the 50% point of the program length must be approved by the Campus Director or designee.

These attendance policy apply to all students regardless of course delivery method or program length.

Cumulative GPA: At the end of each three-week period, students must achieve a minimum cumulative GPA of 70% on a 100 point scale to meet the GPA standard. These GPA standards apply to all students regardless of delivery method or program length. If the student fails to meet the minimum standards in the first evaluation period, they will be placed in SAP probation status. If they fail to meet the minimum standards in the second evaluation period they will be placed in SAP warning status. If the student fails to meet the minimum standards for 2 evaluation periods regardless of program length they will be Academically dismissed and placed in a SAP dismissal status.

Satisfactory Academic Progress Appeals Process
If a student that is placed on Satisfactory Academic Progress status does not agree with the decision they can submit a written appeal of the grievance to the Student Affairs team at info@exetereducation.com. The student should submit a copy of the Satisfactory Academic Progress notice in addition to the request for review. Upon receipt of the written statement from the student, the Student Affairs team will contact the student to confirm receipt and gather any material and information needed to facilitate a fair decision. This stage of the grievance procedure will be completed within 15 business days, (or as soon as reasonably possible). If it extends pass 15 business days the student will be notified.
From the time that Student Affairs receives the appeal the committee has up to 15 days to review and respond to the appeal. A fair and appropriate resolution does not always mean that the student will like the results.

MODULE RETAKE POLICY
The programs provided by EXETER EDUCATION are comprised of modules varying length between 1 to 3 weeks. If a student cannot successfully complete a module they will need to re-take that module. Students will only have 3 attempts to pass a module and after the 3rd attempt they will be administratively withdrawn. Students can re-apply for re-admission after 30 days and must successfully complete an online assessment prior to re-admission into the program.

STUDENT RECORDS, GRADE REPORTING AND TRANSCRIPTS
Student academic and internal financial records are maintained and filed in a secure and safe manner in perpetuity. Students can view their records upon written request to EXETER EDUCATION headquarters. Official transcripts will be provided to the student at the time of graduation at no charge, additional copies are available for $15.00.

Personal payment plan terms, interest rates, and monthly payments are between the student and the lender of choice. Student personal payment plan records are maintained by the lender.

Should the institution cease operation, whether voluntarily or involuntarily, educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

TARDIES

Attendance will be taken daily as the first order of business for each day of class. If a student is tardy for more than 3 days in a seven-day period, the student's grade for the class will be deemed incomplete.

LEAVE OF ABSENCE

The EXETER EDUCATION Administration may grant a Leave of Absence (LOA) after determining the student has met one of the following criteria:
- Military Service
- Jury Duty
- Family Emergencies
- Medical Emergencies

A Leave of Absence request must be submitted to info@exetereducation.com with a statement indicating the reason(s) for the LOA. EXETER EDUCATION has 10 business days to determine eligibility for the LOA. If granted, A student's enrollment in the program will be terminated once the LOA is approved and the student will be granted the option to return in a future cohort at the same point of the program in which they decided to take the LOA. The duration of the LOA may not exceed 60 days and only one LOA will be permitted to a student.

PLACEMENT ASSISTANCE

EXETER EDUCATION offers offer employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Successful job assistance is dependent upon the mutual effort by the graduate and EXETER EDUCATION. Students and graduates are encouraged to seek employment on their own and keep records, informing the Career Services Department of those efforts.

CODER FOR LIFE

Students who graduate from the Full Stack Web Development (FSWD) program will receive access to the modules they completed and the other languages currently offered (ie: Java, Ruby, JavaScript, .NET) contained within the FSWD program.

To ensure our graduates stay current with industry standards they will also receive access to any updates released within the modules.

Coder for Life participants do not receive access to a Mentor, Instructor led sessions, or live chat support unless they purchase the Coder for Life + Plan. Interested students should contact Career Services for additional program information and enrollment information.

Graduates who are interested in taking additional programs offered will have the option to enroll in those programs and will receive an Alumni Grant that will be applied towards the tuition costs of the new program. Interested students should work with the Career Services team for program details and availability.

The Coder for Life benefit is not transferable to friends, family, or employers. In order to qualify for the Coder for Life benefits and the Alumni Grant graduates must be in good

financial standing with the school.

