



PRIME

Code of Conduct

Mailing Address and Administration Offices

Prime Digital Academy - Minneapolis

301 4th Ave. S.
Suite 577
Minneapolis, MN 55415

Point of Contact

Mark Hurlburt
President
Phone: (952) 222-8108
Email: hello@primeacademy.io

Conduct Policy and Procedures



Introduction

Professional conduct defines interactions between Prime Digital Academy participants and our broader community. The responsibility for professional conduct rests with the individual. Any violation of specified sections of this code may constitute a basis for a formal warning. Violations of the code may also be used as supporting evidence for any disciplinary proceedings, including the decision to withdraw a student, staff member, volunteer, or community partner (hereafter referred to as Participants) from the program.

Purpose

The primary responsibility of Prime Digital Academy is to develop our students' potential. Our core beliefs are central to this responsibility: the worth and dignity of every person, student and colleague alike; the pursuit of excellence; the acquisition of knowledge; and the active pursuit of cooperative and empowering principles. The following sections make explicit the values and behavioral expectations of Prime Digital Academy. When Participants enter into the program, they make a moral commitment to uphold these values.

Professional Conduct Code

Participants within the program are expected to understand that the quality of their actions directly influence the school and its students. Participants recognize their obligation to conduct themselves in a manner which places the highest esteem on human rights and dignity. Staff are to ensure that every student receives the highest quality of teaching.

Professional conduct includes the attitudes, behaviors, and values that Prime Digital Academy expects Participants to accept and model. These values are evidenced by professional conduct toward students, colleagues, staff and community. When a Participant enters the program, they are expected to conduct themselves in a professional manner.

Participants are expected to:

- Exhibit consistent and equitable treatment of students, staff and community members.
- Respect the civil rights of all, and to not discriminate on the basis of race, national or ethnic origin, culture, religion, gender, sexual orientation, marital status, age, political beliefs, socioeconomic status or ability. This list of bases for discrimination is not all-inclusive.
- Accept the value of diversity in educational practice.
- Exhibit acceptable and professional language and communication skills. Verbal and written communications will reflect sensitivity to the fundamental human rights of dignity and respect.
- Be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to interpersonal conflict within the educational environment.
- Exert reasonable effort to protect students from conditions which interfere with learning.
- Not engage in misconduct.
 - *Destroy property*
 - *Commit violence against others*
 - *Sexually, or otherwise, harass others*
 - *Threaten, coerce or discriminate against others*
 - *Acts that jeopardize the safety or security of others*
 - *Commit acts of academic dishonesty*
 - *Demonstrate problematic behaviors such as theft, etc.*

This list is not intended to be exhaustive. Staff will keep in confidence information obtained in confidence in the course of professional service, unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional.



Professional Conduct Review

The professional conduct of a Participant reflects upon the practices, values, integrity and reputation of Prime Digital Academy, student peers, and alumni. A Participant who behaves or acts in a manner that calls into question their ability to act responsibly or work productively can be placed within disciplinary proceedings by Prime Digital Academy's Conduct Committee. The Committee can impose disciplinary actions up to and including withdrawal from Prime Digital Academy.

Attendance policies

Prime Digital Academy is an intensive, immersive, experiential learning environment. Students are expected to maintain exemplary attendance to receive the most value out of the experience and to graduate. Attendance is defined as one's ability to be present and engaged in class. Excessive absences and tardiness are not tolerated as they will negatively impact the learning experiences of all students. Any amount of class time missed counts towards absence limits. Students must proactively communicate with their instructors if there is a need for an absence, however all absences are considered unexcused.

Students are responsible for all missed work due to absences. Each student is expected to submit missed work within one week of the missed submission date, or as otherwise determined by Prime staff. If the student is unable to meet this deadline, the Program Head will support the student in creating an action plan for submission. In some cases, plans might consist of program transfers or dismissals.

Each student is allowed up to a total of 10% missed class time, which includes but is not limited to, lectures given by the program, guest speakers, professional skills practice, group work, mentorship meetings, and career activities hosted by Prime. Missing greater than 2 consecutive days of class will result in the creation of an action plan that will be documented in the student's record. Missing greater than 5 consecutive days of class will result in automatic withdrawal of the program.

The attendance threshold, in hours, for each program are outlined below:

Full-Time Full Stack Engineering

- Students are allowed up to 51 missed hours of class time for the duration of their program.

Part-Time Full Stack Engineering

- Students are allowed up to 27 missed hours of class time for the duration of their program.

User Experience Design

- Students are allowed up to 49 missed hours of class time for the duration of their program.

Students should always proactively communicate with their instructors and advisors as soon as they believe they will be absent, for both planned and unplanned absences.

