STUDENT HANDBOOK

ALL ABOUT CODING EDUCATION AND TRAINING

Revised October 2017

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PREFACE

The *Student Handbook* provides brief, useful introductions to many of the most important aspects of the student experience at All About Coding Education and Training. Its topics range from rules and regulations to the responsibilities of students. Students should read it thoroughly during orientation, so that they can become familiar with the requirements and expectations they will have to meet.

The *Handbook* is, of course, only one of many reliable sources of information about the school. Students should consult the School Catalog and the Director of Operations if they have further questions about any of the topics addressed here. We stand ready to help all students when questions or problems arise. I urge you to make use of these resources no matter how trivial you think your questions may be. Doing so will help make your time at All About Coding Education and Training. as productive and enjoyable as possible.

All About Coding Education and Training is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors.

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin, disability or veteran status, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the school.

CODE OF CONDUCT

It is presumed that any student who is enrolled at All About Coding Education and Training. is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the school community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture, and strengthen this spirit of honor.

At All About Coding Education and Training students shall always refrain from and discourage all attempts at lying, cheating, stealing, plagiarism, and vandalism. When a violation of the Honor Code is detected, a student should take steps to bring the matter to the attention of the Director of Operations.

Violations Defined: "Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving school business. School business includes but is not limited to, financial information, excuses for absences, and statements to faculty in order to complete tests or assignments.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization, or the school, or the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work, the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the faculty member who made the assignment.

"Vandalism" is defined as intentional, malicious damage to school property or property belonging to others.

Penalties: The Director of Operations *may*, for any first offense violation of the Conduct Code, impose immediate dismissal, suspension or have student discontinue for the remainder of the current course; then allow student to reapply for the next available course offering (depending on the severity of the violation). The normal penalty for a second Conduct Code violation is immediate expulsion from the school.

EXPECTATIONS OF STUDENTS

We expect that during their time at All About Coding Education and Training. students will:

- set their own personal development goals and take responsibility for their own learning
- be prepared to learn and to be intellectually challenged
- strive for excellence in their studies and seek to achieve high academic expectations in all of their courses
- acquire an inquisitive mind, respect for human diversity and individuality, a sense of civic and global responsibility, sound ethical principles, effective writing, speaking, and quantitative skills, and a healthy lifestyle
- be meaningfully engaged in and involved in the online course community and
- take full advantage of opportunities to develop and implement career plans

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STUDENT ACADEMIC BILL OF RIGHTS

All About Coding Education and Training affords to students the following academic rights:

- The right to receive a syllabus for each course at the beginning of every course that documents the expected learning outcomes, grading criteria, and course rules; being informed by the instructor of any changes or modifications made to the syllabus with ample time to adjust to new modifications.
- The right to attend review sessions during regularly scheduled times without penalty if student is absent from sessions scheduled outside of the originally agreed upon times or view the recording in cases of absences.
- The right to consult with faculty by email, phone or online.
- The right to receive realistic evaluation of academic standing and performance in a class prior to the point at which one may withdraw from the course without penalty.
- The right to have graded work returned in a fashion deemed appropriate by the syllabi.
- The right to have time, as allocated by the syllabus, to complete a course requirement.
- The right of each student to receive access to any of his/her records kept by the institution.
- The right of each student to have access to his/her graded course materials.
- The right to be informed of the grade appeals process.
- The right to be informed of the school approved definition of academic dishonesty.
- The right to an intellectually diverse learning environment that exposes students to and provides the free exchange of ideas regarding a variety of political, ideological, and other perspectives.

STUDENT ACADEMIC RESPONSIBILITIES

Students bear the following academic responsibilities:

- The responsibility to read and be familiar with all syllabi.
- The responsibility to complete all assignments within the designated time frame as per the course schedule.
- The responsibility to approach faculty with questions or concerns.
- The responsibility to complete assignments on time.
- The responsibility to share your thoughts in review sessions.
- The responsibility to be attentive in review sessions and to participate where needed/appropriate.
- The responsibility to show respect to faculty and fellow students.
- The responsibility to utilize online resources to enhance the learning experience.

ATTENDANCE

Although it is recognized that absences will sometimes be necessary, students are expected to attend classes regularly. Students are required to log in to their courses at least once weekly and complete assigned online work. It is the responsibility of students to be cognizant of their own record of absences and to consult the instructor regarding failure to log-in and completing work. The instructor has the right to suspend a student from the course for failure to log in once weekly. Students should consult their instructor before anticipated absences.

GRADING SCALE

Grading System

The grading system used at All About Coding Education and Training. is as follows:

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
	A grade of "C" is the minimum grade required for certain courses, as specified in the programs of study and Course Descriptions section of the catalog.	
D	60-69	Poor
	A grade of "D," while giving hours credit, will not apply toward the certificate in courses requiring a "C" or better.	
F	Below 60	Failure
W	Withdrawal	
	This symbol indicates that a student was permitted to withdraw from the course without penalty.	

ENROLLMENT

The student will download and review carefully the student handbook. The student will download the enrollment agreement and assessment forms. The student will complete, sign and return the enrollment forms. At this point they will be invoiced for the course and receive access within 3 days of the start of the course.

FINANCIAL RESPONSIBLITIES

Students are responsible for meeting in a timely manner financial obligation to ALL ABOUT CODING Education and Training.   For the convenience of students ALL ABOUT CODING Education and Training., accepts all major credits cards AND has flexible payment plans. The following stipulations apply in the event that responsibility is not met.

