



FOUNDRY
COLLEGE

Catalog

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[FOUNDRYCOLLEGE.ORG](https://foundrycollege.org)

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MISSION AND OBJECTIVES

Letter from the Founder

“I am the first member of my family to attend college—and I paid my own way by working in various jobs. This may seem at odds with the fact that I was made a full professor at Harvard at age 34, that I later joined the faculty at Stanford, and that I led the team that created the curriculum and pedagogy of an elite university designed to train leaders and innovators from all over the world.

At the pinnacle of my career I found myself thinking about how lucky I had been, and wanting to make college more relevant and accessible to the broader population. I realized that what I know about the science of learning could be used to help anyone learn effectively—regardless of their background or previous educational experience. And that if we focused on subject matter that was not only unlikely to be automated but also directly related to the skills employers want and need in the labor force, this could improve people’s lives by giving them a path to a more secure job and improved economic stability. Moreover, helping individuals function more effectively at work would also help employers and the broader economy.

So here we are—courtesy of a team of amazing people who came together to make Foundry College a reality. Foundry College brings together everything I’ve learned about education, how students learn, and what’s required for success in a rapidly changing world. We are doing something new—and hope that you and those you know will join us as we bridge the gap between education and employment.”

— **Dr. Stephen M. Kosslyn**

Foundry College Founder, President Emeritus, and Chief Academic Officer

Mission

Foundry College’s mission is to provide adults with postsecondary education that teaches future-ready business knowledge and skills that can be used to improve their job opportunities across industries.

Objectives

- To teach broad, deep and general knowledge and skills that are needed for jobs that will not be easily automated;
- To use cutting-edge teaching methods to ensure that all students will learn effectively;
- To provide live instruction in face-to-face classes in an online environment; and
- To provide business knowledge and durable professional skills that can be used to improve job opportunities across industries.

GENERAL INFORMATION



Program Offerings

PROGRAM	LENGTH
Associate of Arts in Business Management*	60 Trimester Credits
Project Management Credentialed Certificate	21 Trimester Credits
Salesforce Administrator Credentialed Certificate	21 Trimester Credits

* Foundry College is not currently accepting new applications for the degree program.

Approval

Foundry College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the 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.

Facilities

Foundry College programs are delivered online. Coursework is completed at a location determined by the student, which must meet the minimum technical needs as specified under the [Distance Education Minimum Requirements section](#) below. No instruction is provided at Foundry College's main campus located at 100 Bush Street, Suite 1812, San Francisco, CA 94104. The main campus consists of administrative office space. Due to the Covid-19 pandemic the office will be open by appointment only. Courses take place online via the learning platform, known as the Forge: <https://forgeapp.foundrycollege.org/>. Students will receive login information for the Forge prior to orientation sessions and the first day of classes for their selected course(s).

Distance Education Minimum Requirements

Below is an outline of the personal technology requirements and specifications that are needed in order to take classes at Foundry College. It also includes some best practices for an optimized technology experience.

Technical Specifications for Computers

The Foundry College learning platform, known as the Forge, is designed to work with most standard computers (it is not supported on phones/mobile devices or tablets). While each computer is different, generally speaking it is recommended that you have a computer that:

- Has at least 4GB of memory for a Mac or at least 8GB of memory for a PC
- Is no more than 7 or 8 years old
- Can easily run video conferencing programs (such as Zoom)

Other Equipment Requirements

To participate in Foundry College classes, you **must** have the following equipment to take classes:

- **A computer with a built-in or external web camera** - All Foundry College classes take place online in a live, dynamic environment where you can interact directly with instructors and the other students. For this reason, students must have a computer with a built-in or external web camera. It is important that all students keep their cameras turned on at all times during class, so you can both see your classmates and instructor—and so that they can see you.
- **Headphones** - In order to create a positive learning environment for all students, we require that students use headphones with a microphone during class. Using headphones with a microphone will reduce audio feedback that might cause disruptions during group activities and class time. This will help ensure that you can hear clearly during class and that you can be heard without extraneous background noises.

Email and Internet Requirements

To participate in Foundry College classes, you will need to ensure you are using the following:

- **A Gmail account** - All students must have a Gmail email address in order to access Foundry College's learning platform, the Forge, and the Google Workspace documents available on our Foundry College Student Drive, which are used during classes and for the pre-class orientation week sessions. If you already use Gmail and the email address is appropriate for job applications and school use, you can use your current email. If not, you will need to create a professional Gmail address. A recommended template for new student email accounts is `firstname.lastname@gmail.com`. Foundry College reserves the right to reject a Gmail address it deems inappropriate.
- **The latest version of your preferred browser** - Foundry College uses a platform that requires a web browser to connect to the internet and take classes on the Forge platform. To ensure the best performance, check that your browser is completely up to date. The compatibility of your browser will vary depending on the specifications of your computer.

You can check your browser and computer compatibility via the following website URL - <https://tokbox.com/developer/tools/precalls/>.

We recommend using Google Chrome or Mozilla Firefox, but feel free to use what works best for you. You can download the latest version of either browser for free via the following links:

- Google Chrome: <https://www.google.com/chrome> and click “Download Chrome.”
 - Mozilla Firefox: <https://www.mozilla.org/en-US/firefox/new/> and click “Download Firefox.”
- **High-speed internet access** - We recommend that you take classes from a location with regular high-speed internet access, ideally from your own home. You should have an internet speed of at least 15 mbps download and 5 mbps upload to ensure that online classes are streamed without technical issues.
 - To perform an internet speed test, please type “speed test” in a Google search bar and click the button that says “Run Speed Test.”
 - Using the internet at a local library or coffee shop is not recommended because there may be interruptions and internet download speeds will vary based on the number of devices online.

Technology Best Practices

To ensure the best possible online experience during live classes, please ensure the following:

- **Restart your computer prior to each class** - close down all previously opened windows and tabs and restart your computer before each class.
- **Open your browser prior to each class** - if you typically keep browser windows open, close them down and restart your browser prior to each class.
- **Keep open browser windows and tabs to a minimum** - close all windows and tabs that are not relevant to your classes while taking each class.
- **Log in to your Google account prior to class** - before you enter the classroom, be sure to open another tab and log in to your Google account there, so that you will have access to all the breakout activity documents.

The screenshot shows a Zoom meeting interface. The main window displays a financial statement titled "20 | COMMON SIZE BALANCE SHEET" for "Company XYZ". The statement is a table with columns for "Statement 1", "Statement 2", "Increase/Decrease \$", and "Percent Change". The data is as follows:

Item	Statement 1	Statement 2	Increase/Decrease \$	Percent Change
Services	22,000	43,000	21,000	104.55%
Products	76,000	70,000	(6,000)	92.11%
Total Sales	98,000	113,000	15,000	153.06%
Expenses				
Cost of Goods Sold	8,000	9,000	1,000	112.5%
Rent	9,000	8,000	(1,000)	88.89%
Utilities	1,000	1,000	0	100%
Travel	2,000	3,500	1,500	175%
Total Expenses	22,000	24,500	2,500	111.36%
Net Income	14,200	14,440	240	101.69%

The Zoom interface also shows a chat window on the right with messages from participants like "Julian C", "Brainard F", and "Dede M". The meeting title is "20 | COMMON SIZE BALANCE SHEET" and the host is "FOUNDRY OBSERVER".

ADMISSIONS POLICIES AND PROCEDURES

Admissions Policy

Admission into any of the programs requires that the prospective student be 18 years or older, and a U.S. citizen or green card holder, or have an authorized status allowing them to study and work in the U.S. and:

- Have graduated from high school or equivalent. The following items are acceptable as proof of equivalency:
 - Evidence of passing the High School Equivalency Exam
 - Evidence of passing the GED
 - Documentation of High School Graduation on a DD214
 - Documentation of High School Diploma on a transcript from an accredited or Bureau approved postsecondary institution.
 - Documentation of completion of an associates or higher degree as equivalent.
- Be provided an online application
- Be provided an online written assessment
 - Reviewed with a 10-point scale. If you get 8 points or above, that constitutes acceptable. If you get 6 or 7 points, you get a second review for admissions based on all admissions requirements as a whole. Less than 5 points is not considered acceptable for admissions.
- Be provided an online cognitive assessment
 - There are 50 questions and an application must get at least 25 correct to be above the threshold (50%). For those who score less, you get a second review for admissions based on all admissions requirements as a whole.
- Be provided the Catalog
- Be provided the School Performance Fact Sheet
- Be provided the Degree Notice, if applying to enroll in the degree program

Admissions Procedure

Student admissions procedures include completing the full admissions process and reviewing the Catalog, School Performance Fact Sheet, Degree Notice (if applicable), and graduation / program completion requirements. Each prospective student must:

- Provide documentation of a high school diploma or equivalent
- Complete the online application
- Complete the online written assessment
- Complete the online cognitive assessment
- Provide identity verification photo
- Review the Catalog
- Complete the School Performance Fact Sheet, initial, date and sign
- Complete the Degree Notice, sign and date, if enrolling in the degree program
- Sign the Enrollment Agreement

Foundry College reviews all admission procedures holistically, taking into account the full process, all documents and assessments. If a minimum score is not obtained on an assessment a second review of scores may be reviewed to determine if the applicant may be a good fit for the program.

International Students and English Language Services

Foundry College does not offer visa services to prospective students from other countries or English language services. Foundry College does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by completing the application, personality questionnaire, and written and cognitive assessments.

Foreign Transcript Evaluation

All foreign transcripts / diplomas must be evaluated by a member of the National Association of Credential Evaluation Service (NACES) and provided to Foundry College. Any fees associated with obtaining an evaluation are at the cost of the applicant. The following is a sample of foreign transcript / diploma evaluators. Foundry College does not endorse any evaluators.

- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

Additional third-party evaluators can be found at: <https://www.naces.org/members>

Ability-to-Benefit

Foundry College does not admit ability-to-benefit students.

Acceptance of Credit

Foundry College does not evaluate nor accept credit by means of transfer of credit, experiential learning, challenge examinations, or achievement tests for its non-degree programs and core courses in the degree program. Please see the [degree program description](#) for required electives to be transferred in.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Foundry College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or 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 Foundry College to determine if your credits or degree or certificate will transfer.

Articulation Agreements

Foundry College has not entered into any transfer or articulation agreements with any other college or university.

Transcripts, Certificates, and Verification of Enrollment

To request a transcript or enrollment verification letter, or if you have any queries about an issued certificate, please email Foundry College's Registrar's Office at registrar@foundrycollege.org. Certificates and verification of enrollment are provided free of charge. The first copy of a transcript is provided at no cost, additional transcripts costs are noted in the [Tuition and Fees](#) section.

PROGRAMS

PROGRAM	LENGTH
Associate of Arts in Business Management*	60 Trimester Credits
Project Management Credentialed Certificate	21 Trimester Credits
Salesforce Administrator Credentialed Certificate	21 Trimester Credits

Associate of Arts in Business Management*

Program Length:	60 trimester credits / 24 months
Delivery Method:	Online (live and synchronous)
Cumulative Final Exam:	Yes
Graduation Document:	Associate of Arts in Business Management

* Foundry College is not currently accepting new applications for the degree program.

Program Description:

The Foundry College associate degree in business management program teaches students foundational business concepts that can be used across industries. But more than that, students who complete this program also gain key professional skills that are in demand across employers and industries and are prepared to take an external, third-party credential to give them access to a particular career pathway. Students take six professional skills courses (general education courses) that teach “automation resistant” knowledge and skills and are designed to help students adapt to a changing workplace. In so doing, these courses provide students with the background that employers across industries seek. In addition, students take four business major courses plus two business credential courses. The business credential courses (a two-course series selected from a series of options) provide

students with preparation to secure an industry-recognized external credential and portfolio of work samples that will support their career pathway. The four business major courses teach students key business skills, including fundamentals of business, thinking with software, and analyzing and conveying business information. The final business major course is a synthesis course which gives students an opportunity to apply the skills and knowledge they've gained to a real-world workplace scenario. The program also requires that students transfer in 21 credits of electives (accepted from a variety of sources) to complete the associate degree. Upon successful completion of the program, students will receive an Associate of Arts in Business Management as well as be prepared to secure an industry-recognized credential. See below (Course Descriptions) for a full list of course descriptions for the business major and business credential courses.

Program Objectives:

The degree program objectives are as follows:

1. Teach students how to analyze business-relevant data and know how to use it.
2. Teach students how to read, write and present business-relevant materials.
3. Teach students how to use software and other tools to solve practical problems systematically.
4. Teach students how to manage themselves so they are more efficient and productive.
5. Teach students how to learn quickly and effectively.

Program Learning Outcomes:

The degree program Learning Outcomes are as follows:

1. Analyze business-relevant data and know how to use it.
2. Know how to read, write and present business-relevant material.
3. Use software and other tools to solve practical problems systematically.
4. Use methods that help one to work well with others.
5. Acquire tools to manage oneself to be more efficient and productive.
6. Learn how to learn quickly and effectively.

Program Outline:

COURSE CODE	COURSE NAME	CLOCK HOURS / INSTRUCTIONAL HOURS	TOTAL HOURS	TOTAL TRIMESTER CREDITS
PRO-101	Managing Yourself at Work	50.4 hours	50.4 hours	3 credits
PRO-102	Learning at Work	50.4 hours	50.4 hours	3 credits
PRO-103	Practical Problem Solving	50.4 hours	50.4 hours	3 credits
PRO-104	Clear Communication	50.4 hours	50.4 hours	3 credits
PRO-105	Working with Others	50.4 hours	50.4 hours	3 credits
PRO-106	Critical Analyses	50.4 hours	50.4 hours	3 credits
BUS-201	Thinking with Software	50.4 hours	50.4 hours	3 credits
BUS-202	Analyzing and Conveying Information in Business	50.4 hours	50.4 hours	3 credits
BUS-203	Fundamentals of Business	50.4 hours	50.4 hours	3 credits

COURSE CODE	COURSE NAME	CLOCK HOURS / INSTRUCTIONAL HOURS	TOTAL HOURS	TOTAL TRIMESTER CREDITS
BUS-204	From the Classroom to the Workplace	50.4 hours	50.4 hours	3 credits
BUS-211**	Salesforce Admin Super Set Foundations	75.6 hours	75.6 hours	4.5 credits
BUS-212**	Salesforce Admin Super Set Skills	75.6 hours	75.6 hours	4.5 credits
BUS-215**	Project Management Foundations	75.6 hours	75.6 hours	4.5 credits
BUS-216**	Project Management in Practice	75.6 hours	75.6 hours	4.5 credits
See Elective Credits on the following page.	Electives***			21 credits
Total Credits:				60 credits
<ul style="list-style-type: none"> ■ Professional Skills Courses (PRO): 18 credit hours ■ Business Major + Business Credential** Courses (BUS): 21 credit hours ■ Electives: 21 credit hours 				

**** Students only need two of these four courses (but they must be in the same credential pathway) for the degree - courses taken beyond the two can be counted toward elective credit.**

***** Foundry College does not offer electives but requires students transfer in elective credit to cover the credits required to satisfy the electives requirement. See the following "Elective Credits" section for more information.**

Elective Credits:

Policy

All students at Foundry College take the same core curriculum (professional skills and business major courses) as part of their degree program. Students may not transfer in any credits to replace these core requirements. To graduate from the degree program, students must also have 21 elective credits (or equivalent, 31.5 quarter credits). Foundry College does not offer elective courses directly, but will accept transfer credits for electives from any of the below listed sources. This credit is required before a student can enroll in the final capstone course, BUS-204 From the Classroom to the Workplace. Students who have not provided these credits by the time they are ready to take BUS-204 and have mastered all other courses will be placed on a leave of absence, following the [Leave of Absence Policy](#) in this catalog.

