



# General Assembly's Catalog

Canada

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## Our Story

General Assembly (GA) is a leader in education and career transformation, specializing in today's most in-demand skills: data science, digital marketing, software engineering, design, and product management. A leading source for training, staffing, and career transitions, we foster a flourishing community of professionals pursuing careers they love. What began as a co-working space in 2011 has since grown into a global learning experience with over 97,000 global alumni worldwide.

## Mission and Objectives

Our mission is to foster a global community of individuals empowered to pursue the work they love. Our vision is to bridge the gap between job seekers and companies needing talent with relevant skills. We do so by:

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

## Approvals

General Assembly is not subject to the Private Career Colleges Act, 2005 (PCCA, 2005) nor the regulations made under the Act. General Assembly is not accredited and does not participate in most federal or state financial aid programs.

## Courses Offered

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

General Assembly offers the following courses. Availability may vary; please check our website at [generalassemb.ly](https://generalassemb.ly) for courses available today. General Assembly provides a student/instructor ratio to sufficiently support the number of students enrolled and maintain quality of instruction.

### **Bootcamp Courses (all online):**

- Data Science Bootcamp
- Software Engineering Bootcamp
- User Experience Design Bootcamp

### **Short Courses (all online):**

- Data Analytics Short Course
- Data Science Short Course
- Digital Marketing Short Course
- Front-End Web Development Short Course
- Java Script Development Short Course

- Product Management Short Course
- Python Programming Short Course
- React Development Short Course
- User Experience Design Short Course
- Visual Design Short Course

## Admissions Policy and Procedure

Admission into any General Assembly program requires students to have a Secondary School Diploma or equivalent and are at least 18 years of age.

### Required Equipment

All General Assembly students are required to have access to a laptop with an up-to-date operating system and wireless Internet capability. For most courses, Mac laptops are preferred or required, as instructors will be using Mac laptops and will not be able to provide support or troubleshoot certain technical issues to students using PCs. Bootcamp students are also required to have an external monitor in addition to their laptop.

To run all of the programs necessary for these courses, we require Bootcamp students to be able to run Mac OS X 10.8 Mountain Lion. Mac is built on a UNIX kernel, which means that it shares many similarities with Linux. We will allow the use of Linux only if students have previous experience with it and they are able to provide their own IT support. We do not support the use of Windows laptops, as Windows does not run in a UNIX environment. There is no one “ideal” developer environment, and many skilled developers have different opinions on whether Windows, Mac OS, or Linux is more efficient. However, because of the difference between these environments, it’s important for us to maintain a consistent level of support in the classroom. Our experience shows that, when students use differing environments, the overall pace of the course is affected. If you are an Bootcamp Student please refer to the Tech Guide referred to during the Enrolment Process that can be shared by your Admissions Specialist.

### Admissions Procedure

Each General Assembly program requires an admissions application, and all candidates are interviewed. If applicable to the chosen course, students may also complete a diagnostic assessment and/or pre-admit work before enrollment decisions are made. Once students have completed all requisite steps in the admissions process, students receive confirmation of admission from an admissions representative. Each prospective student must provide documentation of prior education as outlined in the admissions policy for their course of interest and, as applicable, documentation of course-specific admissions requirements. In order to enroll, students must sign an enrollment agreement. A copy of the completed enrollment agreement and a copy of the school catalog will be sent to the student upon enrollment.

General Assembly does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

### Admission Denials

Applicants seeking admission to General Assembly are required to submit accurate and complete information requested during the admissions process. Applicants who fail to do so shall be denied admission. Any applicant or student found to have falsified information on an admissions document or to have given false information relating to admissions to General Assembly will be denied admission or expelled if already in attendance.

General Assembly reserves the right to deny admission or readmission to any applicant or student who is disruptive to the educational environment. If an applicant or student violates General Assembly's code of conduct, including but not limited to engaging in threatening, abusive, or dangerous behavior towards any staff member, student, or other member of the General Assembly community, such applicant or student may be prohibited from enrollment in another course and may be subject to other discipline. In the event a student is denied admission due to violation of code of conduct, General Assembly will notify the student in writing of the prohibited act and the penalty. Applicants who receive a negative admissions decision for code of conduct violations must wait at least one year to reapply.