Tardiness and Early Departures

Students are also expected to demonstrate exemplary timeliness to uphold a key professional norm they will be expected of in the workplace. Additionally, it is important so students do not miss pertinent information and activities. Tardiness is defined as any arrival later than the designated start time. Early departures are defined as any departure sooner than the designated end time. Engaging in either act will be counted towards a student's attendance threshold.

If a student is late or must leave early, the time missed will be rounded up to the nearest hour and calculated toward their missed class time allowance.



Students should always proactively communicate with their instructors and advisors as soon as they believe they will be late or must leave early.

Attendance Tracking

Attendance will be taken within the first 30 minutes at the start of class. Students can access this data through the link found in the cohort's Slack channel and are encouraged to check it regularly to ensure they are on track to meeting Prime's attendance standards.

*Remote students must be logged into Zoom at the start of class and be present at their computer to ensure they are marked present and on-time.

- Should a student be at 25% of their total missed time, staff will contact the student to notify them with a verbal warning and discuss a plan to improve attendance or tardiness.
- Should a student be at 50% of their total missed time, staff will meet with the student and issue a written warning that will be documented in the student's record. In some cases, this written warning may consist of an action plan.
- Should a student go beyond the threshold of hours missed - at or above 100% of their total missed time, staff will determine the outcome, whether to restart the program and join a future cohort or dismissal from the program.

Emergency Follow-up

Our primary concern is the well-being of our students. Should a student be absent without any communication, Prime staff will attempt to contact the student via Slack. If no response is received, staff will attempt to contact the student via phone. If the student does not respond, staff will then attempt to contact the student's emergency contact.

Leave of Absences

Due to the nature of Prime's programming, leave of absences are not permitted. However, in instances where a student has an emergency situation such as a serious illness, debilitating injury, or death of a family member, Prime will work with the student to re-enroll them in a future cohort.

Participation and Engagement

Prime is an experiential learning program that requires students to engage and be present to learn. Successful engagement consists of:

- Arriving on-time: 5 minutes before lecture or class activities begin
- Being present and engaged during lectures - take notes and ask questions
- Participating in classroom activities or community wide discussions (e.g. guest speakers, mentor meetings) by asking and answering questions
- Closing any app, or tools you're not using for lectures, class activities and video calls
- Limiting distractions (phone usage, loud music, text messages)
- Following video conferencing guidelines:
 - Video and speakers are on, microphone is muted when not speaking
 - Log in 5 minutes early to ensure successful technology set up

Remote Expectations

Prime offers students the opportunity to engage in their programming as a remote student or on-campus student. Students who have selected to engage as remote students are expected to follow all outlined policies. The following guidance is provided to support clarity in expectations:

- For remote students, on-time attendance and timeliness looks like the student is logged into Zoom at the start of class and is present at their computer.
- Throughout class, students must be logged into a computer with their camera on and microphone muted, unless sharing out.



- If a student is unable to engage with their camera on, engagement looks like asking and answering questions, use of emojis and reactions, etc. so the instructor is aware they are present.
- Please note that certain events, such as networking events, mock interviews, and project presentations, will require all students to engage with their cameras on.
- If a student needs to step away from their computer, they must send a message in the chat or directly to their instructor to make them aware.
- To ensure the structures that have been established for both modes are successful, students are expected to maintain their primary attendance mode selection throughout the program, unless otherwise determined by their program's schedule. For questions related to attendance at times of illness or extenuating circumstances, please refer to the [Code of Conduct](#).

Sick Policy

Prime is committed to maintaining a healthy and safe environment for all students and staff. To achieve this, we must all do our part to minimize the spread of contagious illnesses within the community. This policy aims to reduce the spread of illness while supporting students in their programming during periods of illness.

Stay-At-Home Guidelines

Stay at home if you develop one or more of the following symptoms:

- Fever - a temperature of 100.4°F or 38°C or higher
- Vomiting or diarrhea
- Continuous, involuntary coughing
- Sore throat, especially with a fever or when swollen glands are present

Return to Prime-Campus Criteria

To return to Prime you must either:

- Be fever-free (temperature below 100.4°F or 38°C) for at least 24 hours without the use of fever-reducing medications
- Experience improved symptoms or be fully recovered
- Deemed no longer contagious by a healthcare professional

Reporting Illness

- Students are responsible for directly messaging their instructor and cohort advisor via Slack as soon as illness is known, if they cannot attend class or need to leave class due to illness.
- Students should report to their instructor and cohort advisor via Slack if they feel unwell during class hours.
- In cases where the student is well enough to continue studying, their instructor or program manager will work to make reasonable accommodations in efforts to maintain progress with programmatic requirements.