Foundry College accepts transfer credits for all electives that involve academic rigor, across all subject matter. Exceptions are courses with academic rigor that overlap significantly with required coursework - any of the Foundry College professional skills, business major or credential courses (i.e. if a potential course or exam is determined to have substantial overlap with one of the 12 required courses, it will not be accepted for credit). Sports electives (e.g., yoga, basketball, fencing, etc.) are not accepted for transfer credit nor are courses with a grade of pass/fail.

Foundry College places no time limit on when a proposed course or exam for transfer was taken, but reserves the right to reject any course or exam that covers too much material that is outdated or otherwise irrelevant to our program learning outcomes.

Transfer of Credit

Foundry College accepts elective credit from higher learning institutions that are accredited by an accrediting agency approved by the United States Department of Education or approved by the Bureau for Private Postsecondary Education. In addition, Foundry College does not accept transfer credit from non-American institutions. A minimum grade of a "C" or 2.0 must be obtained for each transferred course. Foundry College requires, at a minimum, one official transcript to evaluate credit. Additional documentation may be requested.

Experiential Learning Credit

Foundry College accepts credits for previous "real life" experience (e.g., serving in the military in specific capacities). Foundry College may grant credit to a student for prior experiential learning only if:

- The prior learning is equivalent to a college or university level of learning;
- The learning experience demonstrates a balance between theory and practice and;
- The credit awarded for the prior learning experience directly relates to the student's program and is applied in satisfaction of some of the requirements.

Each request will be evaluated by faculty qualified in the specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.

The faculty evaluating the prior learning shall prepare a written report indicating all of the following:

- The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;
- The basis for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and
- The basis for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.

Of the 60 trimester credits awarded a student in an undergraduate program, no more than 15 trimester / semester credits may be awarded for prior experiential learning.

Challenge Examinations

- **CLEP (College Level Examination Program).** Foundry College accepts credits from examinations that are offered by the College Board to certify capabilities in a wide range of areas. In addition, if a student does not have existing capabilities, they may take online courses through Modern States “Freshman Year for Free” that map to CLEP examinations and then take the examinations. There are 34 different CLEP exams in five different areas. Foundry College accepts credit for a score of 50 on all CLEP exams except for College Composition Modular. Please see the CLEP website for a list of all 34 CLEP exams - <https://clep.collegeboard.org/register>. Foundry College only grants credit for CLEP exams if you haven't previously completed a comparable college-level course. For example, if you successfully complete college-level English 101 or a similar course, you wouldn't receive CLEP credit in that same subject.
- **ACE (American Council on Education).** Students may use ACE services to assess whether prior training, course or credentials are eligible for transfer. Service website link - <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Learner-Transfer-Guide.aspx>. ACE provides an official ACE transcript to participants who successfully complete a course, examination or certification with an ACE credit recommendation. Students can provide their ACE transcripts to institutions in an effort to obtain college credit or advanced placement in a degree program. ACE transcripts help students transfer college credit for their previously completed college courses at accredited colleges and universities.
- **IB (International Postsecondary Education) or AP (Advanced Placement) Credits.** Foundry College accepts IB or AP credits from students as evidence of achievement tests. Foundry College will only accept an AP exam on which a student received a three or higher. Students must receive a five or higher on the IB, which must be a Higher-Level exam. Foundry College does not award credit for the completion of an AP level course in high school; only an AP exam is eligible for transfer credit.

Foundry College does not provide credit for achievement tests.

Procedure

The student must have an original official transcript issued directly to Foundry College's Registrar's Office for formal review. The transcript can be either emailed as a pdf or a hard copy sent by mail.

Foundry College
The Registrar's Office
100 Bush Street
Suite 1812
San Francisco, CA 94104
registrar@foundrycollege.org

Once received, the transcript will be reviewed by members of the Foundry College staff to determine: 1) authenticity of the document; 2) eligible credits; and 3) total number of credits. As part of this process, students may be asked to provide a syllabus of a course in order to determine its eligibility for transfer.

Upon receipt of documents for review of credit, Foundry College will use the above criteria to accept credit, as applicable.

The Student Experience Team will review all documentation and provide notification to the student regarding the final decision on all requests for credit within four weeks. Any eligible credits will be transferred as electives and added to the student's permanent record and transcript with the applicable notation per Foundry College's [Grading System](#).

There are no fees for review of any type of credit requested for evaluation.

Graduation Requirements:

A student must achieve the following to successfully graduate with an Associate of Arts in Business Management from Foundry College:

- Achieve mastery in all courses for the program
(as outlined in the [Satisfactory Academic Progress \(Mastery\)](#) section)
- Earn all required credits, including elective credits
- Ensure all financial obligations have been paid or other financial arrangements have been requested and approved in writing by Foundry College

**For the Project Management pathway, the external credential is not required to achieve program completion, but is a requirement for those seeking to receive the Project Management Credentialed Certificate (those who do not will receive a Project Management Certificate).*

Course Descriptions:**Professional Skills Courses - 18 credits****Course Code: PRO-101****Course Name:** Managing Yourself at Work**Hours/Credits:** 3 credits**Prerequisites:** None

Description: Managing Yourself at Work focuses on learning how to organize yourself to be efficient and effective, as well as learning how to be resilient, have a positive attitude, and have a growth mindset. The course also addresses topics such as how to be proactive at work, the nature and importance of personal responsibility and conscientiousness, how to set and achieve goals, and how to assess how well one is functioning at work.

Course Code: PRO-102**Course Name:** Learning at Work**Hours/Credits:** 3 credits**Prerequisites:** None

Description: In Learning at Work, students learn how to learn effectively and efficiently. They are taught how to use specific types of practice and processing strategies that enhance memory, how to associate material into coherent, hierarchically organized structures, and how to create rich retrieval cues to aid subsequent recall. By understanding the fundamental principles of how humans learn, students can devise strategies to learn effectively at work.

Course Code: PRO-103**Course Name:** Practical Problem Solving**Hours/Credits:** 3 credits**Prerequisites:** None

Description: In Practical Problem Solving, students learn a set of general heuristics that allow them to frame and solve a wide range of different types of problems. We teach methods for identifying and characterizing problems, for using divergent and convergent thinking, for reframing problems, and for prioritizing potential solutions. Part of this course focuses on heuristics for devising creative solutions to ill-formed problems.

Course Code: PRO-104**Course Name:** Clear Communication**Hours/Credits:** 3 credits**Prerequisites:** None

Description: Communication is a two-way street: it means both understanding what others say and write—and effectively conveying your own thoughts through speech or writing. This course will help you to improve your verbal and written communication skills as well as your ability to understand and analyze what you read. You will learn to read critically, develop your own arguments, write specific kinds of communications, and communicate more effectively with others and in groups.

Course Code: PRO-105**Course Name:** Working with Others**Hours/Credits:** 3 credits**Prerequisites:** None

Description: Skills that help people to work with others—including relationship management, working in teams, and communication skills—are already in high demand among employers, and will be in even higher demand in the coming years. In this course, students build these important skills and learn how to apply them at work. Students learn key aspects of how to behave professionally, how to participate in and run meetings, how to collaborate with others effectively, how to receive and give feedback, negotiation techniques, the problem of implicit bias in the workplace, and the value of diversity and inclusion.

Course Code: PRO-106**Course Name:** Critical Analyses**Hours/Credits:** 3 credits**Prerequisites:** None

Description: Fully 91% of employers have rated the ability to think critically as a crucial skill for any new employee. In this course, students will learn to think critically by challenging reports, making and evaluating arguments, weighing decisions, and assessing their own thinking.

Business Major Courses - 12 credits**Course Code: BUS-201****Course Name:** Thinking with Software**Hours/Credits:** 3 credits**Prerequisites:** Minimum of four professional skills courses mastered

Description: In Thinking with Software, students learn how to use the standard programs in the Google suite, focusing on spreadsheets, slideware and word processing programs. The software is learned by considering how to solve specific business-related problems. Students often work with provided data sets, such as those used to manage a budget. The final exam for this course is a certificate exam offered by Google, which documents that students are adept in using the Google suite; as usual, we will require students to show mastery.

Course Code: BUS-202**Course Name:** Analyzing and Conveying Information in Business**Hours/Credits:** 3 credits**Prerequisites:** Minimum of four professional skills courses mastered

Description: Among the key functions of business managers is the responsibility for ensuring that the company or department they oversee achieves their financial goals. To do this, managers must have a working knowledge of the indicators that are used to assess the financial health of the business. This course provides students with a rich background in these indicators, which include analyses of income statements, balance sheets, cash flow statements, and budgets. Students learn to understand business goals and business language, to analyze and create business reports, to evaluate business forecasts, to understand the fundamentals of marketing, and to understand and conduct a SWOT analysis.

Course Code: BUS-203**Course Name:** Fundamentals of Business**Hours/Credits:** 3 credits**Prerequisites:** Minimum of four professional skills courses mastered

Description: In the Fundamentals of Business course, students learn how a business is structured, the responsibilities of the business functions and their interrelationships. Given the changing nature of the business environment students should not only understand how a business operates but also should be aware of how businesses are started—and what constraints and requirements must be met as ideas become reality.

Course Code: BUS-204**Course Name:** From the Classroom to the Workplace**Hours/Credits:** 3 credits

Prerequisites: Must have mastered all six professional skills courses, two credential courses (in a single series), as well as BUS-201, BUS-202, BUS-203 (note: it is possible to take BUS-204 concurrently with one or two other business major courses, if those are the last courses a student has to take in the program)

Description: From the Classroom to the Workplace is the final synthesis course in the program and gives students an opportunity to apply the skills and knowledge they've gained to a real-world workplace scenario. This course focuses on integrating the six Professional Skills courses with experiences in the workplace, drawing on other Foundry College courses as appropriate. Students analyze challenges they've encountered in a current or past job, explain how Foundry College coursework contributed to a better understanding of these situations, and create a plan for handling similar scenarios in the future.

Business Credential Courses - 9 credits**Course Code: BUS-211****Course Name:** Salesforce Admin Super Set Foundations**Hours/Credits:** 4.5 credits**Prerequisites:** Minimum of two professional skills courses (previously taken and mastered or taken concurrently with BUS-211 course)**Description:** The Salesforce Admin Super Set Foundations course is the first in a two-course sequence that prepares students for an entry-level Salesforce administrator position. Students learn the basics of the Salesforce platform and become familiar with the vocabulary, functions, and interface of the Salesforce software. The curriculum consists of learning to create and modify reports and dashboards, manage access to information to ensure data security, customize an organization's data model, and manage users. Students also work to earn the first of three Salesforce Admin Super Set "Superbadges," the Business Administration Specialist Superbadge.**Course Code: BUS-212****Course Name:** Salesforce Admin Super Set Skills**Hours/Credits:** 4.5 credits**Prerequisites:** BUS-211 plus four professional skills courses successfully mastered (final two professional skills courses may be taken concurrently with BUS-212)**Description:** During the Salesforce Admin Super Set Skills course, the second in the two-course Salesforce-related sequence, students continue to build their knowledge of the Salesforce ecosystem. They continue to build reports and dashboards, learn to set up a mobile interface, build their own apps to achieve company goals, learn and deploy industry-standard identity and access management tools, and customize an organization's Salesforce platform to achieve business goals. Students also work to earn the second two of the three Salesforce Admin Super Set "Superbadges," the Lightning Experience Reports & Dashboards Specialist and the Security Specialist.**Course Code: BUS-215****Course Name:** Project Management Foundations**Hours/Credits:** 4.5 credits**Prerequisites:** Minimum of two professional skills courses (previously taken and mastered or taken concurrently with BUS-215 course)**Description:** The Project Management Foundations course is the first in a two-course sequence that prepares students for an entry-level project management position. The course provides the foundational knowledge to enter this growing job field while building practical skills for on-the-job application. Students will learn how to initiate, plan, schedule, budget, execute, monitor, and document projects from beginning to end, for small to medium-sized projects.**Course Code: BUS-216****Course Name:** Project Management in Practice**Hours/Credits:** 4.5 credits**Prerequisites:** BUS-215 plus four professional skills courses successfully mastered (final two professional skills courses may be taken concurrently with BUS-216)**Description:** During the Project Management in Practice course, the second in the two-course project management-related sequence, students will continue to work toward preparing for an industry-recognized credential: CompTIA Project+, which demonstrates core foundational project management knowledge and skills, and they will also produce a new product prototype using Agile project management methodology. Students will also learn how to combine the different project management methodologies into a hybrid approach, giving them a versatile and unique set of skills and tools to manage projects of various sizes across different industries.

Notice to Prospective Degree Program Students:

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by March 22, 2023, and full accreditation by March 22, 2026.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.



Project Management Credentialed Certificate

Program Length:	21 trimester credits / 14 months
Delivery Method:	Online (live and synchronous)
Cumulative Final Exam:	Yes
Completion Document:	Project Management Credentialed Certificate

Program Description:

The Project Management Credentialed Certificate program certifies students in the waterfall method, one of the most common project management methodologies, and also teaches them about the agile methodology and how to blend the two methodologies into a hybrid approach. The program consists of four courses that help students master 21st century professional skills and two courses that specialize in an external, industry-recognized credential in project management. The four professional skills courses target specific future-ready skills that today's employers look for in all new hires, including clear communication, collaboration, problem-solving, organization, teamwork, and responsibility. These skills are automation-resistant, and surveys have found that these skills are in demand by many employers. As part of the credential courses, students learn core project management skills, including how to initiate, plan and execute a project by identifying stakeholders, project costs, timelines, and

project risks. They also learn to monitor, control, and close a project, and study waterfall and agile project management methodologies in practice. Students integrate their knowledge by blending project management methodologies, as well as learning when each approach is more appropriate. Learning labs allow students to troubleshoot specific problems in small groups, with the guidance of the instructor, and help students to apply the knowledge and skills they are learning in a course in a variety of contexts and industries. As part of the learning labs, students produce work products in project management, giving them the opportunity to build a portfolio to document their competence as they enter or advance in the job market. Students who successfully master the Project Management Credentialed Certificate will be prepared to take the CompTIA Project+ certification. See below (Course Descriptions) for a full list of course descriptions for the program.

Program Objectives:

The program objectives for our credentialed certificate in project management are as follows:

1. Teach students broad, deep and general professional knowledge and skills, which provide foundations for a wide range of jobs.
2. Teach students how to apply knowledge and skills necessary for success in a job related to project management.
3. Teach students to use relevant tools, software, and methods to solve meaningful problems.
4. Teach students to manage their time, resources, and relationships to work and communicate effectively in any industry.
5. Prepare students to obtain an industry-recognized credential: the CompTIA Project+.
6. Help students to gain confidence and competence to enter a growing job field.

