# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who We Are</td>
<td>3</td>
</tr>
<tr>
<td>Mission</td>
<td>3</td>
</tr>
<tr>
<td>Administration</td>
<td>3</td>
</tr>
<tr>
<td>Licensure</td>
<td>3</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>Hours</td>
<td>3</td>
</tr>
<tr>
<td>Holidays</td>
<td>4</td>
</tr>
<tr>
<td>Courses Offered</td>
<td>5</td>
</tr>
<tr>
<td>Course Description</td>
<td>5</td>
</tr>
<tr>
<td>Coding Bootcamps</td>
<td>5</td>
</tr>
<tr>
<td>Cyber Bootcamps</td>
<td>6</td>
</tr>
<tr>
<td>Data Analytics Bootcamps</td>
<td>7</td>
</tr>
<tr>
<td>Product Management Bootcamp</td>
<td>8</td>
</tr>
<tr>
<td>Admission Policies and Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Tuition Payment, Other Fees, and Scholarship Awards</td>
<td>9</td>
</tr>
<tr>
<td>Cancellation, Withdrawal and Refund Policy</td>
<td>11</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>14</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>15</td>
</tr>
<tr>
<td>Career Advising</td>
<td>17</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>18</td>
</tr>
<tr>
<td>Disclosure Statement</td>
<td>18</td>
</tr>
<tr>
<td>College Credit Policy</td>
<td>18</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>19</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>20</td>
</tr>
<tr>
<td>Student Disclosure Information</td>
<td>22</td>
</tr>
<tr>
<td>Appendix A: Ownership, Management, and Teachers</td>
<td>26</td>
</tr>
<tr>
<td>Appendix B: Occupational and Educational Data Survey (OEDS) Reporting</td>
<td>26</td>
</tr>
</tbody>
</table>
Who We Are

Fullstack Academy is one of the longest running and most reputable tech training providers in the nation. Offering immersive and comprehensive tech bootcamps across the U.S., Fullstack Academy prepares students for fulfilling tech careers.

Mission

Fullstack Academy is on a mission to transform lives and communities by teaching technologies that power the future.

Administration

Fullstack Academy is governed by a Board of Members.

A list of owners and board members is included in Appendix A.

Licensure

Fullstack Academy is licensed by the New York State Education Department, Office of Adult Career and Continuing Education Services, Bureau of Proprietary School Supervision (BPSS).

Fullstack Academy is not accredited and does not participate in federal or state financial aid programs.

Facilities and Equipment

Our live-online programs are taught by industry-experienced instructors and provide community culture, on-demand technical assistance, and career success content to help you find a job. Individuals will receive live online lectures in our virtual classrooms, daily challenges on our learning platform, real-time instructor support, and solution videos.

Hours

Regular Online Campus Hours
Course hours vary depending on the program and are subject to change. Students
should confirm hours with their advisor and/or program staff prior to enrollment.

**Administration Hours**
Monday – Friday 9:00 am – 5:00 pm ET

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**Holidays**

Fullstack Academy is closed on certain holidays, and therefore, no classes will be held on the following days:

- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Winter Vacation (2-3 weeks)

This holiday schedule may be modified at the discretion of Fullstack Academy on a case-by-case basis

Holidays and vacations are pre-planned and will not interfere with student progress.
Courses Offered

Our immersive bootcamps are designed to prepare students for careers in tech.

Fullstack Academy offers the following programs:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Length</th>
<th>Part-Time</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coding Bootcamps</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Development Immersive</td>
<td>553 Curriculum Hours</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>390 Full-Time or 252 Part-Time In-Class Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17 (incl. Async Foundations) or 28 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Grace Hopper Web Development Program</td>
<td>598 Curriculum Hours</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>585 Full-Time In-Class Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Online Web Development and Engineering Immersive</td>
<td>598 Curriculum Hours</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>585 Full-Time In-Class Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cyber Bootcamp</td>
<td>553 Curriculum Hours</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>390 Full-Time or 234 Part-Time In-Class Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 (incl. Async Week) or 26 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analytics Bootcamp</td>
<td>234 Curriculum Hours</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>10 or 26 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Online Product Management Bootcamp</td>
<td>180 Curriculum Hours</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 Weeks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Our Coding bootcamps include a Foundations phase, offered via synchronous or asynchronous learning, that must be successfully completed prior to Day 1 of Junior Phase. See Admissions Policies and Procedures section below.