Preventive Measures

As a member of the community, you are expected to adhere to all preventative measures such as:

- Covering your cough: Cover your cough or sneeze with a tissue or your upper sleeve.
- Hand-washing and sanitizing: Wash your hands with soap and warm water for 15 seconds.
- Wearing a mask if you feel unwell and/or have visual symptoms of a potential illness.
- Wearing a mask if you live with someone or have been in close proximity to someone who has tested positive for a contagious illness.

Wellness Clause:

Prime is an intense and important program, but not more important than one's own health. If a Prime student appears to be unwell—mentally or physically—when participating in programming, we reserve the right to send them home or find an



alternate accommodation outside of the classroom. We will work to identify a way to keep the student on track with the programmatic requirements in a way that is healthy for them.

Inclement Weather Procedure

Campus is open 24 hours a day, 7 days a week via secure key-card access, staffed 9am-5pm Monday-Friday (excluding holidays) for on-campus students, and programming will be optimized for in-person delivery. At times, there may be weather-related or other personal events that impact student ability to arrive on campus. In that case, students should reach out to their instructor and cohort advisor via a DM in Slack as soon as their situation is known so next steps can be identified. In the event that an instructor's ability to arrive on campus is impacted, the instructor will share that information with the cohort in their cohort channel with next steps as necessary.

Full-campus conversion to remote-first learning is rare and often only in the case of extreme weather emergencies or high-profile and local cultural events (e.g., large rallies or protests) that prevent safe travel to and from campus. This change will be communicated by 7:00am CT via the #campusmn and #staff Slack channels. Students and staff still retain access to the building, with awareness that campus will be "unstaffed", similar to outside of business hours. Instructors will post cohort-specific instructions (e.g., late starts or shifts to the calendar) in the cohort's Slack channel.

Satisfactory Academic Progress

Satisfactory academic progress (SAP) is the required measurement of a student's academic performance in pursuit of their professional goal. Progress is measured both qualitatively and quantitatively using grades and time taken for completion of the program's standards.

Our goal is to graduate students who are technically as well as professionally prepared to meet the rigors of a career for the program of their choosing. We want you to be able to complete your program with the best possible chance of success in finding employment. If we see that you're not on track to meeting these requirements, we will proactively talk with you about your progress and look for ways to adjust your approach to the material. Any adjustments will be documented within a formalized plan to outline expectations needed to complete the program's requirements.

The types of plans used to support students are outlined below:

- Action Plans outline behavior changes that need to be made in order to avoid further escalation. These plans are usually driven by the student with support from their advisor. These plans can be created at any point in the program.
- Continuation Plans outline what specific actions need to be taken or completed in order to continue to the next phase of the program. These plans are usually created in Tier 2.
- Graduation Plans outline specific requirements of students in order to graduate and receive their certificates or outline alternate paths they must take to graduate. These plans are usually created in Tier 3.

Prime SAP

General Prime requirements for SAP include:

- Graduating within 150% of the normal timeframe.
- Scoring 'Meets Expectations' on >50% of graded assignments, with initial submissions.
 - For assignments with an 'Incomplete' or 'Needs Reinforcement' grade, it is at your instructor's discretion to request a resubmit. If a resubmit is requested, revisions must be made to the base requirements of the assignment to ensure understanding by the due date requested by. Graded assignments will only be rescored at the instructor's discretion.
- Attending 90% of class time and adhering to all attendance and tardiness requirements, as outlined above

Additional program-specific SAP requirements and guidelines are outlined below:



Fullstack Engineering SAP

In order to graduate from the program and receive your certificate of completion, you must:

- Have all graded assignments marked as 'complete'.
- Plan, create, present, and deploy a full stack CRUD web app (Solo Project).
- Engage in the group process of planning, creating, presenting and deploying your Client Project. Individual meaningful code contributions are required.
 - Meaningful code contributions consist of commits, pull requests, debugging, and ownership of features.

There are three key points in the program where we assess progress and determine eligibility to continue in the program. From Tier 1 into Tier 2, approximately the middle of Tier 2, and from Tier 2 into Tier 3. On a case by case basis we can assess at other times.

User Experience Design SAP

In order to graduate from the program and receive your certificate of completion, you must:

- Have a live, online portfolio that contains 6 written case studies (one for each week for weeks 4-7, self-defined project, and team client project) that tell the story of your design process & outcomes.
- Include the required deliverables within each case study as outlined in your graduation checklist.

There are two key points in the program where we assess progress and determine eligibility to continue in the program. From Tier 2 to Tier 3 and from Self-defined Project completion to Team Client project. On a case by case basis we can assess at other times.