Program Learning Outcomes:

The learning outcomes for our credentialed certificate programs are as follows:

1. Acquire broad, deep and general professional knowledge and skills, which provide foundations for a wide range of jobs
2. Apply knowledge and skills necessary for success in a job related to project management.
3. Use relevant tools, software, and methods to solve meaningful problems.
4. Manage one's time, resources, and relationships to work and communicate effectively in any industry.
5. Prepare students to obtain an industry recognized credential: the CompTIA Project+.
6. Gain confidence and competence to enter a growing job field.

Program Outline:

COURSE CODE	COURSE NAME	CLOCK HOURS / INSTRUCTIONAL HOURS	TOTAL HOURS	TOTAL TRIMESTER CREDITS
PRO-101	Managing Yourself at Work	50.4 hours	50.4 hours	3 credits
PRO-103	Practical Problem Solving	50.4 hours	50.4 hours	3 credits
PRO-104	Clear Communication	50.4 hours	50.4 hours	3 credits
PRO-105	Working with Others	50.4 hours	50.4 hours	3 credits
BUS-215	Project Management Foundations	75.6 hours	75.6 hours	4.5 credits
BUS-216	Project Management in Practice	75.6 hours	75.6 hours	4.5 credits
Total Credits:				21 credits
<ul style="list-style-type: none"> ■ Professional Skills Courses (PRO): 12 credits ■ Credential Courses (BUS): 9 credits 				

Program Completion Requirements:

A student must achieve the following to successfully complete the Project Management Credentialed Certificate program at Foundry College:

- Achieve mastery in all courses for the program (as outlined in the [Satisfactory Academic Progress \(Mastery\)](#) section)
- Pass the CompTIA Project+ exam*
- Ensure all financial obligations have been paid or other financial arrangements have been requested and approved in writing by Foundry College

**The external credential is not required to complete the program, but is a requirement for those seeking to receive the Project Management Credentialed Certificate (those who do not will receive a Project Management Certificate).*

Course Descriptions:**Professional Skills Courses - 12 credits**

Course Code: PRO-101

Course Name: Managing Yourself at Work

Hours/Credits: 3 credits

Prerequisites: None

Description: Managing Yourself at Work focuses on learning how to organize yourself to be efficient and effective, as well as learning how to be resilient, have a positive attitude, and have a growth mindset. The course also addresses topics such as how to be proactive at work, the nature and importance of personal responsibility and conscientiousness, how to set and achieve goals, and how to assess how well one is functioning at work.

Course Code: PRO-103

Course Name: Practical Problem Solving

Hours/Credits: 3 credits

Prerequisites: None

Description: In Practical Problem Solving, students learn a set of general heuristics that allow them to frame and solve a wide range of different types of problems. We teach methods for identifying and characterizing problems, for using divergent and convergent thinking, for reframing problems, and for prioritizing potential solutions. Part of this course focuses on heuristics for devising creative solutions to ill-formed problems.

Course Code: PRO-104

Course Name: Clear Communication

Hours/Credits: 3 credits

Prerequisites: None

Description: In Clear Communication, students learn details about how to speak clearly and avoid ambiguity, how to listen actively and ensure that communication is effective, how to read closely and critically, and how to write effectively and persuasively.

Course Code: PRO-105

Course Name: Working with Others

Hours/Credits: 3 credits

Prerequisites: None

Description: Whereas the Managing Yourself at Work course turns inward, Working with Others looks outward: Students learn key aspects of how to behave professionally, how to participate in and run meetings, how to collaborate with others effectively, how to receive and give feedback, negotiation techniques, the problem of implicit bias in the workplace and the value of diversity and inclusion.

Business Credential Courses for Project Management pathway - 9 credits

Course Code: BUS-215

Course Name: Project Management Foundations

Hours/Credits: 4.5 credits

Prerequisites: Minimum of two professional skills courses (previously taken or taken concurrently with BUS-215 course)

Description: The Project Management Foundations course is the first in a two-course sequence that prepares students for an entry-level project management position. The course provides the foundational knowledge to enter this growing job field while building practical skills for on-the-job application. Students will learn how to initiate, plan, schedule, budget, execute, monitor, and document projects from beginning to end, for small to medium-sized projects.

Course Code: BUS-216

Course Name: Project Management in Practice

Hours/Credits: 4.5 credits

Prerequisites: BUS-215 plus four professional skills courses completed (final two professional skills courses may be taken concurrently with BUS-216)

Description: During the Project Management in Practice course, the second in the two-course project management-related sequence, students will continue to work toward preparing for an industry-recognized credential: CompTIA Project+, which demonstrates core foundational project management knowledge and skills, and they will also produce a new product prototype using Agile project management methodology. Students will also learn how to combine the different project management methodologies into a hybrid approach, giving them a versatile and unique set of skills and tools to manage projects of various sizes across different industries.



Salesforce Administrator Credentialed Certificate

Program Length:	21 trimester credits / 12 months
Delivery Method:	Online (live and synchronous)
Cumulative Final Exam:	No
Completion Document:	Salesforce Admin Super Set Credentialed Certificate

Program Description:

The Salesforce Administrator Credentialed Certificate program prepares students for an entry-level Salesforce administrator position. The program consists of four courses that help students master 21st century professional skills and two courses that specialize in an external, industry-recognized credential. The four professional skills courses target specific future-ready skills that today's employers look for in all new hires, including clear communication, collaboration, problem-solving, organization, teamwork, and responsibility. These skills are automation-resistant, and surveys have found that these skills are in demand by many employers. As part of the Salesforce-focused credential courses, students learn the basics of the Salesforce platform and become familiar with the vocabulary, functions, and interface. Students expand their knowledge of the Salesforce ecosystem, build reports and

dashboards, set up a mobile interface, build their own apps, learn and deploy industry-standard identity, access management tools, and customize a Salesforce platform. Learning labs allow students to troubleshoot specific problems in small groups, with the guidance of the instructor, and help students to apply the knowledge and skills they are learning in a course in a variety of contexts and industries. As part of the learning labs, students produce work products and build a portfolio to document their competence as they enter or advance in the job market. Students who successfully master the Salesforce Administrator Credentialed Certificate will earn three Salesforce Superbadges: the Lightning Experience Reports & Dashboards Specialist, Security Specialist, and Business Administration Specialist. See below (Course Descriptions) for a full list of course descriptions for the program.

Program Objectives:

The program objectives for our credentialed certificate in Salesforce Administration are as follows:

1. Teach students broad, deep and general professional knowledge and skills, which provide foundations for a wide range of jobs
2. Teach students how to apply knowledge and skills necessary for success in a job related to Salesforce Administration
3. Teach students to use relevant tools, software, and methods to solve meaningful problems
4. Teach students to manage their time, resources, and relationships to work and communicate effectively in any industry
5. Prepare students to obtain an industry-recognized credential: the Salesforce Admin Super Set
6. Help students to gain confidence and competence to enter a growing job field

Program Learning Outcomes:

The learning outcomes for our credentialed certificate programs are as follows:

1. Acquire broad, deep and general professional knowledge and skills, which provide foundations for a wide range of jobs
2. Apply knowledge and skills necessary for success in a job related to Salesforce Administration
3. Use relevant tools, software, and methods to solve meaningful problems
4. Manage one's time, resources, and relationships to work and communicate effectively in any industry
5. Obtain an industry-recognized credential: the Salesforce Admin Super Set
6. Gain confidence and competence to enter a growing job field

Program Outline:

COURSE CODE	COURSE NAME	CLOCK HOURS / INSTRUCTIONAL HOURS	TOTAL HOURS	TOTAL TRIMESTER CREDITS
PRO-101	Managing Yourself at Work	50.4 hours	50.4 hours	3 credits
PRO-103	Practical Problem Solving	50.4 hours	50.4 hours	3 credits
PRO-104	Clear Communication	50.4 hours	50.4 hours	3 credits
PRO-105	Working with Others	50.4 hours	50.4 hours	3 credits
BUS-211	Salesforce Admin Super Set Foundations	75.6 hours	75.6 hours	4.5 credits
BUS-212	Salesforce Admin Super Set Skills	75.6 hours	75.6 hours	4.5 credits
Total Credits:				21 credits
<ul style="list-style-type: none"> ■ Professional Skills Courses (PRO): 12 credits ■ Credential Courses (BUS): 9 credits 				

Program Completion Requirements:

A student must achieve the following to successfully complete the Salesforce Administrator Credentialed Certificate program at Foundry College:

- Achieve mastery in all courses for the program (as outlined in the [Satisfactory Academic Progress \(Mastery\)](#) section)
 - Ensure all financial obligations have been paid or other financial arrangements have been requested and approved in writing by Foundry College
-

Course Descriptions:**Professional Skills Courses - 12 credits****Course Code: PRO-101**

Course Name: Managing Yourself at Work

Hours/Credits: 3 credits

Prerequisites: None

Description: Managing Yourself at Work focuses on learning how to organize yourself to be efficient and effective, as well as learning how to be resilient, have a positive attitude, and have a growth mindset. The course also addresses topics such as how to be proactive at work, the nature and importance of personal responsibility and conscientiousness, how to set and achieve goals, and how to assess how well one is functioning at work.

Course Code: PRO-103

Course Name: Practical Problem Solving

Hours/Credits: 3 credits

Prerequisites: None

Description: In Practical Problem Solving, students learn a set of general heuristics that allow them to frame and solve a wide range of different types of problems. We teach methods for identifying and characterizing problems, for using divergent and convergent thinking, for reframing problems, and for prioritizing potential solutions. Part of this course focuses on heuristics for devising creative solutions to ill-formed problems.

Course Code: PRO-104

Course Name: Clear Communication

Hours/Credits: 3 credits

Prerequisites: None

Description: In Clear Communication, students learn details about how to speak clearly and avoid ambiguity, how to listen actively and ensure that communication is effective, how to read closely and critically, and how to write effectively and persuasively.

Course Code: PRO-105

Course Name: Working with Others

Hours/Credits: 3 credits

Prerequisites: None

Description: Whereas the Managing Yourself at Work course turns inward, Working with Others looks outward: Students learn key aspects of how to behave professionally, how to participate in and run meetings, how to collaborate with others effectively, how to receive and give feedback, negotiation techniques, the problem of implicit bias in the workplace and the value of diversity and inclusion.

Credential Courses - 9 credits**Course Code: BUS-211****Course Name:** Salesforce Admin Super Set Foundations**Hours/Credits:** 4.5 credits**Prerequisites:** Minimum of two professional skills courses (previously taken or taken concurrently with BUS-211 course)

Description: The Salesforce Admin Super Set Foundations course is the first in a two-course sequence that prepares students for an entry-level Salesforce administrator position. Students learn the basics of the Salesforce platform and become familiar with the vocabulary, functions, and interface of the Salesforce software. The curriculum consists of learning to create and modify reports and dashboards, manage access to information to ensure data security, customize an organization's data model, and manage users. Students also work to earn the first of three Salesforce Admin Super Set "Superbadges," the Business Administration Specialist Superbadge.

Course Code: BUS-212**Course Name:** Salesforce Admin Super Set Skills**Hours/Credits:** 4.5 credits**Prerequisites:** BUS-211 plus four professional skills courses mastered (final two professional skills courses may be taken concurrently with BUS-212)

Description: During the Salesforce Admin Super Set Skills course, the second in the two-course Salesforce-related sequence, students continue to build their knowledge of the Salesforce ecosystem. They continue to build reports and dashboards, learn to set up a mobile interface, build their own apps to achieve company goals, learn and deploy industry-standard identity and access management tools, and customize an organization's Salesforce platform to achieve business goals. Students also work to earn the second two of the three Salesforce Admin Super Set "Superbadges," the Lightning Experience Reports & Dashboards Specialist and the Security Specialist.

ACADEMIC POLICIES

Grading System

Our grading policy has been developed to reflect the high standard that every graduate of Foundry College achieves. A student may receive one of two grades in each course: Mastered (M) or Not Mastered (NM). A notation may be listed if a grade is not applicable. The below designations indicate the grade or notation that may be recorded on a student's official transcript. All grades or notations referenced below, with the exception of E (Extended), are permanent once received.

GRADE OR NOTATION	DEFINITION
M	Mastered: A course is M (Mastered) when the student has satisfactorily met all minimum course requirements and obtained a 100% on the Mastery Assessment.
NM	Not Mastered: A course is NM (Not Mastered) when the student has not satisfactorily met all minimum course requirements and/or has not obtained a 100% on the Mastery Assessment.
E	Extended: A course is temporarily E (Extended) if a student requests and is approved an extension to complete the course after the course end date.
W	Withdraw: A course is W (Withdraw) if a student withdraws from the course or from the program after week four but before week fifteen. If a student withdraws from a course before week five, no record of the course will be documented on their transcript.
AW	Administrative Withdraw: A course is AW (Administrative Withdraw) if the student has been administratively withdrawn by Foundry College from the course or from the program.
CR	Credit awarded for courses completed at other institutions.
CRX	Credit awarded for experiential learning.
CRE	Credit based on challenge examinations.

Any courses that are NM, W, or AW must be retaken during a new trimester in order for a student to complete the program. A student may only retake a course up to three (3) times. Please see Foundry College's [Course Withdrawal](#), [Course Extension](#), and [Program Withdrawal](#) policies for more information on the timelines and implications associated with these actions as a Foundry College student.

Satisfactory Academic Progress (Mastery)

The Foundry College program follows a mastery-based learning model. This means that students must master every capability in a course in order to pass the course. This is true for the Credential courses as well as the Professional Skills courses and Business Major courses. In addition, Credential courses are focused on obtaining an externally recognized credential. Therefore, the mastery requirements for Credential courses will differ, in order to tailor assessments to the specific credential. Students receive a Certificate of Mastery for each course they master. Students who do not master a course will need to retake it.

Professional Skills Courses

The following is an overview of steps that need to be completed in order to achieve mastery in a Professional Skills course. Professional Skills courses include: Managing Yourself at Work, Practical Problem Solving, Learning at Work, Clear Communication, Working with Others and Critical Analyses.

In order to achieve mastery in each Professional Skills course, students must:

1. Pass or make six attempts on ALL end-of-class quizzes;
2. Take the Midterm Assessment (two attempts);
3. Receive a 100% score on the end-of-trimester Mastery Assessment (four attempts).

All assessments—including the Midterm and Mastery Assessments—are open notes. Students may consult their own notes, review lesson plans, refer to course slides, videos, and the syllabus. However, students may not give or receive help from classmates or others.

■ ***End-of-Class Quizzes***

Students have up-to-six attempts to pass each end-of-class quiz. To pass a quiz, a student must pass every single question. If they do on the first attempt, then they are done—they don't need to make any additional attempts. If they don't, they will need to retake the quiz until they pass it or complete six attempts. The first quiz in each class has five questions. All other quizzes contain six questions (five from the material covered in the current class and one question pulled from a previous class). Each time a student retakes a quiz, they will get a set of new questions.

If a student does not pass with 100% score on their second attempt at a quiz, they will be “locked out” of that quiz for 8 hours. This is to provide the student time to review the Lesson Plan associated with the quiz or rewatch the class video recording to ensure they understand the material. This also ensures that students don't make all six attempts in a single sitting. After 8 hours, students can make two more attempts at the quiz. If after their fourth attempt they have still not passed, they will be “locked out” of that quiz for 36 hours and encouraged to set up a time to talk to a peer mentor, who can provide academic support. After 36 hours, the student will have two more attempts at the quiz.

