

Codesmith School Catalog  
2023-2024

## **Table of Contents**

<b>General Information</b>	<b>2</b>
Updates	2
Distribution	2
Contact Information	2
<b>Mission</b>	<b>2</b>
<b>Objectives</b>	<b>4</b>
<b>Instruction Offered</b>	<b>5</b>
Software Engineering Immersive Program	5
Admission Requirements	5
Admission Standards	5
Distance Education Student Assessment	5
Equipment Recommendations	6
Concepts Covered	6
<b>Standards of Student Achievement</b>	<b>7</b>
Software Engineering Immersive Program Student Assessment	7
Graduation Requirements	7
Job Titles of Expected Outcomes	8
Attendance Policy	9
Student Grievance Policy	9
<b>Probation and Dismissal Policies</b>	<b>9</b>
<b>Leave of Absence Policy</b>	<b>10</b>
<b>Facilities and Types of Equipments and Materials</b>	<b>11</b>
Distance Education	11
<b>Notice Concerning Transferability of Credits &amp; Credentials Earned At Our Institution</b>	<b>11</b>
<b>Admission Policies</b>	<b>12</b>
<b>Accreditation</b>	<b>12</b>
<b>Tuition</b>	<b>12</b>
Software Engineering Immersive Program	12
<b>Student Tuition Recovery Fund (STRF non-refundable)</b>	<b>13</b>
<b>Financial Aid &amp; Loans</b>	<b>15</b>
<b>Cancellation &amp; Refund Policies</b>	<b>15</b>
Withdrawal Policy	15

Refund Policy	16
<b>Student Services</b>	<b>17</b>
Housing	17
Library	18
<b>Job Placement Assistance</b>	<b>19</b>
<b>Counseling</b>	<b>19</b>
<b>Faculty</b>	<b>20</b>
<b>Retention of Student Records</b>	<b>20</b>
Organization	20
Documents Contained and Managed in Student Files	20
Documents Contained and Managed in Institutional Records	21
Maintenance	22
Security and Safekeeping of Records	22
<b>Appendix</b>	<b>22</b>

## General Information

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### Updates

This course catalog covers the time period of January 1, 2023 - December 31, 2023.

### Distribution

Prospective students may request the catalog by signing up on the homepage of the Codesmith website or by emailing a member of the Codesmith staff to request the catalog.

### Contact Information

#### **Mailing Address:**

Codesmith

3415 S Sepulveda Blvd, 1100

Los Angeles, CA 90034

Website: [www.codesmith.io](http://www.codesmith.io)

Phone number: (310) 819-1040

## Mission

Codesmith's mission is to develop the most exceptional group of software engineers. We mold students into software engineers who are technically brilliant, incredible collaborators, who are passionate about building great software and platforms, and who are supportive and contributing members of the technology community.

Codesmith seeks to foster in its students, team members and surrounding community, the intellectual curiosity to be lifelong learners, the creative problem-solving to be great additions to whatever communities they join, and the empathy and willingness to help grow other learners.

## Objectives

All elements of Codesmith support its mission. Based on the Oxford University educational paradigm of immersive independent learning combined with mentorship, the curriculum is primarily project-based, and uses the concept of pair programming to create a unique environment that helps develop engineers through guided problem-solving.

Students learn computer science fundamentals in the beginning of the program so that they will have a strong foundation and understanding of core principles upon which the subsequent technologies they learn are based. The curriculum has been designed to teach students the technologies and software architecture required for advanced software engineering positions. To support and enable these outcomes, Codesmith:

- Has developed a rigorous admissions process to ensure that each accepted student is committed to software engineering and has a strong desire to learn
- Maintains a challenging, yet supportive, educational environment that fosters a strong work ethic, mentorship and a close-knit community
- Has developed policies and procedures to ensure students are continually meeting its high academic and community standards
- Attracts and retains team members (academic faculty and all staff) who align with its mission, who enhance the quality of the curriculum, and who are supportive and contributing members of the community

## Instruction Offered

### Software Engineering Immersive Program

Codesmith offers a full 639 hour program designed to prepare students for careers in software engineering.

### Admission Requirements

Students admitted to Codesmith must have a minimum level of education of a high school diploma, a GED, a diploma from an accredited institution of higher education (accredited by an accrediting association recognized by the U.S. Department of Education), or an equivalent number of years of work experience. In addition, in order to be admitted into the Software Engineering Immersive Program, all students need to complete the Software Engineering Immersive Program Required Pre-Work Program.