Course Description

Coding Bootcamps

Through an advanced curriculum and project-based structure, students learn today’s cutting-edge development technologies. Our coding bootcamps prepare graduates for software engineering and web development roles at top-tier technology companies.

Our JavaScript-driven curriculum immerses students in the latest web technologies such as Node.js and React.

Web Development Immersive
Full-Time
553 Curriculum Hours
390 In-Class Course Hours
12 Weeks (1 Week Asynchronous)

Fullstack Academy’s flagship immersive web development program takes passionate students with a base of programming skills and prepares them for a career as professional software engineers.
The Grace Hopper Program at Fullstack Academy is an immersive software engineering bootcamp for women and non-binary individuals.

Our mission is to empower women and non-binary individuals in technology through affordable education, quality instruction, and individualized mentorship. We provide an immersive educational environment with an advanced curriculum developed and taught by industry-experienced instructors. Students will leave with a support network of alums and mentors in the tech community.

Web Development and Engineering Immersive
Full-Time
598 Curriculum Hours
585 In-Class Course Hours
18 Weeks (1 Week Asynchronous)

Fullstack Academy’s flagship immersive web development program with full-time, synchronous Foundations.

Flex Part-Time Web Development Immersive
Part-Time
553 Curriculum Hours
252 In-Class Course Hours
24 Weeks

The Flex Part-Time Immersive web development program is designed for individuals with a passion for learning to code but have full-time responsibilities during the week.

Students in the Flex Part-Time Immersive program should be prepared to spend at least an additional 10-12 hours per week on coursework and materials outside of dedicated class time.

Cybersecurity Analytics Bootcamps

Students will gain direct knowledge and real-world skills as cybersecurity professionals, learning the offensive and defensive skills necessary to launch a new career as an IT Help Desk Specialist, Systems Support Specialist, or Cybersecurity Analyst.

During the first phase of the Cyber Bootcamp, students will learn Foundational Skills, Security Essentials, as well as the tools, techniques, and important aspects of protocols of ethical hacking (Red Team Phase). Moving on to the Blue Team Phase, students will learn Blue Team skills, which are built around the five key steps of the NIST cybersecurity framework: Identify, Protect, Detect, Respond, and Recover.

Full-Time Cyber Bootcamp
Full-Time
553 Curriculum Hours,
390 In-Class Course Hours
12 Weeks (1 Week Asynchronous)

The program is focused on teaching industry best practices, so students learn relevant cybersecurity theories and skills. Students become familiar with commonly used tools and technologies to prepare to
enter various enterprise cybersecurity environments upon graduation.

**Flex Part-Time Cyber Bootcamp**  
Part-Time  
553 Curriculum Hours  
234 In-Class Course Hours  
26 Weeks  

The Flex Part-Time Cyber Bootcamp is designed for individuals with a passion for learning cybersecurity but have full-time responsibilities during the week.  

Students in Flex Part-Time Cyber program should be prepared to spend at least an additional 10-12 hours per week on coursework and materials outside of dedicated class time.

**Data Analytics Bootcamps**

Students will learn the fundamentals of Excel, Presentations, SQL, Python, Data Visualization, and Data Analytics on AWS while applying such skills in a final project that will provide potential employers with a portfolio of work demonstrating the student’s ability to visually communicate data in a thorough and engaging way. Students will also learn how to build a technical resume, craft cover letters, communicate with recruiters, and network in the industry.

Students will work through a series of modules, with each culminating in a project to assess and refine their skills. By the end of the course, students will be prepared to take two industry certifications: Tableau Desktop Specialist and AWS Certified Data Analytics - Specialty. These certifications will set students up to succeed in the job market and stand out to employers.