If a student does not pass their sixth attempt at a quiz, they will be asked to set up a time to talk to their faculty member. It is important that students meet with their faculty member for the course to ensure that they do actually understand the material. If they don't, they will be unprepared to answer questions related to that material on the Midterm or Mastery Assessments.

■ **Midterm Assessment**

Students will have two attempts on the Midterm Assessment. Unlike the quizzes, each attempt at the Midterm Assessment will be timed (45 minutes per attempt) and proctored. The first attempt on the Midterm Assessment must take place during class time. The second attempt will also be proctored and timed. Students will have the option to take their second attempt during the same class as their first attempt. For those who do not wish to take their second attempt right after their first attempt, their second attempt must then be taken during one of the available proctored time slots. Students will be provided with a list of dates/times when they can login and complete their second attempt.

If a student does not master the Midterm Assessment on their first attempt, only those questions that were not mastered or not completed will roll over to the second attempt. Students will be assigned one new question for each question that was answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s). If a student does not master all questions after their second attempt, any unanswered or incorrect questions will be added to their end-of-trimester Mastery Assessment.

If a student skips class on the day of the Midterm Assessment, they will not be able to access the assessment. In this situation, all questions from the Midterm Assessment will be added to the Mastery Assessment. It is in the student's best interest to take the Midterm Assessment so the fewest number of questions possible roll over to the Mastery Assessment.

■ **Mastery Assessment**

Students will have a total of four attempts to pass the end-of-trimester Mastery Assessment with a 100% score. Like the Midterm Assessment, each attempt at the Mastery Assessment will be timed (90 minutes per attempt) and proctored. The first attempt must take place during class time. Subsequent attempts will also be proctored and timed. Students will have the option to take their subsequent attempt(s) during the same class as their first attempt. For those who do not wish to take their subsequent attempt(s) right after their first attempt, their subsequent attempt(s) must then be taken during one of the available proctored time slots. Students will be provided with a list of dates/times when they can login and complete their subsequent attempt(s).

The length of each Mastery Assessment varies, but will include 2-3 questions per course NanoC. The Mastery Assessment will include any questions not passed from the Midterm Assessment. If a student did not take the Midterm Assessment, all questions from the Midterm will be added to the Mastery Assessment.

Should the Mastery Assessment not be passed on the first attempt, only the number of questions that were answered incorrectly or submitted unanswered will roll over to subsequent attempts. Students will be assigned one new question for each question they answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s).

If a student skips class on the day of the Mastery Assessment, they will not be able to access the assessment and will receive a grade of Not Mastered (NM) on their transcript.

Project Management Courses

The following is an overview of steps that need to be completed in order to achieve mastery in the Project Management courses.

In order to achieve mastery in the Project Management Foundations course (the first course in the series), students must:

1. Pass or make six attempts on ALL end-of-class quizzes;
2. Take the first Midterm Assessment (two attempts);
3. Take the second Midterm Assessment (two attempts);
4. Receive a 100% score on the end-of-trimester Mastery Assessment (four attempts).

In order to achieve mastery in the Project Management in Practice course (the second course in the series), students must:

1. Pass or make six attempts on ALL end-of-class quizzes;
2. Take the Midterm Assessment (two attempts);
3. Receive a 100% score on the end-of-trimester Mastery Assessment (four attempts).

All assessments—including the Midterm and Mastery Assessments—are open notes. Students may consult their own notes, review lesson plans, refer to course slides, videos, and the syllabus. However, students may not give or receive help from classmates or others.

■ **End-of-Class Quizzes**

Students have up-to-six attempts to pass each end-of-class quiz. To pass a quiz, a student must pass every single question. If they do on the first attempt, then they are done—they don't need to make any additional attempts. If they don't, they will need to retake the quiz until they pass it or make six attempts. The first quiz in each class has seven questions. All other quizzes contain eight questions (seven from the material covered in the current class and one question pulled from a previous class). Each time a student retakes a quiz, they will get a set of new questions.

If a student does not pass with a 100% score on their second attempt at a quiz, they will be "locked out" of that quiz for 8 hours. This is to provide the student time to review the Lesson Plan (LP) associated with the quiz or rewatch the class video recording to ensure they understand the material. This also ensures that students don't make all six attempts

in a single sitting. After 8 hours, students can make two more attempts at the quiz. If after their fourth attempt they have still not passed, they will be “locked out” of that quiz for 36 hours and encouraged to set up a time to talk to a peer mentor, who can provide academic support. After 36 hours, the student will have two more attempts at the quiz.

If a student does not pass their sixth attempt at a quiz, they will be asked to set up a time to talk to their faculty member. It is important that students meet with their faculty member to ensure that they do actually understand the material. If they don't, they will be unprepared to answer questions related to that material on the Midterm or Mastery Assessments.

■ **Midterm Assessments**

○ **PROJECT MANAGEMENT FOUNDATIONS**

There are two Midterm Assessments for this course. Students will have two attempts on each of the Midterm Assessments. The first attempt on each of the Midterm Assessments must take place during class. If a second attempt is needed on either assessment, students will have the option to take their second attempt during the same class as their first attempt. For those who do not wish to take their second attempt right after their first attempt, your second attempt must then be taken during your own time and completed by 11:59pm PT on the Sunday following the class date of the assessment.

The NanoCs covered on the assessments will not be cumulative. The first Midterm Assessment will include questions on NanoCs from lessons 1-8 and questions on the second Midterm Assessment will cover NanoCs from lessons 10-17.

If a student does not master a Midterm Assessment on their initial attempt in class, only those questions that were not mastered or not completed will roll over to the subsequent attempt. Students will be assigned one new question for each question that was answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s).

For the first Midterm Assessment, if a student does not master all questions after their subsequent attempt, any unanswered or incorrect questions will be added to their second Midterm Assessment. If a student skips class on the day of the first Midterm Assessment, they will not be able to access the assessment. In this situation, all questions from the first Midterm Assessment will be added to their second Midterm Assessment.

For the second Midterm Assessment, if a student does not master the assessment after all attempts have been taken, any unanswered or incorrect questions will be added to the end-of-trimester Mastery Assessment.

If a student skips class on the day of the second Midterm Assessment, they will not be able to access the assessment. In this situation, all questions from the second Midterm Assessment (including any that were added from the first midterm) will be added to the Mastery Assessment. It is in the student's best interest to take both of the Midterm Assessments so the fewest number of questions possible roll over to the final Mastery Assessment.

- **PROJECT MANAGEMENT IN PRACTICE**

There is one Midterm Assessment for this course. Students will have two attempts on the Midterm Assessment. The first attempt on the Midterm Assessment must take place during class. If a second attempt is needed, students will have the option to take their second attempt during the same class as their first attempt. For those who do not wish to take their second attempt right after their first attempt, your second attempt must then be taken during your own time and completed by 11:59pm PT on the Sunday following the class date of the assessment.

If a student does not master the Midterm Assessment on their first attempt, only those questions that were not mastered or not completed will roll over to the second attempt. Students will be assigned one new question for each question that was answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s). If a student does not master all questions after their second attempt, any unanswered or incorrect questions will be added to their end-of-trimester Mastery Assessment.

If a student skips class on the day of the Midterm Assessment, they will not be able to access the assessment. In this situation, all questions from the Midterm Assessment will be added to the Mastery Assessment. It is in the student's best interest to take the Midterm Assessment so the fewest number of questions possible roll over to the Mastery Assessment.

- ***Mastery Assessment***

For each Project Management course, students will have a total of four attempts to pass the end-of-trimester Mastery Assessment with a 100% score for that course. The first attempt on the Mastery Assessment must take place during class time. If subsequent attempts are needed, these will take place outside of class and can be made on your own. Any subsequent attempts must be completed by the course mastery deadline, being 11:59pm PT on the last Sunday of the trimester.

In order to adequately prepare to pass the external CompTIA Project+ credential exam, which is longer than a typical Mastery Assessment and is timed, the Mastery Assessment at the end of each of the courses will be similar to the actual credential exam. To model the experience of taking the external CompTIA Project+ credential exam, students will be encouraged to complete the full 90-question, multiple-choice Mastery Assessment in 90 minutes on your first attempt.

The length of each Mastery Assessment varies, but will include 2-3 questions per course NanoC. The Mastery Assessment will include any questions not passed from the Midterm Assessment. If a student did not take the Midterm Assessment, all questions from the midterm will be added to the Mastery Assessment. Should the Mastery Assessment not be passed on the first attempt, only the number of questions that were answered incorrectly or submitted unanswered will roll over to subsequent attempts. Students will be assigned one new question for each question they answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s).

If a student skips class on the day of the Mastery Assessment, they will not be able to access the assessment and will receive a grade of Not Mastered (NM) on their transcript.

- ***CompTIA Project+ Credential***

Students who master both courses will be well positioned to take the CompTIA Project+ exam. This external credential is not required to achieve course mastery but is a requirement for those seeking to receive the Project Management Credentialed Certificate (those who do not will receive a Project Management Certificate). The threshold for passing the CompTIA Project+ exam is 80% or above.

Salesforce Admin Super Set Courses

The two Salesforce Admin Super Set courses are unique in that they will not have quizzes, a Midterm Assessment, or a Mastery Assessment on the Forge. Instead, students will be evaluated through the Salesforce platform, working through the challenges on Salesforce's Trailhead. The following is an overview of steps that need to be completed in order to achieve mastery in each of the Salesforce Admin Super Set courses.

In order to achieve mastery in the Salesforce Admin Super Set Foundations course (the first course in the series), students must:

1. Pass all specified Trailhead and class challenges and upload the screenshots of the completed "assignments" into the Forge;
2. Earn the Business Administration Specialist Superbadge.

In order to achieve mastery in the Salesforce Admin Super Set Skills course (the second course in the series), students must:

1. Pass all specified Trailhead and class challenges and upload the screenshots of the completed "assignments" into the Forge;
2. Earn the Lightning Experience Reports & Dashboards Specialist Superbadge and the Security Specialist Superbadge.

- **Trailhead Challenges**

Salesforce has a series of challenges on Trailhead, ensuring that students have learned the material to achieve a particular badge. Although Foundry College does not use the Salesforce teaching materials or pedagogy, we do use their challenges as the means for evaluating student performance. Thus, each Trailhead unit ends with such an exercise, and students must pass each one before they will be able to move to the next one. Information on each Trailhead challenge will be covered in class as students progress through the course.

Mastery of the material leads to a badge. In every class student will work toward or earn a Trailhead badge. Completion of all badges during the course are required in order to be able to take the Superbadge challenges. Each challenge can be attempted multiple times and there are no time limits. However, if a student does not complete the specified badges in a timely manner, they will not unlock the Superbadge challenge and therefore will not be able to complete this in class.

Students will be required to submit proof of successful completion for each challenge taken on Trailhead by uploading a screenshot of the challenge completion via the “Assignments” section on the Forge. Students’ completed assignments will be reviewed throughout the trimester to ensure that they are progressing academically through the course and meeting the course mastery requirements.

- **Business Administration Specialist Superbadge**

This Superbadge is completed in the Salesforce Admin Super Set Foundations course. There are four (4) prerequisite badges that must be completed during the course to unlock this Superbadge and be able to take the challenges — 1. Reports and Dashboards for Lightning Experience; 2. Data Security; 3. Customize an Org to Support a New Business Unit; and 4. Create Reports and Dashboards for Sales and Marketing Managers.

The Business Administration Specialist Superbadge consists of six (6) Superbadge challenges, which will be completed in the last two weeks of the trimester. The first attempt at each challenge should be made in class. There are no limits on the number of attempts for Superbadge challenges, however all challenges must be taken and passed before the end of the trimester in order to achieve course mastery.

Passing and documenting all of the Business Administration Specialist Superbadge and other assigned challenges will result in a grade of M (Mastered). If a student is not able to pass all of the Business Administration Specialist Superbadge challenges and/or does not upload all of the required assignments by the course mastery deadline, they will receive a grade of NM (Not Mastered). Once a student has achieved mastery, they will earn a Certificate of Mastery in the Salesforce Admin Super Set Foundations course from Foundry College, in addition to earning the Business Administration Specialist Superbadge from Salesforce.

- ***Lightning Experience Reports & Dashboards Specialist Superbadge***

This Superbadge is completed in the Salesforce Admin Super Set Skills course. There are three (3) prerequisite badges that must be completed during the course to unlock this Superbadge and be able to take the challenges — 1. Reports and Dashboards for Lightning Experience; 2. Create Reports and Dashboards for Sales and Marketing Managers; and 3. Quick Start: Lightning App Builder.

The Lightning Experience Reports & Dashboards Specialist Superbadge consists of eight (8) Superbadge challenges, which will be completed by the middle of the trimester. The first attempt at each challenge should be made in class. There are no limits on the number of attempts for Superbadge challenges, however all challenges must be taken and passed before the end of the trimester in order to achieve course mastery.

- ***Security Specialist Superbadge***

This Superbadge is completed in the Salesforce Admin Super Set Skills course. There are three (3) prerequisite badges that must be completed during the course to unlock this Superbadge and be able to take the challenges — 1. Data Security; 2. Identity Basics; and 3. User Authentication.

The Security Specialist Superbadge consists of eight (8) Superbadge challenges, which will be completed in the last two weeks of the trimester. The first attempt at each challenge should be made in class. There are no limits on the number of attempts for Superbadge challenges, however all challenges must be taken and passed before the end of the trimester in order to achieve course mastery.

Passing and documenting both the Lightning Experience Reports & Dashboards Specialist and Security Specialist Superbadges and other assigned challenges will result in a grade of M (Mastered). If a student is not able to pass all of the Superbadge challenges and/or do not upload all of the required assignments by the course mastery deadline, they will receive a grade of NM (Not Mastered). Once a student has achieved mastery, they will earn a Certificate of Mastery in the Salesforce Admin Super Set Skills course from Foundry College, in addition to earning the Lightning Experience Reports & Dashboards Specialist and Security Specialist Superbadges from Salesforce.

- ***Salesforce Admin Super Set Credential***

By completing all three Superbadges, students would have then achieved the externally recognized Salesforce Admin Super Set credential.



Business Major Courses

The following is an overview of steps that need to be completed in order to achieve mastery in a Business Major course, which are only applicable to the [degree program](#). Business Major courses include: Thinking with Software, Analyzing and Conveying Information in Business, Fundamentals of Business, From the Classroom to the Workplace.

In order to achieve mastery in each Business Major course, students must:

1. Pass or make six attempts on ALL end-of-class quizzes;
2. Take the Midterm Assessment (two attempts);
3. Receive a 100% score on the end-of-trimester Mastery Assessment (four attempts).

All assessments—including the Midterm and Mastery Assessments—are open notes. Students may consult their own notes, review lesson plans, refer to course slides, videos, and the syllabus. However, students may not give or receive help from classmates or others.

■ **End-of-Class Quizzes**

Students have up-to-six attempts to pass each end-of-class quiz. To pass a quiz, a student must pass every single question. If they do on the first attempt, then they are done—they don't need to make any additional attempts. If they don't, they will need to retake the quiz until they pass it or complete six attempts. The first quiz in each class has five questions. All other quizzes contain six questions (five from the material covered in the current class and one question pulled from a previous class). Each time a student retakes a quiz, they will get a set of new questions.