### **Admissions Deadline**

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

### **Pre-Admit Work Requirements**

Pre-course assignments are required for the following programs:

- Data Science Bootcamp
- Software Engineering Bootcamp
- User Experience Design Bootcamp
- Data Analytics Short Course
- Digital Marketing Short Course
- Data Science Short Course
- Front-End Web Development Short Course
- JavaScript Development Short Course
- Product Management Short Course
- Python Programming Short Course
- React Development Short Course
- User Experience Design Short Course

Pre-admit work is up to 80 hours of preparatory assignments to introduce students to many of the topics they will touch upon during the course. Completion is mandatory and ensures a baseline level of knowledge among students in a cohort. Mastery of each subject is not expected, but we hope students are excited and inspired to dig further. If a student is unable to complete the pre-admit work prior to the first day of the course and seeks to cancel their enrollment, they should refer to the Cancellation Policy.

## **Academic Policies**

### **Homework**

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

### **Hours**

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

### **Standards of Progress**

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

- Receive a passing grade on 80% of all homework assignments. Homework is graded on the basis of completion. To receive a passing grade on a homework assignment, students must complete 100% of the minimum tasks specified in that assignment.

- Maintain consistent attendance as outlined in the Attendance section below. A passing grade in attendance will be given to students with no more absences than the amount allowed, which varies by program.
- Receive a passing grade on all course projects and complete any assigned assessments as applicable. Students are informally evaluated by instructors every two weeks. Students are formally evaluated for progress toward completion at the following point, at which they will receive a written progress report:

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

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

### Academic Failure

Students who fail to achieve the required standards of progress for a program may be dismissed from that program.

### Grading System

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

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

### Attendance

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

A class meeting is defined as the instructional hours provided on one calendar day. Students who miss more than the excused absence policies outlined below may be withdrawn.

- **Bootcamp Course Attendance Policy:** With prior approval from General Assembly, students in full-time, non-flex Bootcamp programs are permitted to miss up to three excused class meetings.

Students in part-time, flex Bootcamp programs are permitted to miss up to twenty-four instructional hours in total.

- **Short Course Attendance Policy:** With prior approval from General Assembly, students in part-time, non-accelerated courses are permitted to miss up to three excused class meetings. Students in weekend classes are permitted to miss one excused class meeting. Students in accelerated, one-week courses must attend every class.

### **Excused Absences**

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

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

### **Make-Up Work**

Students who miss coursework because of an absence that was approved prior to its occurrence are responsible for making up missed coursework by the last scheduled day of their course in order to receive a passing grade. Students are encouraged to attend weekly office hours (if offered) and schedule timely one-on-one meetings with instructors to review missed content.

### **Assignment & Project Extensions**

Under extenuating circumstances, instructors may grant a single extension on a project or allow a student a single resubmission of only one project for the duration of the course. Any resubmissions or extensions required must be made in writing between the student and an instructional team member and submitted, received and approved in writing with an agreed deadline to be graded prior to the final course date.

### **Certificates of Completion**

General Assembly cannot release your academic records without your written consent. Before we can process any requests for student records or Certificate of Completion copies, all outstanding obligations (academic and/or administrative) due to General Assembly must be cleared. Your family or friends are not permitted to access your academic records without your written consent. We will issue academic records and/or Certificate of Completion copies within two weeks of a request typically via email. There is no additional fee for these documents.

### **Student Rights**

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

educational programs. Please refer to the Student Handbook for more information regarding student conduct and dismissal policies.

### **Student Conduct and Dismissal**

General Assembly is a community of learners that exists based on shared values and principles. All General Assembly community members are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. General Assembly reserves the right to impose a variety of disciplinary actions, including expulsion, on any student whose behavior violates the Code of Conduct. To clarify, school officials will determine in their sole discretion if the Code of Conduct has been violated, regardless of whether that conduct also involves an alleged or proven violation of law. Please refer to the Student Handbook for more information regarding student conduct and dismissal policies.

## **Student Success**

### **Academic Advising & Counseling**

Academic advising and counseling may be initiated by school personnel or the student if the need is identified. Otherwise students are expected to prioritize the course and their learning.

### **Housing**

General Assembly does not provide student housing or support for finding accommodations.