Codesmith requires that all students have English language skills proficient enough to be instructed in English. Students must also have the minimum skills necessary to operate a computer.

The entire program (instruction, learning, studying) is conducted remotely/online or distance education.

### Admission Standards

Codesmith is a competitive entry program with selective admissions criteria. The admissions process comprises an application including written questions and coding challenges, and a minimum of two on-site or video call interviews.

The interviews are used to determine a candidate's commitment to learning coding, and readiness for the program. Candidates are required to sufficiently complete a series of programming problems, as well as at least 60 hours of software engineering instruction and challenges to gain admittance and to begin our program.

These standards are in place to ensure that students have strong critical thinking skills, problem solving skills and technical communication. The standards also ensure students have a strong understanding of core programming concepts so that they are prepared for the start of the program.

### Distance Education Student Assessment

Students are encouraged to review the Distance Education Student Assessment prior to enrolling in our remote programs to ensure that they will be successful in a remote learning environment.

### Equipment Recommendations

Our curriculum is designed and maintained on Mac computers. For that reason, we **STRONGLY** recommend a Mac for this program as our curriculum utilizes a lot of technology that is designed to work well with Mac's Unix based OS. If you choose to use a non-Mac, you'll need to install and learn Linux (such as WSL) on the machine of your choice. Please note that technology changes rapidly, and since we don't work in Windows or Linux, we don't know about changes on those platforms until one of our Residents has an issue. We always do our best to help with these issues, but this can often take hours to debug (and away from time

that should be spent coding). While we always recommend purchasing the best computer you can afford, you do not need to go out and buy a brand new MacBook Pro. Any working new or used Mac will do, including MacBook and MacBook Air.

## Concepts Covered

- Algorithms including search and sort algorithms
- Data structures including hash tables, linked lists and graphs
- Object oriented programming (encapsulation, inheritance, polymorphism, the prototype chain)
- Functional programming (higher order functions, pure functions and closure)
- Git and source control best practices
- Frontend development including HTML, CSS, JavaScript and jQuery DOM manipulation
- React and Redux (a popular frontend framework designed by Facebook)
- Angular (a popular frontend framework designed by Google)
- Server development with Node and Express
- Databases - relational and non-relational databases including MongoDB and PostgreSQL
- Authentication and security
- How HTTP, DNS and the internet work
- Whiteboard and technical interview approaches
- Professional engineering team best practices

By the end of the program, students are able to:

- Build complex web applications in React, Redux and Node
- Write Object-oriented and Functional JavaScript to an intermediate or advanced level
- Develop efficient solutions to algorithmic problems using computer science principles
- Produce secure applications that take advantage of web development security best practices
- Implement databases including relational and non-relational databases
- Add styling to websites with CSS and CSS libraries (Bootstrap)

## Standards of Student Achievement

### Software Engineering Immersive Program Student Assessment

The education team rates students on the Graduation Assessment using the following rubric:

<b>Score</b>	<b>Graduation Assessment</b>
Pass	Student completed assessment implementing at least 85% functionality with clean and modular code implementing coding best practices
Borderline Pass	Student completed the assessment implementing most functionality and some coding best practices, but could potentially benefit from an Academic Progress Check-in one or two areas.
Borderline Fail	Student implemented nearly half of the functionality and some coding best practices, but will need Academic Progress Check-ins to fill in the gaps and could potentially benefit from a retake of the assessment.
Fail	Student implemented less than half of the functionality and little to no coding best practices. A series of Academic Progress Check-ins and a graduation reassessment will be required.

## Graduation Requirements

Students must attain a score of borderline pass or higher in their Graduation Assessment. Students who do not attain a score of borderline pass will have the opportunity to take a further assessment in week 10 - comprising a Graduation Reassessment and, if needed, a Graduation Reassessment Interview. The Reassessment is assessed pass/fail.

The Graduation Reassessment Interview is conducted with a member of the education team and only implemented if the student does not pass the Graduation Reassessment. This interview covers core coding concepts and resembles a technical interview the student would have in their job search. It is assessed pass/fail.

<b>Grade</b>	<b>Graduation Reassessment Interview</b>
Pass	Student shows evidence of a good understanding of core coding concepts and can communicate them with the interviewer
Fail	Student is unable to explain core coding concepts nor communicate them to the interviewer

If the student fails to achieve a passing score on the reassessment and to pass the Graduation Reassessment Interview, the student does not graduate from the program.