If a student does not pass with 100% score on their second attempt at a quiz, they will be “locked out” of that quiz for 8 hours. This is to provide the student time to review the Lesson Plan associated with the quiz or rewatch the class video recording to ensure they understand the material. This also ensures that students don't make all six attempts in a single sitting. After 8 hours, students can make two more attempts at the quiz. If after their fourth attempt they have still not passed, they will be “locked out” of that quiz for 36 hours and encouraged to set up a time to talk to a peer mentor, who can provide academic support. After 36 hours, the student will have two more attempts at the quiz.

If a student does not pass their sixth attempt at a quiz, they will be asked to set up a time to talk to their faculty member. It is important that students meet with their faculty member for the course to ensure that they do actually understand the material. If they don't, they will be unprepared to answer questions related to that material on the Midterm or Mastery Assessments.

■ **Midterm Assessment**

Students will have two attempts on the Midterm Assessment. Unlike the quizzes, each attempt at the Midterm Assessment will be timed (45 minutes per attempt) and proctored. The first attempt on the Midterm Assessment must take place during class time. The second attempt will also be proctored and timed. Students will have the option to take their second attempt during the same class as their first attempt. For those who do not

wish to take their second attempt right after their first attempt, their second attempt must then be taken during one of the available proctored time slots. Students will be provided with a list of dates/times when they can login and complete their second attempt.

If a student does not master the Midterm Assessment on their first attempt, only those questions that were not mastered or not completed will roll over to the second attempt. Students will be assigned one new question for each question that was answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s). If a student does not master all questions after their second attempt, any unanswered or incorrect questions will be added to their end-of-trimester Mastery Assessment.

If a student skips class on the day of the Midterm Assessment, they will not be able to access the assessment. In this situation, all questions from the Midterm Assessment will be added to the Mastery Assessment. It is in the student's best interest to take the Midterm Assessment so the fewest number of questions possible roll over to the Mastery Assessment.

- ***Mastery Assessment***

Students will have a total of four attempts to pass the end-of-trimester Mastery Assessment with a 100% score. Like the Midterm Assessment, each attempt at the Mastery Assessment will be timed (90 minutes per attempt) and proctored. The first attempt must take place during class time. Subsequent attempts will also be proctored and timed. Students will have the option to take their subsequent attempt(s) during the same class as their first attempt. For those who do not wish to take their subsequent attempt(s) right after their first attempt, their subsequent attempt(s) must then be taken during one of the available proctored time slots. Students will be provided with a list of dates/times when they can login and complete their subsequent attempt(s).

The length of each Mastery Assessment varies, but will include 2-3 questions per course NanoC. The Mastery Assessment will include any questions not passed from the Midterm Assessment. If a student did not take the Midterm Assessment, all questions from the Midterm will be added to the Mastery Assessment. Should the Mastery Assessment not be passed on the first attempt, only the number of questions that were answered incorrectly or submitted unanswered will roll over to subsequent attempts. Students will be assigned one new question for each question they answered incorrectly or submitted unanswered. The new question(s) will be on the same NanoC as the unanswered or incorrect question(s).

If a student skips class on the day of the Mastery Assessment, they will not be able to access the assessment and will receive a grade of Not Mastered (NM) on their transcript.

Course Enrollment / Program Timeframe

Students enroll in courses for their chosen program on a per trimester basis. Each course is the length of one trimester and there are three (3) trimesters per year.

Foundry College's recommended schedule is to take two courses per trimester. However, you may enroll in fewer or more courses in a given trimester depending on individual needs, course availability, class space, and any necessary prerequisites. The fewer courses taken means program completion may take longer; conversely, more courses taken means a student could finish quicker. As an example: the quickest time frame that a credentialed certificate program can be completed in is eight (8) months, by taking three (3) courses each trimester, for two (2) trimesters.

Attendance Policy

Our attendance policy is designed to ensure not only your academic success, but also the success of the classroom environment for all students. Mastery-based learning requires regular engagement with the material, which is best achieved by working with others in a live classroom setting.

At Foundry College learning takes place in class via combination of lecture and active learning in hands-on breakout groups. For this reason, attending class is vital to success. To learn effectively, students should arrive in class on time and participate for the full 90-minute session. Missing classes may result in difficulty mastering a course capability or end-of-class quiz, difficulty passing the Mastery Assessment, and slower progress toward completion of their program. Students should ensure that they are available on the dates and times of the courses they are taking. It is a student's responsibility to watch the recording of any class they cannot attend and complete the quizzes they missed.

Students who miss class are more likely not to complete a quiz in the maximum attempts or Mastery Assessment at the end of a course. This will put the student's Satisfactory Academic Progress at risk as well as potentially being put on probation or dismissed from the program.

An absence is defined as being present for less than 75% of a class (as tracked by the Forge), e.g., less than approximately 70 minutes of a 90 minute class. Please refer to the end of this section for more information about what steps you should take if you are unable to attend class through no fault of your own.

Professional Skills Courses

1. A student may have up to three absences* from a Professional Skills course per trimester.
2. A student who has a total of four absences from a Professional Skills course will be placed on academic probation for the remainder of the trimester. We strongly recommend that a student who is placed on academic probation schedule a meeting with his or her coach to make a plan to avoid further absences.

3. A student who is on academic probation AND has a total of six or more absences from a Professional Skills course may be withdrawn from the course at the discretion of the Student Support Team. If the withdrawal from the course results in the student being enrolled in zero courses, then s/he will be placed on a leave of absence (temporary withdrawal) for the trimester.
4. A student who is on academic probation (defined as four or more absences) AND in academic distress (defined as having passed or made six attempts on 50% or fewer quizzes) in a Professional Skills course may be placed on a leave of absence (temporary withdrawal) or permanently withdrawn from the program at the discretion of the Student Support Team.

Credential Courses

1. A student may have up to five absences* from a Credential course per trimester.
2. A student who has a total of six absences from a Credential course will be placed on academic probation for the remainder of the trimester. We strongly recommend that a student who is placed on academic probation schedule a meeting with his or her coach to make a plan to avoid further absences.
3. A student who is on academic probation AND has a total of nine or more absences from a Credential course may be withdrawn from the course at the discretion of the Student Support Team. If the withdrawal from the course results in the student being enrolled in zero courses, then s/he will be placed on a leave of absence (temporary withdrawal) for the trimester.
4. A student who is on academic probation (defined as six or more absences) AND in academic distress (defined as having passed or made six attempts on 50% or fewer quizzes) in a Credential course may be placed on a leave of absence (temporary withdrawal) or permanently withdrawn from the program at the discretion of the Student Support Team.

** An absence is defined as being present for less than 75% of a class (as tracked by the Forge), e.g. less than approximately 70 minutes of a 90 minute class. We understand that emergencies and other unavoidable circumstances may prevent a student from attending class. The Student Support Team will work with students who are unable to attend class through no fault of their own, including making limited exceptions to the attendance policy. Examples of events that are beyond the control of the student include but are not limited to: a medical emergency for you or a close family member, a funeral, military deployment, or a serious technical issue (e.g. internet outage) during class.*

If you are unable to attend class through no fault of your own, you must email the Student Support Team at support@foundrycollege.org within 48 hours of the absence in order for it to be considered an exception. Please include the date, name of class and short explanation of why you were unable to attend. You may be asked to provide documentation of the cause of your absence within two weeks of the date of the absence.

Course Addition Policy

Students may add any Professional Skills or Business Major course or courses to their schedule within the first two weeks of the trimester. Students who add course or courses are responsible for reviewing any missed classes and completing quizzes or assessments from the initial two weeks of the course(s) they added. Students may not add a Credential course to their schedule once the trimester has begun.

Adding a course is contingent on there being space in the course. You will be notified within 48 hours of filing a Course Addition Form if there is no space available. We strongly recommend that students discuss adding a course or changing their course selection with their coach prior to filing a Course Addition Form.

Adding a course does not result in the automatic withdrawal from another course. If you plan to withdraw from a course in addition to adding a course (i.e. switching or changing your course selection), you must file a separate Course Withdrawal Form. Please refer to the following [Course Withdrawal Policy](#) section for further information.

The addition of a course or courses will require the payment of additional tuition, if applicable. Please refer to the [Tuition and Fees](#) section for more information.

Course Withdrawal Policy

Students who withdraw from a course will no longer be eligible to attend classes for that course within that trimester. If a student withdraws from a course within the first four weeks of the trimester, no record of the course will be included on the student's transcript. If a student withdraws from a course from the beginning of the fifth week until the end of the fourteenth week of the trimester, a record of their withdrawal (W) from the course will be included on their transcript. Any courses that have been withdrawn from must be retaken during a new trimester in order for a student to complete the program. A student may only retake a course up to three (3) times.

Withdrawing from all courses in a trimester will result in a student being placed on a leave of absence from the Foundry College program for the remainder of that trimester. Please refer to the [Cancellation, Withdrawal and Refund Policy](#) section for more information about taking a leave of absence.

To request to be withdrawn from a course, please file a Course Withdrawal Form. We strongly recommend that students discuss their plans to withdraw from a course with their coach as these decisions can have serious implications for your time to program completion.

The tuition refund amount, if applicable, will depend on the effective date of withdrawal. Please see the [Cancellation, Withdrawal and Refund Policy](#) section for more information.

Course Extension Policy

A course extension may be requested from the beginning of week eight until the end of week fourteen. In order to be granted a course extension, a student must have completed at least 75% of all quizzes or assignments in the course on the date of application or receive permission from the Student Support Team. Extensions are not possible for Credential courses without the express permission. Once an extension has been granted, the student will no longer be eligible to attend classes for that course within that trimester. Requesting a course extension allows the student to complete any remaining quizzes and assessments by the end of the subsequent trimester. Students who choose this option will be granted access to the video recordings of the course, slides, outstanding quizzes or assessments, and the final mastery assessment. If a student successfully passes or makes six (6) attempts on all the quizzes and receives a 100% on the Mastery Assessment OR passes all required assignments of a Credential course (where applicable), their (E) Extension will be turned into an (M) Mastered on their transcript. If a student has not passed or made 6 attempts on all end-of-class quizzes and/or does not take or does not pass the Mastery Assessment OR does not pass all required assignments of a Credential course, the (E) Extension will be turned into an (NM) Not Mastered on their transcript. Extended courses that are Not Mastered (NM) must be retaken in order to complete the program. A student may only retake a course up to three (3) times.

To request a course extension students must file a Course Extension Form. We strongly recommend that students discuss their plans to request an extension with their coach as these decisions can have serious implications for your time to program completion.

Probation / Dismissal

Two Not Mastered (NM) grades will result in a student being placed on academic probation. Probation will be for one trimester. If at the end of the trimester the student has Mastered the course(s) the student will be removed from probation. If the student receives an additional NM grade the student will be dismissed (withdrawn) from the program administratively.

The student may appeal this withdrawal by providing a request in writing to registrar@foundrycollege.org of the circumstances around the NM grade and changes that have occurred that the college can reasonably expect the student to be successful in future trimesters. The student will be provided a written request to the appeal in five business days. The decision will result in secondary probation for one trimester or the dismissal will stand.

Academic Integrity Policy

Foundry College is committed to providing students with the skills and knowledge for the jobs of today and tomorrow. Central to that education is a commitment to the principles of academic integrity. Open inquiry, honesty, and independent scholarship are what allow students to learn effectively. This is especially important at Foundry College, given our mastery-based model: Our credibility depends on students actually having learned what we say they have learned. Any violation of the principles of academic integrity undermines the achievements of our students, community and college.

All members of the academic community of Foundry College are expected to hold themselves to the highest ethical standards. Students should familiarize themselves with their responsibilities, which include the preparation and submission of all assessments as specified in this document or as directed by their instructors.

Assessments at Foundry College include quizzes, mid-trimester tests, external assessments, Mastery Assessments, podcasts, videos, written assignments such as memos, policy documents, case studies and essays as well as any other item designated as such by your instructor or the course syllabus.

Cheating

Foundry College defines cheating as the unauthorized use of materials or information when completing an assessment. Examples include but are not limited to:

- Unauthorized use of information from the internet, another individual's notes, texts, phone calls, recordings, videos or emails when completing an assessment. (Unauthorized use of information is any use that has not been given the express permission of the instructor or another administrative staff member of Foundry College.)
- Copying another student's academic work.
- Unauthorized communication with another individual while completing an assessment. (Unauthorized communication is any communication that has not been given the express permission of the instructor or another administrative staff member of Foundry College.)
- Intentionally sharing or viewing an assessment before it is administered.
- Coercing an individual to help you with or do an assessment for you.

You are fully expected to complete each assessment on your own without assistance except where explicitly required by the instructor and/or course requirements. In most cases, assessments must be done on your own.

Plagiarism

Foundry College administers a variety of assessments in different contexts, which makes it difficult to completely specify all applicable examples of plagiarism. Generally, plagiarism is the uncited use of another's words or critical ideas. Examples include but are not limited to:

- Copying the exact words, numbers, photos, graphics or other work of another without proper citation.
- Copying the words, numbers, photos, graphics or other work of another with only minor changes.
- Paraphrasing the work of another without including proper citation.
- Incorporating (or embedding) words from another source without proper citation.

If you are unsure what constitutes plagiarism, please contact Student Support Services at support@foundrycollege.org. Yale University provides an excellent resource to assist students to understand and avoid plagiarism: Yale University's Understanding and Avoiding Plagiarism - <https://poorvucenter.yale.edu/writing/using-sources/understanding-and-avoiding-plagiarism>.

Fabrication

Fabrication is the creation or falsification of information or a citation for an assessment. Examples include but are not limited to:

- Changing an answer on an assessment after it has been graded.
- Falsifying data, facts, recordings, videos, interviews, empirical records, graphs, screenshots, or other information for an assessment.

Facilitating Academic Dishonesty

Foundry College defines facilitating academic dishonesty as knowingly helping or contributing to the violation of any part of this policy. Examples include but are not limited to:

- Allowing another student to copy any part of your assessment.
- Making available any part of a question, instructions or answers of an assessment to another individual without the express consent of an instructor or administrative staff member of Foundry College.

Participation in Academically Dishonest Activities

Foundry College defines participation in academically dishonest activities as any action taken by a student to misrepresent his or her level of competency. Examples include but are not limited to:

- Misrepresenting yourself or your situation to an instructor or the administration of Foundry College.
- Selling, loaning, or otherwise distributing assessments.
- Destroying, stealing, altering, or forging another student's academic work.
- Submitting identical academic work to more than one course without the express permission of the instructor.
- Forging, altering or misusing any part of a student's official academic record or other official Foundry College documents.

Obligation to Uphold Academic Integrity

All members of Foundry College are expected to uphold the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or via email to: misconduct@foundrycollege.org. Only a faculty or staff member can file an Academic Integrity Violation Form to report the incident. More information about the procedure for reporting a violation as well as its investigation can be found in the Foundry College Academic Integrity Violation Procedure.

STUDENT POLICIES AND SERVICES

Orientation

Students new to Foundry College are required to attend the mandatory Orientation Week sessions, which take place the week before a student's listed start date. Two mandatory orientation sessions are provided:

- **Forge Introduction**
This session will provide an introduction to the Forge as well as key technical information about how to take Foundry College classes online. The Foundry College Personal Coaches will address FAQs and getting ready for your first trimester.
- **Class Success Toolkit**
This session will outline the typical class format and what to expect in class—and provide tools to help you learn course material and prepare for end-of-class quizzes. In the final 20 minutes of this session, we will share academic skills, tips, and techniques—or answer your questions about the program.