**Full-Time Data Analytics Bootcamp**  
Full-Time  
234 Hours  
10 Weeks  

In this course, students will establish foundational knowledge, skills, and abilities in the field of data analytics, learn real-world applications and interactive technology, and build in-demand industry skills.

The Part-Time Data Analytics Bootcamp is specifically designed for students who are passionate about learning the foundational knowledge, skills, and abilities in the field of data analytics but have full-time responsibilities during the week.

Students in the part-time program should be prepared to spend at least an additional 10-12 hours per week on coursework and materials outside of dedicated class time.
Live Online Product Management Bootcamp
Part-Time (180 Hours/25 Weeks)

Product managers are integral to the growth and success of organizations, working to ensure that their products establish and maintain consumer value in a constantly evolving marketplace.

By analyzing data and market research to inform decisions, product managers guide a product’s lifecycle—taking a good or service from its initial ideation stages to production, marketing, distribution, and beyond.

Product managers are in high demand all around the country in industries like technology, construction, healthcare, finance, and more, making now a great time to gain or expand your product management skills.

Admission Policies and Procedures

**Entrance Requirements**
Admission into any course of study at Fullstack Academy requires that students:
- Are 18 years of age or above.
- Hold a high school diploma or its equivalent.
- Successfully complete the Foundations Program (Web Development Immersive and Grace Hopper Program only).

**Laptop Requirements**
Fullstack Academy uses online teaching materials to ensure the student is receiving the latest information. The student must provide their own laptop/computer and charger for use in class each day.

**Application Procedure**
Most programs at Fullstack Academy utilize a highly selective application process that is designed to admit students who hold the requisite skills and preparation needed to succeed in the program. This procedure is only applicable to Fullstack Academy’s Immersive programs.

**Step 1:** Prospective student submits an online application.

**Step 2:** Applicant completes an online technical skills assessment after receiving time and materials to prepare.

**Step 3 (Web Development):** A face-to-face interview is scheduled over video conference to gather a preliminary understanding of the candidate's background and motivations for applying to Fullstack Academy, while also providing the candidate with an opportunity to ask any questions they may have. Part of the interview process involves one or more programming skill problems that the interviewer/interviewee will work through together.

If the candidate is successful, the candidate may be offered a position in the next
available cohort of their choice.

Each prospective student must provide documentation outlined in the admissions packet, including proof of prior education experience and identification.

**Foundations (Web Development Immersive and Grace Hopper Program):** Admitted students will be provided materials and assignments prior to the start of the live online instructional phase. It is expected that the student will complete the assignments prior to the beginning of the program. This is to ensure the student has a baseline understanding of terms and concepts used at Fullstack Academy. Students MUST pass Foundations before they can proceed to the Junior Phase of the Immersive program.

In addition, students must review and sign the applicable Student Enrollment Agreement prior to enrollment.

**School Admissions Deadline**

Fullstack Academy’s programs are in high demand and fill quickly – often months before the courses begin. To ensure a student’s place in an upcoming cohort, accepted candidates must enroll for all courses no later than 7 days prior to the beginning of their selected cohort.

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### Tuition Payment, Other Fees, and Scholarship Awards

Tuition payments are predetermined by program type. Material fees are non-refundable and non-transferable.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Tuition*</th>
<th>Refundable Deposit Due at Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Development Immersive</td>
<td>$19,910</td>
<td>$99</td>
</tr>
<tr>
<td>Grace Hopper Program</td>
<td>$19,910</td>
<td>$99</td>
</tr>
<tr>
<td>Live Online Web Development &amp; Engineering Immersive</td>
<td>$19,910</td>
<td>$99</td>
</tr>
<tr>
<td>Flex Web Development Immersive (Part-Time)</td>
<td>$19,910</td>
<td>$99</td>
</tr>
<tr>
<td>Cyber Bootcamp (Full/Part-Time)</td>
<td>$17,980</td>
<td>$99</td>
</tr>
<tr>
<td>Data Analytics Bootcamp (Full/Part-Time)</td>
<td>$13,495</td>
<td>$99</td>
</tr>
<tr>
<td>Live Online Product Management Bootcamp (Part-Time)</td>
<td>$13,495</td>
<td>$99</td>
</tr>
</tbody>
</table>

* Tuition, materials, and other fees are set by the school and are subject to change without notice.