### **Library**

Enrolled students will have unrestricted access to a digital library of course-specific learning resources and tools, available 24 hours per day, 7 days per week via our learning management platform. This also includes access to all of the curriculum and support materials to a student's program of study. All resources included in the platform are available to students without additional charge while enrolled.

### **Employment Assistance**

The General Assembly Outcomes team is dedicated to seeing Bootcamp students take control of their career aspirations goals and Job search. The Outcomes team helps students communicate their skills, and identify ideal career opportunities. Designed to teach job-search strategy, Outcomes programming is interwoven into our Bootcamp courses. Job search support is only available to all successful graduates of the full-time Bootcamp programs who choose to opt-in and meet the requirements outlined below.

To become a qualified job-seeker, a student must:

- Meet all graduation requirements of the Bootcamp program and be in good academic standing with the Instructional team
- Have participated in the in-course Outcomes sessions and one-on-one coaching during your Bootcamp to qualify for job-seeking support
- Elect to participate in Outcomes post course
- Become qualified and active within three weeks of graduating
- Submit (and have approved by your Career Coach) the tools needed for your job search

Becoming a qualified job-seeker grants initial support from the Outcomes team, but students must continue to meet the weekly and monthly requirements to retain their qualified Job Seeker status and access to support. Immediately following course completion, graduates should plan to spend at least twenty-five hours a week on the job search.

General Assembly cannot and does not guarantee employment, job placement or salary.

### **Student Records**



Student records with official grades and descriptions of courses offered are maintained permanently. All other school and student records will be maintained electronically for 60 years from the student's date of completion or withdrawal. These records will include the following: student attendance records, which reflect any leaves of absence (including information about the status of the leave), dates of completion (anticipated and actual), and dates students received certificates; student's signed enrollment contract, as well as any addendums, extensions, or amendments to that contract; documents reflecting payments made by or on behalf of students records and dates of any payments, including payment/refund calculations, progress reports that provide students with appropriate reports of progress at least once during the program or course; copies of any student complaints and school disciplinary reports; and certificates of completion. General Assembly will take reasonable steps to protect the privacy of personal information contained in student records.

Students may view their own academic records. Students who seek to view their own records should contact the Program Operations Manager.

## Cancellation, Withdrawal & Refund Policy

### General Assembly's Right to Cancel

1. General Assembly reserves the right to cancel or postpone a course date or to change a course location at any time. Except in cases of force majeure, students will be entitled, at their discretion, to attend the course at the proposed later date or to receive a full refund of any course fees they have already paid to attend the course on the original date.
2. General Assembly reserves the right to cancel an enrollment based on conduct violations prior to course start date. If a student displays threatening, abusive, or dangerous behavior toward any of our staff or personnel, then GA reserves the right to refuse to allow the student to continue taking the course. In such circumstances, a student will not be entitled to a refund of any fees paid except as mandated by the refund policy, and GA reserves the right to prevent the student from taking any course in the future if we feel that is necessary for the protection of our staff or personnel.
3. General Assembly reserves the right to cancel an enrollment if a student has failed to complete the pre- work required for course participation.
4. General Assembly reserves the right to cancel an enrollment or disenroll a student for delinquent past-due balances.

### Student's Right to Cancel

1. Cancellation is effective when the student provides a written notice of cancellation in writing to the Student Success team via [studentsupport@generalassemb.ly](mailto:studentsupport@generalassemb.ly) before the first day of class. The notification is effective when General Assembly receives notice. Students who attend class after they have submitted a notification of intent to cancel or withdraw will be liable for further tuition costs.
2. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

### Withdrawal

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

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

- The student notifies General Assembly in writing of the student's withdrawal or as of the last date of attendance, whichever is later. The failure of a student to immediately notify General Assembly

in writing of the student's intent to withdraw may delay any applicable refund of tuition to the student.

- General Assembly terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations; absences in excess of maximum set forth by General Assembly; and/ or failure to meet financial obligations to General Assembly. In these cases, the official termination date of enrollment shall be the student's last day in class. If a student has been withdrawn for failure to maintain satisfactory progress or for violations of General Assembly's Attendance Policy, the student can only be readmitted with the approval of the Program Operations Manager into a future instance of the course after final grades have been issued for the original course.
- The student has failed to attend class for three class meetings without prior approval.