Student Support Services

- **Personalized Coaching.** All students receive a one-on-one coaching session every two weeks. Our coaches are familiar with the challenges of managing life, work, and school and are dedicated to helping students navigate those responsibilities throughout the program.
- **Free Peer Mentors.** We know that some students may need a little extra academic support to succeed. Every student at Foundry College has access to a peer mentor at no charge. Current students who perform exceptionally well in the program have the option to become peer mentors—and are paid to support other students.
- **Faculty Office Hours.** Each faculty member holds online office hours weekly. In addition, students may email faculty to schedule one-on-one office hours if the scheduled office hours do not work in their schedule.
- **Ask Student Support.** Students can email support@foundrycollege.org with specific questions regarding any aspect of student life at Foundry College. A member of the Student Support Team answers all emails.
- **Career Workshops.** As part of our career services, we offer a variety of career workshops each trimester. These workshops are on topics related to job searching or career plans such as resume building, interview guidance, and networking tips.
- **Ask Tech Support.** Since all classes take place online, students with questions about technology can email tech@foundrycollege.org for guidance on technology issues. In addition, there is a separate tech chat line during all classes, which can provide tech support during class time.
- **Online and Offline Community.** Students can interact with peers and faculty through online events. They also have the option of attending periodic Foundry College meetups and other events to connect face-to-face.

Online Library

Foundry College subscribes to the Business Course Elite library database through EBSCO. EBSCO is accessible 24 hours a day, 7 days a week. This database provides full text access to top business journals, regional U.S. and Canadian business publications, and company profiles. This database contains:

1. 492 active, full-text, non-open access journals and magazines
2. 299 active, full-text, peer-reviewed, non-open access journals
3. 138 active, full-text, peer-reviewed, non-open access journals with no embargo
4. 269 active, full-text, non-open access journals indexed in Web of Science or Scopus
5. Access to video content from the Associated Press, with footage from 1930 to the present and updated monthly. More than 75,000 videos covering a wide variety of topics.

For most classwork, Foundry College students will not need access to a library. All materials for the courses are provided as part of the coursework and are made available to students during class. Students in the degree program will use the library as part of their capstone course, BUS-204, though it is always available to them. In BUS-204, in several class sessions, students are asked to research a particular topic, drawn from a previous class they have taken, to pull real-world examples of skills they've learned. More information is available in the syllabus for that course.

Housing

Foundry College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offer student housing assistance. According to rentals.com for San Francisco, CA, rental properties start at approximately \$1,000.00 per month.

Placement

Placement assistance is provided, though means of resume assistance and interview preparation based on request. Foundry College cannot and does not guarantee employment upon program completion.

Recordings

Foundry College records student participation in its live, online classes and may record any voluntary sessions (including workshops, study sessions, focus groups, etc.) that students attend. Such recordings will not constitute a violation of a student's right to privacy. Students authorize the use of their name and likeness from any class recordings or screen shots from those recordings for any purpose, including educational and marketing purposes, as may be deemed appropriate by Foundry College. Foundry College is allowed to use photos of a student that they voluntarily provide, as well as testimonials that they voluntarily provide, for educational or marketing purposes. Recordings of study sessions and focus group feedback sessions will only be used for internal purposes.

Student Records

Foundry College maintains electronic records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. Foundry College maintains, for each student granted a degree or certificate, permanent records of all of the following for a minimum of five years:

- The degree or certificate granted and the date on which it was granted.
- The courses and credits on which the degree or certificate was based.
- The grades earned by the student in each of those courses.
- Admission records
- Financial records
- Academic records
- Advisory Notices
- Complaints

Foundry College maintains student transcripts permanently. Information on transcripts include the following:

- Courses or educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades or evaluations given to the student;
- Credit for courses earned at other institutions;
- Credit based on experiential learning;
- Credit based on challenge examinations / achievement tests
- Degree or certificate awarded the student; and
- The name, address, email address, and telephone number of the institution.

Disability Policy

Resources

Foundry College offers online classes in real time in which the only mode of internal assessment is open-note quizzes and assessments. All required reading materials are available in the class; there are no texts or other resources used outside of the classroom. The only exception to this are external assessments for Credential courses (when applicable).

Foundry College currently offers the following resources to all students: 1) unlimited time on all daily quizzes or assessments specific to Credential courses; 2) time limits of 90 minutes per attempt on Mid-term and Mastery Assessments; 3) time frames ranging from four to ten days to complete all attempts on assessments; 4) video recordings of all classes; 5) access to class slides and any other written material from the class; 6) opportunities to interact in class in either writing (chat or messaging) or verbally; 7) course extensions.

Foundry College is working to ensure that all in-class materials are developed using the principles of universal design and continues to be committed to an open and accessible learning experience for all students.

Procedure

Students who would like to request disability accommodation are encouraged to discuss their needs with their coach to ensure that they understand the range of current resources, the Foundry College Disability Policy, and the procedure for making the request. If the current resources are deemed insufficient, the student can request a disability accommodation by completing the Disability Accommodation Form.

As each student's situation is unique, the extent and nature of the accommodation will be decided on a case-by-case basis in accordance with our principles and policies. Although documentation of a disability is required, documentation alone is insufficient to guarantee an accommodation. If you have any questions please contact your coach or Student Support Team at support@foundrycollege.org.

Confidentiality

To the greatest extent possible, Foundry College will strive to respect the privacy of our students. Disability-related information may be released on a legitimate need-to-know basis only when there is a compelling reason for disclosure.

Grievance Procedure

This procedure outlines a process where students can express grievances when they can not be resolved by less formal methods. If your grievance is related to an existing policy (e.g., academic integrity, sexual harassment, etc.), please refer to that Foundry College policy for the appropriate next steps. If you feel like your complaint does not fit into another policy, then please review and follow this policy and its related procedures.

Reporting

Students who have a complaint or grievance may present it to Foundry College in writing by emailing support@foundrycollege.org.

The complaint should contain the name of the student issuing the complaint, a description of the complaint, the name of the person involved in the complaint, and what the student would deem as an appropriate resolution. If the complaint or grievance is related to another policy that specifically covers that type of grievance, a member of the Grievance Committee will provide guidance specifically related to that policy. Otherwise, the Grievance Committee team member will provide an informal process for addressing the complaint. This process will include suggestions for how the student may resolve the complaint directly without a formal inquiry. If the complaint is resolved, the matter will be closed.

Formal Complaint

If a student is not able to resolve the grievance informally, or if the Grievance Committee team member is not able to assist the student in resolving the matter informally, the student may submit a formal written complaint to the Grievance Committee. This formal statement should include the original complaint shared with the Grievance Committee team member, the attempts made to resolve the complaint informally, and the reason for why that resolution is not acceptable. The Grievance Committee team member will provide a copy of the complaint to the

individual against whom the complaint has been made. That person will be provided an opportunity to respond in writing no later than five business days after receiving the written complaint. Once this has been completed, the Grievance Committee team member or a designated third party may investigate the complaint and put together a report outlining findings and a proposed resolution. If the student accepts the decision, and no further action is deemed necessary, the case will be closed. The case will be included in the student's record.

Appeals

If the student does not accept the decision, the student may choose to appeal the decision. Appeals must be filed within five working days of receiving the written notification of the decision. In an appeals situation, a Grievance Committee team member will meet with the student via Zoom to hear the grievance, review the written materials, and respond in writing with a decision within five working days after receipt of the complaint. All appeal decisions are final. Nothing in this policy limits any right that you may have to seek civil or criminal legal action to resolve your complaint.

CONDUCT POLICIES

Student Code of Conduct

The purpose of this Student Code of Conduct is to lay out Foundry College's expectations of behavior and to explain your rights and responsibilities as a member of the Foundry College community.

Student Rights

As a student at Foundry College, you have the right to:

- A quality education as described in the mission statement of Foundry College.
- Fair and equal treatment without discrimination on the basis of race, ethnicity, religious beliefs, age, gender identity, sexual orientation, or disability.
- Privacy and confidentiality of your personal information as outlined in the Foundry College Students Record Privacy Policy.
- Procedural due process in all disciplinary matters and complaints.

Student Responsibilities

As a student at Foundry College, it is your responsibility to:

- Conduct yourself in accordance with all federal, state, and local laws, and college regulations and policies.
- Treat others in the Foundry College community with dignity and respect, maintaining an environment that is free from discrimination, harassment or retaliation.
- Behave in a manner that does not interfere with the educational goals of the college nor the individual rights of the members of the community.
- Encourage an environment of learning in the classroom and throughout the college by promoting open inquiry, positive growth and civility.
- Uphold standards of honesty and integrity.

Online Class Etiquette Guide

The Foundry College Online Class Etiquette Guide is designed to foster a welcoming and safe learning environment and to prevent disruptions that will negatively impact learning within the online classroom.

Participation

In-class participation is a key factor in learning the different competencies taught in each class—and vital to mastering the courses. Studies show that students learn better if they actively participate in class instead of passively watching a lecture or a recording.

Examples of activities you may be asked to complete during class include:

- Learn new knowledge and skills that the professor present in a slideshow
- Watch and learn from online videos, photos, and audio clips
- Take online quizzes, polls, and surveys
- Actively use new knowledge and skills in small breakout groups with other students
- Communicate via chat, often in response to requests from the professor
- Write notes in a shared Google document
- Answer direct questions when called on by the professor
- Present the results of discussions or other activities to the class or other students

To get the most out of each class, please review the following guidelines:

- **Keep the Camera On** - During every class, the professor and students will be on camera at all times. Please wear clothing that is work-appropriate and keep your camera turned on at all times.
- **Mute Your Microphone** - Please ensure that you are using a headset and that your microphone is muted unless you are speaking.
- **Wear Headphones** - We require all students use headphones to help prevent background noise and allow you and your classmates to hear more clearly.
- **Take Notes** - You will not only need to retain the knowledge and skills we teach for the final assessment at the end of the course, but also end-of-class quizzes will include questions that refer back to previous lessons. Taking notes will help you retain what you learned and so is encouraged.
- **Engage in Chat** - Every online classroom will have two chat features: one to allow students to ask questions and comment on material and ideas being presented in class and one for tech support with the platform. Please keep all communications professional.

Classroom Behavior

Students should always behave with courtesy and respect towards the professor and fellow students, as outlined in the [Student Code of Conduct](#) section. Below are guidelines to ensure that everyone gets the most out of every class.

1. **Keep an Open Mind** - Listening carefully to others and respecting diverse opinions are essential to the learning process. It is important not to interrupt, cut off, or talk over other students or the professor.
2. **Teamwork Matters** - The success of breakout groups depends on how quickly your newly formed team comes together. The best teams identify the goal, decide how to reach it, and then assign tasks and roles. Work together to complete each assignment.

3. **Help Others** - Students may need assistance during class or in activities and breakout groups. Helping, when possible, instead of waiting for the professor to respond, can make the classroom experience much smoother for everyone.
4. **Volunteer** - Active learning is just that—active. Volunteering to answer questions, write up notes for an activity, or speak on behalf of a group is always appreciated.
5. **Eyes On Your Own Page** - You will answer polls, take quizzes, and work on assessments regularly. Although we all want to help others in need, and teamwork is encouraged, it is essential that every student do his or her own work individually unless otherwise directed. Please do not provide hints or answers for others.
6. **Learning First, Feedback Second** - Although we expect students to provide feedback on the various courses, this is secondary. The learning experience comes first and should be your primary focus during each class.
7. **Choose Your Words Carefully** - Online chat doesn't contain the verbal and interpersonal cues we rely on to discern meaning when talking to someone in person. Without these cues, sarcasm, irony, or humor may not come across to your reader. For example, you may intend something as a joke but your reader may not understand that, so it's best to avoid unclear language.
8. **Write Grammatically** - Your writing in an online course should be professional. Use proper punctuation, spelling, and grammar.
9. **Take a Deep Breath** - Different people have different opinions—some of which are strongly held. Give yourself some time to process what you've heard or read before responding. You'll find that your responses are more respectful that way, even if you're disagreeing with someone.

Technical Issues & Reminders

Technical issues may arise from time to time in any online learning environment. Please use the suggestions below to minimize the impact of technology issues on your learning.

1. **Plan Ahead.** Many issues can be resolved ahead of time by taking a few minutes to test and practice with technology. Up to 15 minutes before any course, please login and test that you can access the online classroom and that your microphone, headset and speakers are working properly.
2. **Be Patient.** Many frequently identified issues are often resolved within 60 seconds. Wait a moment to see whether the problem persists and whether other students are experiencing the same issue. If the problem does persist, refer to the Troubleshooting Common Technical Issues guide to find a detailed solution.
3. **Ask for Assistance.** If an issue persists, every class will have a moderator who will address technical issues. To minimize class interruption, please use the help chat feature and explain the issue completely so that the moderator can attempt to resolve the problem. Issues can also be emailed to tech@foundrycollege.org.

4. **Restart Your Computer.** Please restart your computer before every class. To prevent distractions and ensure optimum functionality of the learning platform, please close other programs and internet browser windows.
5. **Wear Headphones.** We require all students use headphones to help prevent background noise and allow you and your classmates to hear more clearly.
6. **Check that your browser is updated.** We recommend using Mozilla Firefox or Google Chrome for class. Depending on your computer, one may work better for you than the other. Check that your browser is fully up to date to ensure the best performance.
7. **Check Your Internet Speed.** We recommend that you take classes from a location with regular high speed internet access, ideally from your own home. You should have an internet download speed of at least 15 mbps download and 5 mbps upload to ensure that online classes are streamed without technical issues. To perform an internet speed test, please type “speed test” in a Google search bar and click the button that says “Run Speed Test.” Using the internet at a local library or coffee shop is NOT recommended because there may be interruptions and internet download speeds will vary based on the number of devices online.
8. **Review Troubleshooting Common Technical Problems.** The tech team has put together a useful overview of the most common technical problems and their solutions. Refer to the Troubleshooting Common Technical Issues guide for more information.

Student Electronic Engagement Policy

This policy applies to all individuals who have been approved to use any information technology or digital media / content associated with Foundry College, including the Forge and social media. As a Foundry College student, it is your responsibility to conduct yourself in accordance with all federal, state, and local laws, and college regulations and policies. We expect that our students treat each other with dignity and respect, and maintain an environment that is free from discrimination, harassment or retaliations.

Communication

Students are expected to communicate with others with care, diligence and respect. This requires that students not use language that is derogatory, offensive, malicious, or otherwise disrespectful. Students should not threaten, harass or retaliate against any individual. Respectful communication extends to the display and sharing of images. Students are not to display, post, or share derogatory, offensive, malicious or otherwise disrespectful videos, memes, photographs, or other images. When on camera, please be aware of your surroundings to ensure that nothing in the environment violates this requirement.

Privacy

Students may not “dox” or otherwise share information about a fellow student, staff member, or professor of Foundry College to which s/he has not consented to be made public.

Academic Integrity

Foundry College is committed to maintaining high academic standards. The [Academic Integrity Policy](#) outlines the standards to which our students must adhere, including in the use of information technology associated with Foundry College. Students may not share assessment questions, lesson plans, class videos, class presentation slides, or any information technology associated with Foundry College. (Every student has access to these items via his or her own account.) Students may also not share answers to any assessment with others. Students are directed to the [Academic Integrity Policy](#) for more information.