SCHOOL POLICY REGARDING STUDENT CONDUCT
CAUSES FOR TERMINATION

Student will be terminated under the following conditions, if the student:

- Participates in hate speech or bigotry of any kind, whether written or spoken while in the facility
- Fails to complete necessary required exams with a passing grade
- Refuses to participate in required group assignments
- Takes any willful action that impedes the education of another student
- Takes any act of violence while attending our courses
- Does not comply with our attendance policy
- Breaches any part of the contracts signed between EXETER EDUCATION and the student
- Releases EXETER EDUCATION intellectual property publicly, such as curriculum or lesson materials without permission from EXETER EDUCATION
- Fails to make required payments to financing partners, if required by their agreements
- Weapons, facsimile weapons, candles, fireworks, knives, or other objects that may cause harm to other people or damage to the facilities are prohibited
- The sell, use or possession of illegal drugs or alcoholic beverages is prohibited
- Harassment in any form by students or any member of the administration, faculty, or staff is prohibited
- Violations of Arizona laws are considered to be violations of regulations as well

CAUSES FOR READMISSION

A student that is terminated due to the reasons listed in the School Policy Regarding Student Conduct will not be readmitted under any circumstances. If a student is terminated due to another reason, the Senior Staff Member of the course will assess the students' written request on a case by case basis.

Students terminated for unsatisfactory progress are offered a slot in the subsequent class (where 20% of seats are reserved for rollback students) with priority given to students with perfect attendance and no behavioral incidents.

Students with absences are priority two for rollback seats, and students with behavioral incidents are priority three. In the event there is no space in the next immediate course, EXETER EDUCATION staff will work with students to find a subsequent course that works for them.

PROCEDURES TO RESOLVE STUDENT GRIEVANCES

EXETER EDUCATION gives full consideration to complaints and grievances which are submitted by students concerning any aspect of EXETER EDUCATION. The policy and procedure is intended to provide a full means of resolution for the student. The policy and procedure is available and published in the student course catalog.

EXETER EDUCATION supports and encourages a positive communication environment. The

purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they may have with any EXETER EDUCATION employee, fellow student, or third party associated with EXETER EDUCATION in a fair and equitable and timely manner. A student may use this procedure if they believe that an employee of the College, fellow student, or third party associated with the EXETER EDUCATION has violated a policy and/or has acted in a manner that is inappropriate or unfair to the student, which includes any student claims of discrimination on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation, as well as claims of sexual harassment.

Prior to undertaking an informal or formal grievance complaint, a student is encouraged to resolve the complaint with the individual toward whom the grievance is directed. When this is not feasible, it is recommended that the formal procedure be followed. However, students are not required to follow the informal procedures before a grievance is brought forward in a formal manner. A grievance or compliant must be filed within 60 days from the date of the alleged event.

Students are requested to follow the steps outlined below:

Informal Procedure
1. Discuss the matter with the individual(s) involved.
2. If a resolution is not reached with 10 business after they have attempted to initiate a discussion with the individual(s) involved, or if the student chooses not to discuss the matter with the individual(s) involved, the student can discuss this matter with the employee's supervisor (e.g., Department Director, Chairperson, etc. if the student grievance involves a College employee) who will attempt to mediate a resolution. In cases where a fellow student or third party is involved, the student should bring the matter to the attention of his/her student advisor who will attempt to mediate a resolution.
3. If the advisor, supervisor, or chairperson cannot resolve the issue within 10 business day, the matter should be reported to Student Affairs via email at info@exetereducation.com. Who will gather information, communicate with all parties and attempt to mediate an informal resolution.
4. If the student is dissatisfied with the outcome, they can proceed with the formal grievance procedure.

Formal Procedure
1. If the matter is not resolved adequately, the student should submit a written statement of the grievance to the Student Affairs team at info@exetereducation.com
2. The statement should provide an outline of the circumstances of the event leading to the grievance, identification of the parties involved, and the location and date of the incident. Upon receipt of the written statement from the student, the Student Affairs team. Will contact the student to confirm receipt and gather any material and information needed to facilitate a fair decision. This stage of the grievance procedure will be completed within 15 business days.
3. Within 10 business days after the completion of the "fact-finding" stage, the Student Affairs person will convene the full Grievance Committee to hear the complaint and review the findings. The decision of the Committee will be sent to all the parties involved with a copy to the President of EXETER EDUCATION. This decision will include

remedies (if any) that may be suggested by the Committee. Every attempt will be made to fairly and appropriately resolve grievance. A fair and appropriate resolution does not always mean that the student will like the results.

4. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov

ACKNOWLEDGEMENTS

Within 10-days from the date EXETER EDUCATION revises a catalog, or publishes a new catalog, EXETER EDUCATION shall submit a written or electronic copy of the catalog to the State Board.

Catalog shall be available to students and prospective students in a written or electronic format.