   1. The Director of Operations shall notify the student of the financial obligations. If the student does not settle the obligation by the designated date agreed upon, the student shall be subject to late fees.

   2. A student considered delinquent shall have their course access suspended until their financial obligations are resolved.

REFUND POLICY:
(Tuition Paid in Full)

All About Coding Education and Training will retain fees paid for student ordered supplies (membership $90, textbook/workbook $100, and technology fee - $400.00 AAPC LMS fee) in addition to a percentage of tuition that has been paid in full which is based on the percentage of contract hours, as described in the table below. The refund is based on the date withdrawal is requested. The online course schedule (not student progress) will be used to determine weeks completed in the course.

Refund Table: Student is entitled to upon withdrawal

- The student may cancel this contract at any time prior to midnight of the third business day after signing this contract and receive a full refund minus cancellation charge plus fees paid for student supplies.
- The student completing more than five (5) percent but no more than ten (10) percent of instructional time is refunded no less than ninety (90) percent of (tuition minus fees paid) minus cancellation charge;
- The student completing more than ten (10) percent but no more than twenty-five (25) percent of instructional time is refunded no less than seventy-five (75) percent of (tuition minus fees paid) minus cancellation charge.
- The student completing more than twenty-five (25) percent but no more than fifty (50) percent of instructional time is refunded no less than fifty (50) percent of (tuition minus fees paid) minus cancellation charge.
- No refunds will be made after midterm (Week 12 of the online course schedule).
- All refunds will be made within 30 days from the date of withdrawal.

REFUND POLICY:
Tuition under payment plan

The payment plan is considered pay as you go. Students wishing to withdraw will discontinue making the installment payments.

Refund Table: Student is entitled to upon withdrawal

- The student may cancel this contract at any time prior to midnight of the third business day after signing this contract and receive full refund minus cancellation charge plus fees paid for student supplies.

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- Students who wish to withdraw after the start of class may do so and will not be responsible to pay the remaining monthly installments of their payment plan. No refunds of any tuition paid will be made

Extenuating Circumstances

- Medical Extenuating Circumstances: prolonged injury or illness during regular course term. If approved, student will be allowed to enroll in the next course with tuition paid applied to the course minus any fees that are required for each session (LMS enrollment new year, new edition of books, additional year fee for AAPC membership).

1. **Extenuating Medical Circumstances:** Extenuating Forms submitted to the Director of Operations will be reviewed within thirty (30) business days. A notification will be sent to the student of the director's final decision. Students requesting extenuating circumstance consideration must provide the following:

   *Extenuating Circumstances Request Form. Under "Reason for Appeal" the student should write a personal statement on his or her own behalf to support their request.

   *Medical documentation. A letter from the student's Health Care Provider(s) (medical doctor, physician assistant or nurse practitioner) must be submitted to the Director of Operations. The note must include the nature of the illness/diagnosis, dates of the condition and its effect on the student's ability to attend classes during the semester for which the request is being submitted. Pre-existing conditions are not accepted unless unexpected circumstances occurred, or symptoms exacerbated during the semester for which the appeal is being submitted. Please note all such information mandated by the college is treated as confidential and privileged, and is protected by HIPAA.

   Medical Refund Appeals can also be mailed or delivered directly to:
   All About Coding Education and Training c/o Michelle Cowart
   3620 Evans To Locks Rd. Martinez, GA 30907.
   Applicable dates for the above will be defined for each course. Additional info may be required after initial review.

. **Description of Placement Services**

Placement Services includes four key areas designed to promote our students' success:

1.) A module on resume preparation.

2.) Resume review for students with recommended suggestions.

3.) Each course includes recommend sites for listing resumes and job placement boards to assist students with job search

4.) We will refer students on positions that students qualify for upon successful completion of attended courses and state certification.

All About Coding, LLC. does not guarantee employment.

COMPLAINT/GRIEVANCE

The Student Complaint/Grievance procedure encourages and provides guidelines for informal resolution of disputes by communication between the parties involved. This procedure provides a means by which students who are aggrieved by actions taken by school personnel (faculty, staff or administration) that they feel are discriminatory, including assignment of grades so long as the basis of the grade appeal is alleged discrimination, can voice their grievances and be heard in a meaningful manner. This procedure is in no way intended to discourage or supplant the informal resolution of disputes by communication between the parties involved, and in fact, no written grievance will be considered unless an aggrieved party can show that he or she has made genuine efforts to resolve the dispute informally, by means specified herein.

An aggrieved student shall meet with the school Director of Operations at the earliest opportunity after the most recent incident that is the subject of the grievance. The student should be prepared to explain to the Director of Operations all relevant facts and circumstances surrounding the complaint. The director will determine the appropriate action necessary, perform an investigation, and assist the student in the filing of a formal grievance. This procedure will be followed if an informal resolution cannot be reached through intervention.

Any written grievance (form available on website: www.allaboutcodingllc) shall be filed by the student and any other party in interest with the Director of Operations within ten working days after the aggrieved student's meeting with the Director of Operations. Such grievance must contain specific factual allegations of the discriminatory practice(s) or incident(s), and a statement of the alleged basis or bases of the discrimination, which must be one or more of the following: race, color, sex, religion, age, sexual orientation, disability, national origin or veteran's status.

The decision of the Director of Operations will become the final school decision on the complaint/grievance. A written reply by the Director of Operations to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance.

The student may appeal the school's final decision by contacting The Georgia Nonpublic Post-secondary Education Commission (GNPEC) at 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305/ (770) 414-3300 or visit their website at: http://gnpec.org/consumer-resources/