Ambassador for the College

Please be aware that as members of our community, you are an ambassador for Foundry College whenever using information technology associated with the college. If you are in doubt about whether a post, comment or other use of information technology is appropriate, please contact Student Support Services at support@foundrycollege.org.

Misrepresentation of Yourself to Others

Students should not misrepresent themselves or their role at Foundry College to fellow students, staff, professors or to others outside of our community.

Sanctions

Students who violate this policy will be subject to the same procedure as outlined in the Academic Integrity Violation Procedure. Possible sanctions include:

- Temporary ban from the use of information technology associated with Foundry College;
- Permanent ban from use of information technology associated with Foundry College;
- Temporary removal from one or more classes or courses at Foundry College;
- Temporary withdrawal from Foundry College for one or more trimesters;
- Permanent withdrawal from Foundry College.

Please refer to the Academic Integrity Violation Procedure for more information or contact Student Services at support@foundrycollege.org.

Sexual Harassment, Discrimination and Retaliation Policy and Procedure

Foundry College is committed to providing an environment of mutual respect for all of our faculty, staff, and students. In particular, we strive to ensure that our environment is free from sexual harassment, sex/gender discrimination, or retaliation. The purpose of the Sexual Harassment, Discrimination and Retaliation Policy is to provide an overview of prohibited behavior, the procedure for filing a complaint, and information about the adjudication of any such complaint.

Prohibited Conduct Under this Policy

■ **Sexual Harassment:**

There are two major categories of sexual harassment. The first type is “quid pro quo” harassment in which sexual advances or requests for sexual favors in which submission to or rejection of, is made (explicitly or implicitly) a condition of an individual’s education, grade, recommendations, extracurricular programs, and/or employment. The second type is “environmental” harassment in which an individual is subjected to a hostile or intimidating environment, including verbal or physical behavior that is intimidating, hostile, and/or persistent that is likely to interfere with an individual’s work or education.

Although it is not easy to define precisely what types of behavior constitute sexual harassment, examples of prohibited behavior include:

- unwelcome sexual advances
- request for sexual favors
- obscene gestures
- displaying sexually graphic material
- sending sexually explicit emails, text messages, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about another’s physical appearance, conversation about your or anyone else’s sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create a hostile environment.

■ **Sex/Gender Discrimination:**

An intentional or unintentional act that adversely affects employment and/or educational opportunities because of a person’s sex, marital status, parental status, gender identity, gender expression, sexual orientation, and/or any other characteristic protected by applicable law.

■ **Retaliation:**

Foundry College prohibits retaliation against any person who opposes, reports, or assists another person in reporting suspected discrimination or sexual harassment. Students who come forward in good faith to report any incident of suspected discrimination or sexual harassment will be protected from retaliation for having done so. Similarly, students who participate in good faith in an investigation of reported misconduct will be protected from retaliation for having done so. The previously listed activities shall be referred to herein as “protected conduct.”

Procedure for Filing a Complaint

1. **Reporting:** There are several ways in which to report an incident of sexual harassment, discrimination and/or retaliation:
 - Email the Student Support Team at support@foundrycollege.org
 - Mail a letter to the Student Support Team at the Foundry College address located on our website
 - Contact the Student Support Team to schedule a video conference call

A report should include the following information:

- Name and address of the complainant
- Description of the alleged incident, including date and time
- Name of person responsible for this violation, if known
- Any background information that may be relevant
- Description of requested relief or preferred outcome, if applicable. (For example, the complainant may express a preference for mediation over other types of resolutions.)

Once a report is received, the Student Support Team will determine whether the Sexual Harassment, Discrimination and Retaliation Policy is applicable. If so, an investigation will be launched. Reports made in bad faith may result in disciplinary action.

2. **Investigation:** An investigation may be conducted by an employee of Foundry College or other designated third party, such as an attorney. The investigation may include personal interviews of the complainant, witnesses, others with knowledge of the incident, or the person against whom the report was filed. Analysis and other information may also form part of the investigation. The investigation will result in a report. If it has been determined that a violation of the policy has taken place, Foundry College will take corrective action.

Confidentiality

To the greatest extent possible, Foundry College will strive to respect the privacy of all individuals involved in the reporting of a possible violation of this policy, including complainant(s), accused, and witnesses. Limited disclosure may be necessary in order to conduct an investigation and to comply with all relevant laws.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the twenty-first calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current trimester at the date of withdrawal.
2. Cancellation may occur and will have an effective date upon receipt when the student provides a written notice of cancellation via email to: registrar@foundrycollege.org
3. The email notice of cancellation is effective based on the day timestamped on the email.
4. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that the student longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the College will refund the student any money he/she paid, less the registration fee of \$250.00 (if paid) within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the college at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current trimester at the date of withdrawal. Withdrawal may occur and will have an effective date upon receipt of a written notice of withdrawal from the student via email to: registrar@foundrycollege.org, or upon receipt of a Program Withdrawal Form submission. Any refund due will be paid within 45 days of withdrawal. If more than 60% of the scheduled days in the current trimester have lapsed based on the date of the written withdrawal from the student, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of withdrawal via email to: registrar@foundrycollege.org, or via the submission of a Program Withdrawal Form.
- The institution terminates the student's enrollment (administrative withdrawal), by email from registrar@foundrycollege.org, for failure to maintain satisfactory progress; failure to abide by the policies and procedures of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the College.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the date of withdrawal by means of an email from the student or date of administrative withdrawal by Foundry College. The amount owed equals the daily charge for the program in the current trimester (total institutional charge, minus non-refundable fees, divided by the number of days in the current trimester), multiplied by the number of days scheduled to attend prior to the withdrawal date.

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 appropriate, to the state or federal agency that guaranteed or reinsured the loan. 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.

Leave of Absence (LOA) Policy

Students may choose to take a leave of absence (LOA) from Foundry College. Taking a leave of absence means you do not have to reapply and be readmitted to begin taking courses again at Foundry College. A student may request a leave of absence to take effect immediately, for the remainder of a trimester (in the current trimester in which s/he is enrolled), or for the next trimester. A leave of absence may occur and will have an effective date upon receipt of a written notice from the student via email to: registrar@foundrycollege.org, or upon receipt of a Leave of Absence Form submission. Students should specify the trimester in which they want the leave of absence to apply.

If a student chooses to withdraw from all courses, this will trigger a leave of absence for the remainder of that trimester. If withdrawing from all courses, but wishing to remain enrolled in the program, students should complete the Leave of Absence Form.

We strongly recommend that students discuss their plans to take a leave of absence from their program at Foundry College with their coach as these decisions can have a major impact on your time to program completion.

There may be an exception to the policy based on circumstances. Students should refer to their Enrollment Agreement for any exceptions or limitations as part of their enrollment to Foundry College.

For information about determining a refund from taking a LOA, please refer to the following [Refund Policy](#) section.

Re-entry Policy

A student who permanently withdraws will need to re-apply to Foundry College if s/he wishes to take courses again at a future date.

Prior to returning to the program from a leave of absence, the student must set up an appointment with a coach to discuss his or her plans for the upcoming trimester. Students who fail to meet with a coach before the first day of classes will not be readmitted to the program without the permission of the Student Support Team.

A student who is administratively withdrawn by Foundry College may be barred from re-applying.

Refund Policy

If a student decides to withdraw from a course or from the program, or take a leave of absence (LOA) from the program, they may receive a pro rata refund if they have completed 60% or less of the scheduled days in the current trimester at the date of withdrawal or LOA. Any refund due will be paid within 45 days of withdrawal or LOA. If more than 60% of the scheduled days in the current trimester have lapsed based on the date of the written withdrawal or LOA from the student, the tuition is considered earned and the student will receive no refund.

For the purpose of determining the amount of the refund, the date of the student's withdrawal or LOA shall be deemed the date of withdrawal or LOA by means of an email from the student, date of submission of a Program Withdrawal Form or Leave of Absence Form, or date of administrative withdrawal by Foundry College. The amount owed equals the daily charge for the program in the current trimester (total institutional charge, minus non-refundable fees, divided by the number of days in the current trimester), multiplied by the number of days scheduled to attend prior to the withdrawal or LOA date. This assumes students are up to date with all payments and only reflects the portion of the payment for the course or courses the student is withdrawing from within a trimester. Students who paid for the program in full will receive a refund for any courses not yet taken.

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 appropriate, to the state or federal agency that guaranteed or reinsured the loan. 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.

Refunds do not apply to the deferred tuition payment plan, as no payment transactions (other than the non-refundable registration fee) would have been processed.

TUITION AND FEES

Non-California Residents

PROGRAM	REGISTRATION FEE Non-Refundable	TUITION	**TOTAL COST
Associate of Arts in Business Management <i>60 Trimester Credits</i>	\$250	\$5,400	\$5,650
Project Management Credentialed Certificate <i>21 Trimester Credits</i>	\$250	\$2,700	\$2,950
Salesforce Administrator Credentialed Certificate <i>21 Trimester Credits</i>	\$250	\$2,700	\$2,950

California Residents

PROGRAM	REGISTRATION FEE Non-Refundable	STUDENT TUITION RECOVERY FUND (STRF) Non-Refundable*	TUITION	**TOTAL COST
Associate of Arts in Business Management <i>60 Trimester Credits</i>	\$250	\$6	\$5,400	\$5,656
Project Management Credentialed Certificate <i>21 Trimester Credits</i>	\$250	\$3	\$2,700	\$2,953
Salesforce Administrator Credentialed Certificate <i>21 Trimester Credits</i>	\$250	\$3	\$2,700	\$2,953

***STRF**: \$0.50 for every \$1,000 rounded to the nearest \$1,000 of institutional charges. Only applicable to residents of California or those enrolled in a residency program in California.

**Charges for the period of attendance and the entire program. Tuition due per trimester will be dependent upon the payment plan chosen and course enrollment. Tuition is calculated at \$450.00 for each course. The total estimated charges for each trimester are based on taking two courses, \$900.00.

***Students who have their tuition paid by a third party partnership are subject only to the tuition and fees (if any) outlined in their Enrollment Agreement.

Additional Fees, if applicable

- \$338.00 external credential fee for the project management CompTIA Project+ Certification Exam, payable to CompTIA. Current price as listed on the CompTIA website.
 - The exam fee for one attempt, will be reimbursed for students in the Fall 2021 cohort who take the exam (requiring proof of completion), regardless of if they pass or not.
- \$20.00 late payment fee after five-days late
- \$100.00 late payment fee after thirty-days late
- \$400.00 per repeat course
- \$20.00 per transcript (first copy provided at no cost)

Payment

Foundry College will invoice students for tuition based on the selected payment plan. Invoices are issued via email on or near the first of the month with the amount due and the due date. Payment of invoices is accepted via debit card, credit cards or ACH bank transfer. Foundry College only accepts funds in USD (U.S. dollars). There is no interest charged for any of the following payment plan options. For any questions regarding payment or payment plans, please reach out to payments@foundrycollege.org.

Foundry College offers the following payment plans for students:

- **Monthly Payment: pay-as-you-go installments on a monthly basis each trimester based on course enrollment.** Students will be charged the trimester tuition amount over three monthly installments (the first three months of each trimester). The tuition amount invoiced per trimester will be dependent on the number of courses a student enrolls in for the trimester, calculated on a per-course basis per the tuition amount listed in the above Tuition and Fees section.
- **Trimester Payment: single upfront payment each trimester based on course enrollment.** Students will be charged the total trimester tuition amount at the beginning of each trimester. The tuition amount invoiced per trimester will be dependent on the number of courses a student enrolls in for the trimester, calculated on a per-course basis per the tuition amount listed in the above Tuition and Fees section.
- **Full Program Payment: single upfront payment of the full cost of program tuition.** Students will be charged a one-time payment for the total program tuition amount at the beginning of their first trimester. The tuition amount invoiced is per the tuition amount listed in the above Tuition and Fees section.
- **Deferred Tuition Plan: allows you to defer paying your full program tuition until you've completed the program.** Students are still required to pay the non-refundable program registration fee (\$250), and STRF fee (if applicable), but then enter into a financial contract, the Deferred Tuition Agreement (DTA), with Foundry College where they agree to pay tuition (per the tuition amount listed in the above Tuition and Fees section) following the completion of the program.

Beginning the month after program completion, students will begin to pay back the tuition at a monthly rate, over the course of 12 months. Students who leave the program prior to completion will be required to pay back tuition equal to the tuition they would have paid at the point at which they withdrew from the program. This would be paid back at a monthly rate until paid off. If the student leaves the program within the first four weeks of their first trimester, they are not obligated to pay back any tuition.

To remain eligible for deferred tuition, students must take at least one course per trimester, be compliant with the attendance policy, meet with their coach every two weeks (minimum 6 sessions per trimester), and remain in good academic standing. Students who select deferred tuition must complete the program within three (3) or four (4) trimesters and are only eligible for one leave of absence (LOA). Additional information about deferred tuition will be provided to students who select this option as part of enrolling in their first trimester, after acceptance and once an Enrollment Agreement has been signed.

Tuition Guarantee

Foundry College provides incoming students with a tuition guarantee, which means students will pay a fixed tuition amount for their entire program, even if tuition goes up in later trimesters. The tuition guarantee timeframe is limited to six (6) trimesters for the certificate programs and 12 trimesters for the degree program. The six (6) trimesters are consecutive and are counted even if a student takes a leave of absence (LOA) for a trimester. The tuition that a student will pay is outlined in the student's Enrollment Agreement. Students who select the deferred tuition payment plan will have their tuition locked in for the length of their Deferred Tuition Agreement (DTA) based on the cost of tuition listed in their Enrollment Agreement.

Paying for an Added Course

Students may add a course or courses to their schedule within the first two weeks of the trimester (except for Credential courses), per the [Course Addition Policy](#). Adding a course requires payment for the course, based on the selected payment plan. If you add a course, you will be notified via email regarding any additional payment due and, if so, will be invoiced accordingly.

Loan

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund and if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Overdue Payments

There is a 5-day grace period for all payments (*if applicable*). If payment has not been received by the end of the 5-day grace period, a student will incur a \$20.00 late payment fee; and after thirty-days late will incur a \$100 late payment fee. In the event of an overdue payment, students will also be blocked from attending classes until payment is received. If students do not respond to payment inquiries or otherwise cease communication with Foundry College, and are overdue in their payments, they are subject to being administratively withdrawn from the program.

Student Tuition Recovery Fund (STRF)

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.

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 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 non collection 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

Foundry College is not currently eligible for federal student financial aid programs as noted under Title IV of the Higher Education Act of 1965 (HEA).

Employer Tuition Assistance Programs

Many companies offer tuition assistance programs for their employees. These programs reimburse employees for qualified educational expenses. Most programs require that students pay out of pocket for the courses—and then request reimbursement. Depending upon the employer, the reimbursement can vary from a set, limited amount per year to full payment of the program. Tuition assistance programs vary from company to company. Foundry College makes no assurances that our program will match the criteria for your employer's program and recommends that all students contact your human resources (HR) department and request a copy of their tuition assistance program to determine eligibility.

If the Foundry College program does not currently qualify for your employer's tuition assistance program, and you'd like to see if it could, Foundry College would be happy to speak with your employer about the employer and employee benefits of our programs. Please contact support@foundrycollege.org for more information.