At the end of Tier 2 or the start of Tier 3, you'll receive a list of deliverables that are required in your portfolio for graduation. Tier 2 deliverables are consistent for the entire cohort. Tier 3 deliverables are based on your self-defined project and team client project scopes of work. These requirements must be met to receive your certification of completion.

Academic Honesty Policy

Academic honesty refers to using one's own words and ideas to complete assignments, deliverables, challenges, and other class activities. While collaboration is an integral component of Prime, students are expected to contribute their own ideas, both in collaborative assignments and on their individual assignments. When a student engages in academic dishonesty or plagiarism, they are deprived of the opportunity to practice the program's skill and limits the feedback they can provide to the instructor about their understanding. Engaging in any infraction is subject to disciplinary action. A student's first offense will result in the assignment receiving the grade of "Incomplete" along with a documented plan of action. A second offense will result in disciplinary action as determined by Prime's leadership team.

If you must leverage an outside resource (including, but not limited to, peers, alumni, or external sources), be sure to document that source. If it is unclear whether you are allowed to collaborate on or leverage another resource for an assignment, please proactively reach out to your professor.

AI Usage Policy

The rapid evolution of AI technology has provided significant impacts on our world today. Prime follows the following principles to guide the safe and appropriate use of AI in our programs:



- Use of AI is coupled with academic honesty. Integrity, trust, and responsibility continue to be expectations for all students and staff. Therefore, credit must be given to tools and sources when presenting work that is not genuinely their own for evaluation and feedback.
- AI should never be used when an indirect objective of an assignment is to use individual creativity or critical thought to solve a problem. If AI has been used inappropriately, it is at the instructor's discretion to determine next steps. If there is ever lack of clarity on if use of AI is appropriate, proactively seek out guidance from your instructor.
- Students and staff must maintain agency when using AI tools. While AI can provide recommendations, support decision-making, or spark creative thought; consumers must be "critical consumers" and use it to leverage or enhance their own ideas, rather than solely prompt the AI and accept the output "as is".

Conduct: policies and dismissal procedures

Prime Digital Academy's conduct code establishes the community standards and procedures necessary to maintain and protect an environment conducive to learning in keeping with the educational objectives of Prime Digital Academy. Corrective action may be imposed against students, including dismissal, when their conduct materially interferes with the educational objectives of Prime Digital Academy or a community member. Dismissal procedures will involve a full-review by a staff panel including the program instructor and senior leadership of Prime Digital Academy.

Appeal Procedure

If the Committee determines that sanctioning action is warranted, the candidate will be given written notice of the decision and an opportunity to appeal any decision. Prime Digital Academy recognizes and supports both the obligation to sanction candidates and the right of candidates to a fair and reasonable opportunity to respond to, and appeal, sanctions. Any additional questions about the candidate appeal procedures can be answered at hello@primeacademy.io.

Prime Digital Academy Appeal Process

A. Purpose of Procedure

To provide a due process review and appeal mechanism for candidates who question any decision made with respect to their admission to, satisfactory progress within, or removal from Prime Digital Academy.

B. Issues Subject to Appeal

1. Reasons (other than technical ability and academic readiness) given for denial of admission to Prime Digital Academy.
2. Reasons (other than an inability to meet minimum academic standards) given for corrective action at Prime, including removal from the Program.

C. Steps in the Appeal Process

1. Within 3 school days after notice of the adverse decision, the Participant must submit in writing a request for a hearing with the Prime Digital Academy Corrective Actions Committee (or rehearing if the decision appealed was previously made by this Committee). The request shall contain the following information:
 - a. Candidate's name
 - b. The specific issue on which the hearing is requested, the reason for the request, and as much extended rationale as deemed necessary by the appealing candidate.
 - c. Included with the above rationale shall be evidence that the candidate has already consulted with a full-time staff member, who has a role in the matter as an advisor or counselor to the Participant. To the extent possible, this information should be in the form of original documentation or correspondence. To



the extent that is not available, the appealing candidate should provide summaries of relevant conversations.

2. 2. After the above information has been submitted, the Committee shall meet with the candidate at a time mutually agreeable. The candidate will be permitted to make a presentation to the Committee. The Committee may question the candidate or initiate conversation with the candidate, as may be agreed to at the time the meeting is scheduled. The Committee will excuse the candidate to make its decision on the request. The Committee may defer its decision to a subsequent meeting if it elects to search out further information.
3. In the event a candidate either fails to appeal any decision within prescribed time limits, or comes to the end of the appeal process with a decision that limits their continued participation in the program, that candidate's singular option for seeking continued status in the Program is to initiate a re-application.