Should the student withdraw from a program, regardless of reason, any unpaid balance should be settled before the student leaves the program. **Tuition must be collected on the payment due date.** Fullstack Academy allows students a 7-day grace period from the tuition payment due date. If students fail to pay after the 7th day of the grace period, there will be a late fee of $50 (flat fee) and an additional fee of $20 per day until payment is complete. Students will be charged a fee of $35.00 for returned checks for any reason. In addition, the student will not be admitted to class until their payment.
status is settled.

Should a student wish to transfer to a later cohort or different program after the bootcamp start date, there is a transfer fee of $1,000. A student may only defer to a later program or transfer to a different program once and during the first week of the program.

**Transfers and Replays**

If a student chooses to replay a portion of the program, they will be liable for paying the replay fee.

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coding Bootcamps</td>
<td>$3,500</td>
</tr>
<tr>
<td>All Other Bootcamps</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Replaying a portion of any program is subject to class availability, the student’s academic record, and instructor recommendation. Students may replay a portion of the program no more than once.

<table>
<thead>
<tr>
<th>Program</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Bootcamps</td>
<td>No transfers after Week 4</td>
</tr>
<tr>
<td>Part-Time Bootcamps</td>
<td>No transfers after Week 6</td>
</tr>
</tbody>
</table>

**Scholarships**

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ada Lovelace Scholarship</td>
<td>Women and non-binary students are eligible for a $1,000 scholarship.</td>
</tr>
<tr>
<td>Edie Windsor Coding Scholarship</td>
<td>In partnership with <a href="https://lesbianswhotech.org">Lesbians Who Tech</a>, we offer a half-tuition scholarship for gender non-conforming individuals &amp; LGBTQ+ women.</td>
</tr>
<tr>
<td>Veterans Scholarship</td>
<td>Veterans who choose to pay for their program up-front (not participating in the VET TEC or VRAP programs) are eligible for a $1,000 scholarship.</td>
</tr>
</tbody>
</table>

If the student or prospective student has questions relating to tuition or has any scholarship questions, please reach out to Fullstack Academy at hello@fullstackacademy.com.
Programs and Tuition Details
Please note that the tuition, materials, and other fees are set by Fullstack Academy and are subject to change without notice.

<table>
<thead>
<tr>
<th>Coding Bootcamps</th>
<th>Tuition: $19,910.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Refundable deposit due at <strong>Enrollment</strong>: $99.00</td>
</tr>
<tr>
<td></td>
<td>• Remaining tuition payment due by <strong>Day 1</strong>: $19,811.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong>: Tuition ($19,910.00) + Fees ($0.00) = $19,910.00</td>
</tr>
<tr>
<td>Cyber Bootcamps</td>
<td>Tuition: $17,980.00</td>
</tr>
<tr>
<td></td>
<td>• Refundable deposit due at <strong>Enrollment</strong>: $99.00</td>
</tr>
<tr>
<td></td>
<td>• Remaining tuition payment due by <strong>Day 1</strong>: $17,881.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong>: Tuition ($17,980.00) + Fees ($0.00) = $17,980.00</td>
</tr>
<tr>
<td>Data Analytics Bootcamps</td>
<td>Tuition: $13,495.00</td>
</tr>
<tr>
<td></td>
<td>• Refundable deposit due at <strong>Enrollment</strong>: $99.00</td>
</tr>
<tr>
<td></td>
<td>• Remaining tuition payment due by <strong>Day 1</strong>: $13,396.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong>: Tuition ($13,495.00) + Fees ($0.00) = $13,495.00</td>
</tr>
<tr>
<td>Product Management Bootcamp</td>
<td>Tuition: $13,495.00</td>
</tr>
<tr>
<td></td>
<td>• Refundable deposit due at <strong>Enrollment</strong>: $99.00</td>
</tr>
<tr>
<td></td>
<td>• Remaining tuition payment due by <strong>Day 1</strong>: $13,396.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong>: Tuition ($13,495.00) + Fees ($0.00) = $13,495.00</td>
</tr>
</tbody>
</table>