Taxes

Your educational expenses may be tax deductible. Please visit the IRS website for more information: <https://www.irs.gov/credits-deductions-for-individuals>.

ADMINISTRATORS AND FACULTY

Administrators

Akiba Covitz, Ph.D., Chief Executive Officer / President / Chief Operating Officer

Stephen Kosslyn, Ph.D., Chief Academic Officer / President Emeritus

Elizabeth Callaghan, Dean

Faculty

James C. Daniels III

Doctor of Education, Organizational Leadership, Wilmington University

Over 15 years of experience.

Instructor: Managing Yourself at Work, Working with Others

Sandy Dolan

Bachelor of Arts, Management Information Systems, Auburn University

Over 15 years of experience.

Instructor: Salesforce Admin Super Set Foundations, Salesforce Admin Super Set Skills

Jamie Grettum

Bachelor of Arts, Social Work, San Jose State University

Over 9 years of experience.

Instructor: Salesforce Admin Super Set Foundations, Salesforce Admin Super Set Skills

Debra Hunter

Masters of Science, Management & Policy, Carnegie Mellon University, Concentration:

Management Information Systems/Operations Research

Over 25 years of experience.

Instructor: Project Management Foundations

Reed Shell

Master of Arts, Organization Leadership

Over 25 years of experience.

Instructor: Project Management Foundations, Project Management in Practice

Kacey Warren

Doctor of Philosophy, Philosophy, University of Colorado

Over 25 years of experience.

Instructor: Practical Problem Solving, Learning at Work, Critical Analyses

STATE OF CALIFORNIA CONSUMER INFORMATION

Foundry College 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, or has 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 (11 U.S.C. Sec. 1101 et seq.).

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 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

Foundry College is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Foundry College does not participate in any federal or state financial aid programs.

Foundry College programs are not designed to lead to a position that requires licensure in the State of California, nor does the curriculum provide eligibility for a state licensure exam.

In order for Foundry College to report gainful employment of its graduates, the College must identify, in its catalog, the job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.

Associate of Arts in Business Management

11-1021.00 - General and Operations Managers

Sample of reported job titles: Business Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Superintendent, Store Manager

13-1199.04 - Business Continuity Planners

Sample of reported job titles: Business Continuity Administrator, Business Continuity Analyst, Business Continuity and Crisis Management Director, Business Continuity and Disaster Recovery Consultant, Business Continuity Consultant, Business Continuity Coordinator, Business Continuity Manager, Business Continuity Planning Manager, Business Continuity Professional, Enterprise Resiliency Manager

15-1121.00 - Computer Systems Analysts

Sample of reported job titles: Applications Analyst, Business Analyst, Business Systems Analyst, Computer Analyst, Computer Systems Analyst, Computer Systems Consultant, Information Systems Analyst (ISA), Information Technology Analyst (IT Analyst), System Analyst, Systems Analyst

43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Sample of reported job titles: Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary (Admin Secretary), Administrative Specialist (Admin Specialist), Administrative Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant

15-1199.08 - Business Intelligence Analysts

Sample of reported job titles: Business Intelligence Analyst, Competitive Intelligence Analyst, Data Analyst, Intelligence Analyst, Market Intelligence Analyst, Market Intelligence Consultant, Researcher, Strategic Business and Technology Intelligence Consultant, Strategist

15-1141.00 - Database Administrators

Sample of reported job titles: Data Architect, Database Administration Manager, Database Administrator (DBA), Database Analyst, Database Coordinator, Database Developer, Database Programmer, Information Systems Manager, Management Information Systems Director (MIS Director), System Administrator

15-1199.09 - Information Technology Project Managers

Sample of reported job titles: Cloud Product Director, Cybersecurity Project Manager, Data Center Product Director, Information Systems Project Manager (IS Project Manager), IT Developer (Information Technology Developer), IT Manager (Information Technology Manager), IT Program Manager (Information Technology Program Manager), IT Project Manager (Information Technology Project Manager), Scrum Master, Transition Program Manager

13-2011.01 - Accountants

Sample of reported job titles: Accountant, Accounting Manager, Accounting Officer, Accounting Supervisor, Business Analyst, Certified Public Accountant (CPA), Cost Accountant, General Accountant, Project Accountant, Staff Accountant

11-3031.01 - Treasurers and Controllers

Sample of reported job titles: Comptroller, Controller, Corporate Controller, Corporate Treasurer, Regional Controller, School Treasurer, Treasurer, Treasury Consultant

41-9031.00 - Sales Engineers

Sample of reported job titles: Account Executive; Account Manager; Customer Engagement Manager; Product Manager; Product Sales Engineer; Sales Engineer; Sales Engineer, Account Manager; Sales Engineer, Engineered Products; Senior Sales Engineer; Technical Sales Engineer

11-2021.00 - Marketing Managers

Sample of reported job titles: Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager

43-3031.00 - Bookkeeping, Accounting, and Auditing Clerks

Sample of reported job titles: Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

41-4012.00 - Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

Sample of reported job titles: Account Representative, Customer Account Technician, Inside Sales Person, Outside Sales Representative, Route Sales Representative, Sales Consultant, Sales Professional, Sales Representative (Sales Rep), Salesman, Salesperson

13-1199.06 - Online Merchants

Sample of reported job titles: Marketing Director; Marketing Specialist; Master Hearth Technician; Online Marketing Manager; Online Services Manager; Owner, E Commerce Company; Social Media Director; Supervisor of Operations; Vice President of Marketing; Wholesale Representative

11-2031.00 - Public Relations and Fundraising Managers

Sample of reported job titles: Account Executive, Account Supervisor, Annual Giving Director, Communications Director, Communications Manager, Community Relations Director, Development Director, Public Affairs Director, Public Relations Director (PR Director), Public Relations Manager (PR Manager)

43-9061.00 - Office Clerks, General

Sample of reported job titles: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Coordinator, Office Services Specialist, Office Support Assistant

41-1011.00 - First-Line Supervisors of Retail Sales Workers

Sample of reported job titles: Bakery Manager, Delicatessen Manager, Department Manager, Department Supervisor, Grocery Manager, Key Carrier, Meat Department Manager, Parts Sales Manager, Shift Manager, Store Manager

11-3111.00 - Compensation and Benefits Managers

Sample of reported job titles: Benefits Coordinator, Benefits Manager, Compensation and Benefits Manager, Compensation Director, Compensation Manager, Compensation Vice President, Employee Benefits Coordinator, Employee Benefits Director, Employee Benefits Manager, Payroll Manager

11-9051.00 - Food Service Managers

Sample of reported job titles: Banquet Manager, Catering Manager, Food and Beverage Director, Food and Beverage Manager, Food Service Director, Food Service Manager, Food Service Supervisor, Kitchen Manager, Restaurant General Manager, Restaurant Manager

15-1199.12 - Document Management Specialists

Sample of reported job titles: Business Process Analyst; Business Records Manager; Document Control Manager; Document Control, Electronic Content, and Records Manager; Document Management Consultant; Implementation Specialist; IT Project Manager; Manager, Enterprise Content Management; Record Systems Analyst; Records Manager

11-3071.03 - Logistics Managers

Sample of reported job titles: Global Logistics Manager, Integrated Logistics Programs Director, Logistics Analytics Manager, Logistics Director, Logistics Operations Director, Logistics Operations Manager, Logistics Solution Manager, Logistics Team Leader, Logistics Vice President, Supply Chain Logistics Manager

11-3011.00 - Administrative Services Managers

Sample of reported job titles: Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

11-2022.00 - Sales Managers

Sample of reported job titles: District Sales Manager, National Sales Manager, Regional Sales Manager, Sales and Marketing Vice President, Sales Director, Sales Manager, Sales Representative, Sales Supervisor, Sales Vice President, Store Manager

13-1199.06 - Online Merchants

Sample of reported job titles: Marketing Director; Marketing Specialist; Master Hearth Technician; Online Marketing Manager; Online Services Manager; Owner, E Commerce Company; Social Media Director; Supervisor of Operations; Vice President of Marketing; Wholesale Representative

43-4051.00 - Customer Service Representatives

Sample of reported job titles: Account Manager, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (Customer Service Rep), Customer Service Specialist, Member Services Representative, Sales Facilitator

11-9199.10 - Wind Energy Project Managers

Sample of reported job titles: Business Developer, Business Development Director, Business Development Manager, Development Associate, Development Director, Development Manager, Project Developer, Project Development Leader, Project Manager, Renewable Project Management and Construction Director

11-9021.00 - Construction Managers

Sample of reported job titles: Concrete Foreman, Construction Area Manager, Construction Foreman, Construction Manager, Construction Services Manager, Construction Superintendent, Job Superintendent, Project Executive, Project Manager, Project Superintendent

13-1051.00 - Cost Estimators

Sample of reported job titles: Acquisition Cost Estimator, Construction Estimator, Cost Analyst, Cost and Risk Analysis Manager, Cost Consultant, Cost Engineer, Cost Estimator, Estimator, Estimator Project Manager, Preconstruction Manager

19-2041.02 - Environmental Restoration Planners

Sample of reported job titles: Coastal and Estuary Specialist; Director, Forest Restoration Institute; Director, River Restoration; Fish and Wildlife Biologist, Endangered Species Conservation and Recovery; Fisheries Habitat Restoration Specialist; Marine Habitat Resource Specialist; Program Manager, Environmental Planning; Project Manager; Watershed Coordinator

15-1199.06 - Database Architects

Sample of reported job titles: Data Administrator, Data Architect, Data Officer, Database Architect, Database Consultant, Information Architect, Information Modeling Engineer Specialist, Information Technology Architect (IT Architect), System Engineer, Technical Operations Vice President

15-2041.02 - Clinical Data Managers

Sample of reported job titles: Clinical Data Associate, Clinical Data Management Associate Director (CDM Associate Director), Clinical Data Management Director (CDM Management Director), Clinical Data Management Manager (CDM Manager), Clinical Data Manager, Clinical Informatics Manager, Clinical Research Associate, Data Deliverables Manager, Data Management Manager, Data Management Specialist

Project Management Credentialed Certificate

15-1199.09 - Information Technology Project Managers

Sample of reported job titles: Cloud Product Director, Cybersecurity Project Manager, Data Center Product Director, Information Systems Project Manager (IS Project Manager), IT Developer (Information Technology Developer), IT Manager (Information Technology Manager), IT Program Manager (Information Technology Program Manager), IT Project Manager (Information Technology Project Manager), Scrum Master, Transition Program Manager

11-2021.00 - Marketing Managers

Sample of reported job titles: Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager

11-3011.00 - Administrative Services Managers

Sample of reported job titles: Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

11-2022.00 - Sales Managers

Sample of reported job titles: District Sales Manager, National Sales Manager, Regional Sales Manager, Sales and Marketing Vice President, Sales Director, Sales Manager, Sales Representative, Sales Supervisor, Sales Vice President, Store Manager

13-1199.06 - Online Merchants

Sample of reported job titles: Marketing Director; Marketing Specialist; Master Hearth Technician; Online Marketing Manager; Online Services Manager; Owner, E Commerce Company; Social Media Director; Supervisor of Operations; Vice President of Marketing; Wholesale Representative

43-4051.00 - Customer Service Representatives

Sample of reported job titles: Account Manager, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service

Representative (Customer Service Rep), Customer Service Specialist, Member Services Representative, Sales Facilitator

43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Sample of reported job titles: Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary (Admin Secretary), Administrative Specialist (Admin Specialist), Administrative Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant

11-9199.10 - Wind Energy Project Managers

Sample of reported job titles: Business Developer, Business Development Director, Business Development Manager, Development Associate, Development Director, Development Manager, Project Developer, Project Development Leader, Project Manager, Renewable Project Management and Construction Director

11-9021.00 - Construction Managers

Sample of reported job titles: Concrete Foreman, Construction Area Manager, Construction Foreman, Construction Manager, Construction Services Manager, Construction Superintendent, Job Superintendent, Project Executive, Project Manager, Project Superintendent

13-1051.00 - Cost Estimators

Sample of reported job titles: Acquisition Cost Estimator, Construction Estimator, Cost Analyst, Cost and Risk Analysis Manager, Cost Consultant, Cost Engineer, Cost Estimator, Estimator, Estimator Project Manager, Preconstruction Manager

19-2041.02 - Environmental Restoration Planners

Sample of reported job titles: Coastal and Estuary Specialist; Director, Forest Restoration Institute; Director, River Restoration; Fish and Wildlife Biologist, Endangered Species Conservation and Recovery; Fisheries Habitat Restoration Specialist; Marine Habitat Resource Specialist; Program Manager, Environmental Planning; Project Manager; Watershed Coordinator

Salesforce Administrator Credentialed Certificate

15-1199.09 - Information Technology Project Managers

Sample of reported job titles: Cloud Product Director, Cybersecurity Project Manager, Data Center Product Director, Information Systems Project Manager (IS Project Manager), IT Developer (Information Technology Developer), IT Manager (Information Technology Manager), IT Program Manager (Information Technology Program Manager), IT Project Manager (Information Technology Project Manager), Scrum Master, Transition Program Manager

15-1141.00 - Database Administrators

Sample of reported job titles: Data Architect, Database Administration Manager, Database Administrator (DBA), Database Analyst, Database Coordinator, Database Developer, Database Programmer, Information Systems Manager, Management Information Systems Director (MIS Director), System Administrator

15-1199.06 - Database Architects

Sample of reported job titles: Data Administrator, Data Architect, Data Officer, Database Architect, Database Consultant, Information Architect, Information Modeling Engineer Specialist, Information Technology Architect (IT Architect), System Engineer, Technical Operations Vice President

15-2041.02 - Clinical Data Managers

Sample of reported job titles: Clinical Data Associate, Clinical Data Management Associate Director (CDM Associate Director), Clinical Data Management Director (CDM Management Director), Clinical Data Management Manager (CDM Manager), Clinical Data Manager, Clinical Informatics Manager, Clinical Research Associate, Data Deliverables Manager, Data Management Manager, Data Management Specialist

11-2021.00 - Marketing Managers

Sample of reported job titles: Account Supervisor, Brand Manager, Business Development Director, Business Development Manager, Commercial Lines Manager, Market Development Executive, Marketing Coordinator, Marketing Director, Marketing Manager, Product Manager

11-3011.00 - Administrative Services Managers

Sample of reported job titles: Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

11-2022.00 - Sales Managers

Sample of reported job titles: District Sales Manager, National Sales Manager, Regional Sales Manager, Sales and Marketing Vice President, Sales Director, Sales Manager, Sales Representative, Sales Supervisor, Sales Vice President, Store Manager

13-1199.06 - Online Merchants

Sample of reported job titles: Marketing Director; Marketing Specialist; Master Hearth Technician; Online Marketing Manager; Online Services Manager; Owner, E Commerce Company; Social Media Director; Supervisor of Operations; Vice President of Marketing; Wholesale Representative

43-4051.00 - Customer Service Representatives

Sample of reported job titles: Account Manager, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (Customer Service Rep), Customer Service Specialist, Member Services Representative, Sales Facilitator

43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Sample of reported job titles: Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary (Admin Secretary), Administrative Specialist (Admin Specialist), Administrative Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant

CATALOG CHANGES

Information about Foundry College is published in this catalog, which contains a description of policies, procedures, and other information about the College. Foundry College reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all College policies. By enrolling in Foundry College, the student agrees to abide by the terms stated in the catalog and all College policies.
