



## **STUDENT CODE OF CONDUCT & PROGRAM POLICIES**

## WDI Program Policies

Welcome to WDI! We're extremely excited for you to begin this journey with us. Before starting, we want to you review the policies below which includes requirements for completing the program as well as guidelines on expectations. We've found that ensuring that expectations around the program are clear is a key part of making it a success for students and instructors alike. So, we created this document to serve as a way to make sure we're all on the same page.

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### Requirements

#### Graduation Requirements

##### Attendance

As a student in WDI, you are expected to attend 100% of the program in order to qualify for a letter of completion. However, we realise that unexpected things come up - in that event, here's our policy:

As a student in WDI, **you are permitted to miss 2 days** throughout the entire program without consequence. If you foresee that you will miss more than two days of the program you will have to seek advance approval from your instructional team and producer. If this approval is **not** granted, it will be at the instructor and producer's discretion whether or not you will be permitted to continue. While your instructors will do their best to help you catch up, the onus will be on you to work with your fellow teammates (other students) to get up to speed with material or any missed assignments.

##### Assignment Completion

You must also **complete and submit all of the assigned projects** via the method and in the time frame specified by your instructional team. Completion will be determined by your instructional team and good faith and effort toward completing projects may be taken into account. You must also complete all self-directed projects at intervals through the program. If you want to request an extension on a project, you will need to speak to your producer and



instructors during the program.

We reserve the right to delay or deny graduate status and/or the ability to participate in the Outcomes Program if you do not meet the aforementioned attendance and assignment completion requirements.

## **Guidelines**

### **Professionalism in Class**

Class will start at the time specified by the instructional team each day (9:00 AM). Persistent tardiness outside of a 15-minute grace window is grounds for the producer or instructors to recommend your dismissal. As a General Assembly student, you are expected to display professional behavior throughout the program. Your instructional team members are here not only to teach you but to recommend you to their developer and startup networks as they see fit. To this end, we encourage you to treat this program as if you are an apprentice looking to secure a recommendation from your instructors at the end of the program. Furthermore, the classroom will often function as a large developer team and as such, teamwork is a key part classroom culture. You'll need to treat your fellow developers with professionalism and respect and use them as resources as you would on the job.

### **Roles of GA Staff**

The GA staff you will be working with day to day is comprised of your instructors and your producer. The instructor's role is to guide you through learning web development and help you arrive at answers. They help the entire cohort progress together and support you in your career development.

The producer's role is to facilitate the logistics of the program, receive feedback from students, support the instructors, and guide the overall direction of the program.

### **Dismissal**

General Assembly is a community of learners. Should you be disruptive to the community, you may be asked to leave. Examples of disruption include, but are not limited to, aggression or threats towards other students, instructors, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff; or other behavior identified as disruptive to the learning environment of other students by instructors or staff. Due to the rigorous nature of WDI, instructors and the producer may agree to excuse a student who appears to be experiencing negative emotional or physical

consequences as a result of participation in a program.

## **Plagiarism**

General Assembly has a zero tolerance policy towards plagiarism. It is destructive to classroom culture, and exhibits a clear lack of respect for classmates, instructors, the company, and the greater community. Any work considered to have been plagiarised will not be accepted and will not count towards graduation requirements. If a project exhibits evidence of plagiarism, the student will not be able to display the project at a GA-sponsored “meet & greet.” Any student found plagiarising or attempting to plagiarise will be removed from class or pulled aside and disciplined accordingly. Feel free to request more information from your instructional team.

As broken down by [Plagiarism.org](https://plagiarism.org), to “plagiarise” is to:

- Steal and pass off (the ideas or words of another) as one's own
- Use (another's production) without crediting the source
- Commit literary or code theft
- Present as new and original an idea or product derived from an existing source

## **Things to Know**

### **Cancellation, Withdrawal, and Refund Policy**

Please refer to your **Student Enrollment Agreement** for payment terms, and cancellation, refund, and withdrawal policy.

### **TIPP Subsidized Fees for Singapore Citizens & PR**

Singapore Citizens and Permanent Residents who meet the eligibility criteria are eligible for a subsidized course fees. Please refer to your **Student Enrollment Agreement** for the subsidy terms and conditions.