Tuition, materials, and other fees are set by Fullstack Academy and are subject to change without notice. The student is liable for timely tuition payments.

Cancellation, Withdrawal, and Refund Policy

Students eligible to receive a refund must follow the Withdrawal Procedure listed below:

1. To officially withdraw from a program, it is the student’s responsibility to inform the school of their intention to withdraw. This must be done in writing and be received by email within one week of the last date of physical attendance to be eligible for any type of refund. The date of the withdrawal will be the date of the student’s last date of physical attendance or log on to learn.fullstackacademy.com. Failure to indicate an intention to withdraw in writing may result in failing grades, dismissal, and additional financial obligations. Refund or tuition credit will be calculated from the withdrawal date. A grade WD (Withdrawal) will be given to students who withdraw.
2. There will be no refund of non-refundable registration fees.
3. Any scholarships granted to the student apply only if the student completes the bootcamp and all program requirements. Refund calculations will not include any scholarships.
4. If a student needs to leave school due to health issues, medical emergencies, or death in the family, a refund of the unused portion of tuition shall be issued. Students will need to support a claim with appropriate documentation. This must
be done in writing and received by email within one week of the last date of physical attendance or logon to learn.fullstackacademy.com to be eligible for any type of refund. The letter/form must be signed and dated by the student. The date of the withdrawal will be the date of the student’s last date of physical attendance or logon to learn.fullstackacademy.com.

5. If a student withdraws or transfers to another institution, no refund will be made for registration fees. A refund of the unused portion of tuition will be issued.

All refunds are processed within 30 days of the request date. Students are expected to provide full documentation at the time of withdrawal to request a refund.

The failure of a student to notify the director in writing of withdrawal may delay the refund of tuition due pursuant to Section 5002 of the Education Law.

Leave of Absence Policy
Leaves of absence are granted only for courses greater than 6 weeks in length. A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, or the death of a relative. If the student fails to return on the agreed-upon date, the student will be dismissed and a refund calculation performed, or the student may attend the next cohort at the discretion of Fullstack Academy. Our experience has shown that most students do not return from a leave of absence and the nature of the programs at Fullstack Academy do not lend themselves to extended leaves of absence. The Director of Fullstack Academy will review the student’s request in person with the student requesting the leave. Not all leave requests will be granted. All leaves of absence must be requested in writing and approved in writing. Due to the intensive nature of the immersive programs, leave of absences can be requested in the range of 3-5 days in duration. Any leaves requiring a longer absence will result in a deferral to a later cohort or, in certain cases, a replay.

Termination Date
If during the course of classroom study, a student fails to meet the minimum 95% attendance standard, their enrollment at the academy will be terminated. The termination date shall be determined by the student’s last day of physical attendance or log-in to learn.fullstackacademy.com. A refund calculation will be done at that time to determine the student’s financial obligation or if a refund is due.

Refund Policy (for Full-Time WDI, GHP, Cyber, Data Analytics) * 

1. A student who cancels within 7 days of signing the enrollment agreement and up to the end of the 1st week of the program receives back 100% of the tuition paid minus the non-refundable registration fee.
2. Thereafter, a student will be liable for:
   o the non-refundable registration fee plus;
   o the cost of any textbooks or supplies accepted plus;
   o tuition liability as of the student’s last date of physical attendance or last date of login to learn.fullstackacademy.com, the school’s online learning platform, whichever is later. Tuition liability is divided by the number of weeks in the program. Total tuition liability is limited to the week during
which the student withdrew or was terminated and any previous weeks completed. Refer to the Refund Schedule charts below.