## Job Titles of Expected Outcomes

Students who graduate from Codesmith's software engineering immersive program typically apply for roles with the following Standard Occupational Codes and Titles:

- 15-1133 - Software Developers, Systems Software
- 11-1132 - Software Developers, Applications
- 15-1199 - Computer Systems Engineers/Architects
- 15-1131 - Computer Programmers
- 15-1134 - Web Developers
- 15-1199 - Information Technology Project Managers

## Attendance Policy

The Codesmith Software Engineering Program is via synchronous distance education program.

For synchronous online instruction, attendance is taken each day at the start of class. If a student is more than 15 minutes late, this is counted as 0.5 absences. An absence of more than two hours is counted as 1 absence.

Students must attend 97% of 639 program hours. If a student misses more than 3% of the program without prior approval, they may be withdrawn from the Codesmith program. Refer to the Withdrawal Policy in the Student Enrollment Agreement for further details. Codesmith may permit a greater number of absences at its discretion.

Required attendance days include:

- First Day of Class
- Recruitment Assessment
- Graduation

Codesmith does its best to accommodate each student. Students may email [hello@codesmith.io](mailto:hello@codesmith.io) at least 1 week in advance if they plan any absences due to prior obligations.

## Student Grievance Policy

Students seeking to resolve issues or complaints should contact the Director of Programs for any grievances related to the curriculum, classmates, faculty or staff, or other situations. If the issue is not resolved, students may contact the CEO. All discussions with the CEO are completely confidential.

## Probation and Dismissal Policies

Codesmith follows the below outlined progressive disciplinary process for students who exhibit poor attendance, attitude, behavior, or in-classroom productivity. However, it is important to note that Codesmith reserves the right to skip any or all of these steps and move straight to dismissal from the program depending on the severity of the situation.

- First Offense: Verbal Warning (will be documented and signed)
- Second Offense: Written Warning - acknowledging the first conversation (students are required to sign off on an acknowledgement)
- Third Offense: Dismissal from the Program (will be documented, and students will be provided with a copy of the reason for dismissal)

Students may be dismissed from any program of Codesmith due to inappropriate behavior, absences, repeated tardiness, or, in the opinion of the faculty, nonparticipation.

## Leave of Absence Policy

Due to the nature of the program, Codesmith does not provide leaves of absence. In lieu of a leave of absence, Codesmith allows eligible students to defer to a future cohort and begin the program from day 1.

Students may be granted one deferral for a specific and acceptable reason. All requests must be in writing and addressed to the Director of Programs. The Director of Programs will approve or deny the request in writing

## Facilities and Types of Equipments and Materials

All lectures are conducted remotely/online or distance education.

### Distance Education

Several software programs will be used to interact with students and to provide personal assistance while facilitating the delivery of the lesson's (program's) content.

The primary software used to deliver lessons to students is called **Zoom**. The primary software used to facilitate student-to-student interaction and collaboration as well as instructor-to-student communication is called **Slack**. Instructor-to-student communication will also be freely conducted through the frequent use of Slack. The learning management system through which lesson materials will be conveyed and assignments and projects will be

submitted and graded is called **GitHub**. Each enrolled student will receive log in credentials and/or access to the software identified above in this paragraph.

Zoom software creates a virtual “room,” in which a student and an instructor can share what is on the student’s monitor. It also allows students to permit the instructor to actually take control of the student’s computer, load programs, provide lessons, allow the student to take back control of the student’s computer and demonstrate to the instructor the student has mastered whatever lesson is at hand at the time. Zoom also allows the student to, through the use of the software, a computer camera, and headphones, talk to, listen to, see, and interact with the instructor.

GitHub is the training platform to be used for the synchronous (real time) distance education delivery of this program. (<https://lab.github.com/>).

The synchronous distance education instruction occurs simultaneously. Due to the nature of the program occurring in real time over Zoom, there are approximately zero days that will elapse between the institution’s receipt of student lessons, projects, or dissertations. The institution does not mail its responses or evaluations unless requested.

## Notice Concerning Transferability of Credits & Credentials Earned At Our Institution

The transferability of credits you earn at Codesmith is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Software Engineering Immersive program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 of 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 Codesmith to determine if your certificate will transfer.