### **Transfers**

Prior to the commencement of a course *or* during the first week, students may be granted ONE transfer (subject to management approval, class availability and extenuating circumstance) into a future instance of the same immersive course.

Any transfers will be subject to a transfer fee of \$500. No transfer will be granted after 5pm on the first Friday after your course starts. All transfer requests must be made in writing to your course producer.

Should you be granted a transfer and transfer into an upcoming course or another course instance, you will be liable for the full course fees for that course plus the transfer fee.

Speak to your Course Producer about the refund policy if anything is unclear prior to enrolment.

All requests to Cancel, Withdraw or Transfer must be made to your Course Producer **in writing by email outlining your request and your reasons for the request.**

### **Employment-Related Opportunities**

General Assembly works with companies to facilitate opportunities for students. These opportunities include a Meet & Greet with potential employers. Although assistance is provided, General Assembly does not guarantee a job to any student or graduate.

If you have indicated that you are job seeking (you are looking for new employment using skills learned in the course in the next 90 days), we will consider that you have reached a successful outcome if you gain new employment using skills learned during the program within 90 days. This may be freelancing, a full time job, or starting up your own company.

Once a successful outcome has been achieved upon graduating from General Assembly, the onus of further job seeking will be on the graduate.

Inclusion in the Outcomes Program is dependant on completing the job seeker checklist issued by your outcomes producer. Failing to complete the checklist will place your inclusion in the Outcomes Program in jeopardy. This means you will be unable to attend the Meet and Greet.

### **Media / Intellectual Property**

We may invite members of the media to observe, take photos or videos of your class during your program. Additionally, we may use materials created in class for marketing and educational purposes. *For example, we might want to share your project at an information session to showcase what students can make or with instructors in other sessions to show them how what we have taught contributes to a final project.* Please speak to your producer if you have issues with this and want to be excluded.

Should any members of the media (including bloggers) approach you for comment about General Assembly, or your experience at GA, you must get approval from your producer before participating in any interviews or media opportunities.

### **Off Campus excursions**



Participation in any excursions or off-campus activities as part of, or in relation to, your full-time course at General Assembly is at your own risk. You accept and assume all risks and hazards that may arise on an office visit or off-campus activity.

General Assembly and its employees, officers, directors or agents are neither liable nor responsible for any loss, illness, personal injury, death or property damage arising out of or connected with, or in any matter pertaining to, any field trip or off-campus activity.

You also agree to indemnify and hold harmless General Assembly (and its employees, officers, directors and agents) from any judgment, settlement, loss, liability, damage, or costs, including court costs and legal fees, that it may incur as a direct or indirect result of any negligent or deliberate act or omission on your part.

### **The Campus Policy**

General Assembly is located at Spacemob, Level 3, 8 Claymore Hill. Classes are held in rooms equipped with projectors, desks, and chairs. Students are welcome to use the pantry facilities and classroom, and are expected to clean up after themselves when they are finished.

**Refrigerator:** You are welcome to store some food and drink in the refrigerators on Level 3. Please label your items with your name clearly. The refrigerator will be emptied every Friday at 6:00 PM. Any food or drink left after Friday 6 PM will be discarded by the cleaning staff.

**Mail:** General Assembly does not take responsibility for your mail and packages. Please use your home address as your mailing address.

**Weekday Access:** WDI class is from 9:00 AM - 5:00 PM on Mondays to Fridays. Evening classes begin at 6:30 PM. Please vacate the classrooms by 6:00 PM. If you wish to continue working, you're welcome to work at the common areas on Levels 3 till 9:00 PM. There may be events in the common area on Level 2 & 3. Spacemob will post signage about this.

**Weekend Access:** Campus is open on Saturdays from 9:00 AM - 5:00 PM. Please note that the aircon will not be switched on outside of business hours (9:00 AM - 6:00 PM).

When using the common areas at Spacemob, please be respectful to the policies and to the other members.

*I have read the requirements and guidelines above, and am committed to being a valuable member of the General Assembly learning community.*



**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_