Students who withdraw due to an emergency, such as personal or family illness or national service, may be re-enrolled into another General Assembly course following approval by the Program Operations Manager.

### **Refund Policy**

All refunds will be paid within 30 days of withdrawal. Refunds will be less a registration fee, as described below in the Tuition and Fees section.

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

If you get a student loan or other approved financing, you are responsible for repaying the loan amount plus any interest, less the amount of any refund. If you choose to finance your program through a deferred payment plan, you are responsible for paying the plan funding amount pursuant to the terms of your agreement, less the amount of any refund.

## **Tuition and Fees**

Please visit our website at [generalassemb.ly](https://generalassemb.ly) for current tuition and fees, which vary by program.

### **Payment Policy**

Unless otherwise agreed to in a private lending or financing agreement and approved by General Assembly, all students must pay an upfront registration fee of CAD \$250 within 24 hours of enrolment.

Students are required to pay the remaining full balance of tuition and fees at least seven days prior to the course start date or upon enrolment, whichever is later. Students are allowed to request a payment plan unless they are enrolled in a 1-week course. Payment plans must be approved by General Assembly during the enrollment process. If a student is partially paying for a course and a third party is paying the remainder of the course, students can request to participate in a payment plan for their portion of course costs, which, if approved by General Assembly, will be documented in a payment schedule.

Payment in full is a requirement. If a student holds an outstanding balance after the course end date, General Assembly may, in its sole discretion, refer a student's account to a collection agency without further notice. The student agrees to pay all costs incurred by General Assembly in collecting the balance due.

Payment Plan	Upfront Payment	Payment Installments and Schedule
<b>1/2 Payment Option</b>	All students pay a registration fee of CAN\$250 within 24 hours of enrolment.	<ul style="list-style-type: none"> <li>1/2 due 7 days before course start date</li> <li>1/2 due a month after previous invoice date</li> </ul>
<b>1/3 Payment Option*</b>	All students pay a registration fee of CAN\$250 within 24 hours of enrolment.	<ul style="list-style-type: none"> <li>1/3 due 7 days before course start date</li> <li>1/3 due a month after previous invoice date</li> <li>1/3 due a month after previous invoice date</li> </ul>
<b>1/4 Payment Option*</b>	All students pay 1/4 of the total tuition (which includes a CAN\$250 registration fee) within 24 hours of enrolment.	<ul style="list-style-type: none"> <li>1/4 due 7 days after course start date</li> <li>1/4 due three weeks after previous invoice date</li> <li>1/4 due three weeks after previous invoice date</li> </ul>
<b>EdAid – 24 Month Deferred Payment Plan*</b> (Minimum Income threshold to repay CAN \$60,000/year)	All students pay a registration fee of CAN\$1,000 within 24 hours of enrolment.	<ul style="list-style-type: none"> <li>Refer to payment schedule from lender</li> </ul>
<b>EdAid - 36 Month Payment Plan*</b>	All students pay a registration fee of CAN\$250 within 24 hours of enrolment.	<ul style="list-style-type: none"> <li>Refer to payment schedule from lender</li> </ul>

\*Payment option not available for courses less than 10 weeks in length

## Legal Considerations

### Force Majeure

General Assembly's duties and obligations under this Enrolment Agreement, including the provision of classes may be suspended indefinitely without notice in the event that classes are canceled due to any force majeure events, including, but not limited to: earthquake, fire, flooding, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond General Assembly's control. If such a force majeure event occurs, General Assembly's duties and obligations in this Enrolment Agreement may be canceled, postponed for a period of time, and/or moved to online instruction, in its sole discretion. In the event that General Assembly is closed for a period of time or must deliver coursework remotely due to a force majeure, the parties to this Enrolment Agreement agree that General Assembly is under no obligation to cancel, waive, or refund any portion of tuition that is owed or paid to General Assembly.

### Terms Of Service & Privacy Policy

Please find our Terms of Service at [https://generalassemb.ly/terms\\_of\\_service](https://generalassemb.ly/terms_of_service) and Privacy Policy at [https://generalassemb.ly/privacy\\_policy](https://generalassemb.ly/privacy_policy), which describes how we process your data.