## Admission Policies

- Candidates are required to complete an application that includes written questions and coding challenges
- Candidates are required to sufficiently complete a series of programming problems, as well as at least 60 hours of software engineering instruction and challenges to gain admittance and to begin our program
- Student must be at least 18 years or older
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations
- This institution does not award credit for experiential learning
- This institution has not entered into an articulation or transfer agreement with any other institution
- Instructions will be provided in the English language
- No visa related services are offered
- In addition to the Codesmith admissions policies and process is a distance education assessment given to students that is designed to help the student decide if they are ready to take an online course

## Accreditation

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

## Tuition

### Software Engineering Immersive Program

In 2023, the total cost of the Software Engineering Immersive Program is \$20,925.00.

Tuition: \$20,925.00

Registration Fee (Non-refundable): \$0

STRF Fee (Non-refundable): \$52.50

Total charges for a current period of attendance: \$20,977.50

Estimated total charges for the entire educational program: \$20,977.50

A student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

## Student Tuition Recovery Fund (STRF non-refundable)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Financial Aid & Loans

Codesmith does not offer education loans of any kind. Students do not receive federal student financial aid funds for the program. If a student obtains a loan to pay for the program, they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Codesmith has a partnership with Ascent. If a student chooses to finance their tuition through Ascent, they may borrow between \$2,000.00 and \$20,925.00. Ascent offers borrowers a grace period of the duration of the program plus two months after the program where interest-only payments are due.

## Cancellation & Refund Policies

### Withdrawal Policy

The student has the right to withdraw from the program and to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 3415 S Sepulveda Blvd, 1100 Los Angeles, CA 90034, email [hello@codesmithio.com](mailto:hello@codesmithio.com), or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student withdraws due to an emergency, such as personal or family illness or national service, he or she may re-enroll in another later cohort pending approval by Codesmith.

### Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days a student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is

deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

If the resident paid his or her tuition by a credit card, the refund will be processed as a reversal of the original payment. If the resident paid his or her tuition by check and the check has not been deposited, Codesmith will return the resident original check. If the resident paid his or her tuition by check and the check has been deposited, Codesmith will issue the refund with a new check made out to the issuer of the original tuition check.

Codesmith does not participate in state or federal financial aid programs. If the student receives state or federal student financial aid funds, he or she is entitled to receive a refund of the amount not paid from the aforementioned financial aid funds.

If the student obtains a personal loan to pay for tuition, he or she will have the responsibility of repaying the full amount of the loan plus interest, minus the amount of any refund. If the student defaults on a state or a federal loan, both of the following may occur: (1) The state or federal government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and/or (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a

pro-rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **Hypothetical Refund Example**

- Amount Paid in Advance
- Less refundable Fees
- Clock Hours not used
- Refund of Tuition
- Actual Refund

A hypothetical refund example according to the state pro rata policy is provided to the student as follows:

Assume a student, upon enrollment in a 639-hour course, pays \$20,925.00 for tuition as specified in the Enrollment Agreement, \$52.50 for the non-refundable STRF fee, and had attended 240 hours at the time of withdrawal. The pro rata refund to the student would be \$12,407.20 based on the calculation stated below.

Total Paid: \$20,977.50

Less Registration (non-refundable): N/A

Less STRF fee (non-refundable): \$52.50

Total Paid for Instruction: \$20,925.00

Total Hours in course: 639

Hours in attendance: 240

Remaining Hours: 399

Total Tuition Paid (\$20,925.00) ÷ 639 Total Hours × 240 Hours in Attendance = \$7,879.20

Tuition Paid (\$20,925.00) - Hours in Attendance (\$7,879.20) - STRF fee (\$52.50) = Refund amount of \$12,993.30

## Student Services

### Housing

This institution does not operate dormitories or other housing facilities under its control. Codesmith does not provide students with housing services and is not responsible for providing student housing.

### Library

Codesmith offers an extensive written curriculum consisting of lecture notes, slides, and exercise/challenge instructions stored in an online library. Students are given access to this online library at the start of the program, it is updated throughout the program, and they retain access to it after graduation. Learning materials are available 24 hours per day and are always accessible as long as the student has an internet connection, which they have access to at Codesmith.

Additionally, Codesmith provides students with several other options for online access to learning modern web development, including:

- Online instant messaging application where students can share learning resources, collaborate, ask questions, and communicate instantly with peers and instructors
- Discussion forums where students can talk about current tech news, discuss pros/cons of certain technologies, and ask for and receive help from peers and alumni
- GitHub where students can find lectures and subsequent associated challenges. Students also build projects and store their code on here to help them build their professional programming portfolio

## Job Placement Assistance

Codesmith offers career services to students and graduates. During the software engineering immersive residency, students receive individual reviews and coaching from both peers and faculty in the areas of resume development, interviewing, whiteboarding, LinkedIn and Angellist profile development, and job search outreach. During these sessions, career goals are discussed with students and feedback is given tailored both to that particular student and to his/her career goals.

Codesmith provides continued career service support to graduates until those graduates are hired. Codesmith maintains regular communication with graduates about job search progress and offer salary negotiation coaching. Graduates are also invited to check-ins and mock

interviews for extensive hiring support. Online resources are maintained by Codesmith and are still available to graduates. If a graduate is looking to move positions or companies after their first position post-graduation, he/she is also welcome to look to us for continued assistance. Codesmith assists graduates in career services and job placements whenever possible, but does not guarantee job placement to any student or graduate.

## Counseling

Codesmith may provide opportunities for mental health or other, related counseling-type services in an informal setting. However, Codesmith does not staff or provide professional mental health professionals to students or graduates. Codesmith instructors are not provided with professional mental health training or resources. Any such counseling or advice is incidental to the course of instruction, and should not be construed as intending to replace the advice of a mental health professional. Codesmith may offer third-party mental health resources in the form of lists or recommendations, however, such offerings do not constitute Codesmith's endorsement of any particular health professional, or course or treatment.

Students suffering from mental health related issues are encouraged to consult professional help, and should not rely on Codesmith for guidance on these matters. To the maximum extent permissible under law, Codesmith disclaims liability arising from mental health related incidents, even if Codesmith may have been previously informed of the possibility of these incidents, or even if such incidents flow from Codesmith's negligence, or any other theory of law.

## Faculty

Name	Title	Course	Degree	Institution	# of Years Experience	Employee/ Contractor
William Sentance	CEO & Instructor	Software Engineering Immersive Program	Bachelor of Arts	Oxford University	8	Employee
Eric Kirsten	Instructor	Software Engineering Immersive Program	Bachelor of Arts	Duke University	25	Employee
Kyle Combs	Instructor	Software Engineering Immersive Program	Bachelor of Arts	University of Texas at Austin	5	Employee
Natalie Klein	Instructor	Software Engineering Immersive Program	Bachelor of Arts	University of California, Santa Barbara	5	Employee

## Retention of Student Records

### Organization

Codesmith organizes and stores all Student, Academic, Institutional and Financial records in an electronic format on-site at 3415 S Sepulveda Blvd, 1100 Los Angeles, CA 90034. These records are also stored on a cloud-based storage system which is safe from any damage or loss.

## Documents Contained and Managed in Student Files

The types of documents we maintain in Student Files are as follows:

- Personal information regarding a student's age, gender, and contact information that has been voluntarily supplied by the student
- Student identification number, first and last name, and Certificate of Completion granted by Codesmith
- Verification of high school completion or equivalent, or other statements showing that the student has the ability to benefit from the program
- Written records of formal education, previous experience, the student's application, and interview scores that are relevant to determining the student's qualification for admission
- Copies of all documents signed by the student, including the Student Contract
- A document specifying the amount charged to the student, the amount we have received on the student's behalf, method of payment, and scholarship decision (if applicable)
- A document tracking the student's progress, including assessment scores and notes, and notes from any scheduled meetings
- Any other records required to be maintained by the BPPE

## Documents Contained and Managed in Institutional Records

The types of documents we maintain in Student Files are as follows:

- Name and contact information for each faculty member
- Description, curriculum, and schedule for each educational program offered by Codesmith
- Educational and experience qualifications of each faculty member

## Maintenance

The Codesmith team updates student academic and financial records on a regular basis, as students enroll, complete, or withdraw from the program, and as students progress through the program weekly. Institutional records are updated as changes are made to the curriculum or if new educational programs are offered.

## Security and Safekeeping of Records

All student academic and financial records, as well as institutional records are stored and maintained in a digital format at Codesmith. Students may request to view their records by contacting the Custodian of Records:

Taylor Leigh Harper, People & Compliance Manager  
Codesmith  
3415 S Sepulveda Blvd, 1100  
Los Angeles, CA 90034  
taylor.harper@codesmith.io

Codesmith will take reasonable steps to protect the privacy of information stored in student records. Student transcripts are retained permanently.

## Appendix

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Codesmith does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Codesmith is not accredited by the United States Department of Education. Codesmith is not accredited by an accrediting agency recognized by the US Department of Education, CEC. Therefore, enrolled students are not eligible for federal financial aid programs.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5) or by visiting (<https://osar.bppe.ca.gov>).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary

Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).