**Refund Schedule - Full-Time Web Development Immersive, Grace Hopper Program, Cyber Bootcamp, and Data Analytics Bootcamp**

Based on tuition paid in full less non-refundable fees (if any)

<table>
<thead>
<tr>
<th>Program Week</th>
<th>% of Refundable Tuition The School May Keep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during 1st week</td>
<td>0%</td>
</tr>
<tr>
<td>During 2nd Week</td>
<td>25%</td>
</tr>
<tr>
<td>During 3rd Week</td>
<td>50%</td>
</tr>
<tr>
<td>During 4th Week</td>
<td>75%</td>
</tr>
<tr>
<td>After 4th Week</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Fullstack Academy, LLC Refund Policy (for Flex Part-Time Programs)**

1. A student who cancels within 7 days of signing the enrollment agreement and up to the end of the 1st week of the program receives back 100% of the tuition paid minus the non-refundable registration fee.
2. Thereafter, a student will be liable for:
   - the non-refundable registration fee plus;
   - the cost of any textbooks or supplies accepted plus;
   - tuition liability as of the student’s last date of physical attendance or last date of login to learn.fullstackacademy.com, the school’s online learning platform, whichever is later. Tuition liability is divided by the number of weeks in the program. Total tuition liability is limited to the week during which the student withdrew or was terminated and any previous weeks completed. Refer to the Refund Schedule charts below.


Based on tuition paid in full less non-refundable fees (if any)

<table>
<thead>
<tr>
<th>Program Week</th>
<th>% of Tuition The School May Keep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to or during 1st week</td>
<td>0%</td>
</tr>
<tr>
<td>During 2nd Week</td>
<td>15%</td>
</tr>
<tr>
<td>During 3rd Week</td>
<td>30%</td>
</tr>
<tr>
<td>During 4th Week</td>
<td>45%</td>
</tr>
</tbody>
</table>

FULLSTACK ACADEMY ACADEMIC CATALOG | 13
During 5th Week 60%
During 6th Week 75%
After 6th Week 100%

Academic Policies

Transfer of Credit
Fullstack Academy is not a degree-granting program and does not accept course credit gained at other institutions.

Hours
Academic credit is measured in hours. One hour of instructional time equals 60 minutes.

Academic Standards
Student progress is measured based on assessments, projects, and overall course performance.

Students are graded on a pass/fail basis. To receive a passing grade, students must:

1. Receive a passing grade on 75% of all checkpoint assessments and an overall passing grade for the course. Assessments are graded on an A-D scale where a grade of C and above is passing.
2. Maintain consistent attendance as outlined in the Attendance section below.
3. Complete all course projects.
4. Complete all career success assignments.

Grading
Students at Fullstack Academy are graded on a scale of A to D, where A = 90-100; B = 80-90; C = 70-80; D = Below 70.

A passing grade represents that the student has satisfactorily met all the minimum course requirements as outlined in Academic Standards. A grade of Pass is equivalent to a grade of A-C.

A failing grade represents that the student has not met all the course requirements as outlined in Academic Standards.

An incomplete grade represents that the student has not made sufficient academic progress, and/or has not satisfactorily completed all required projects. If the student has withdrawn, that will be noted as a “WD” on their transcript.

Probation
Student progress is monitored each week, indicated by the successful completion of assigned workshops and projects and scheduled assessments. Achieving a passing score on all assessments, as well as successful completion of all assignments is required to remain in good academic standing. If a student’s conduct or academic
progress falls below an acceptable level at any time while enrolled at Fullstack Academy, a Performance Action Plan will be enforced to help the student improve.

A few scenarios of falling below an acceptable level include:

- Attaining failing marks on assessments
- Missing class or repeated tardiness
- Unprofessional or offensive conduct toward staff, students, or visitors on-campus or off-campus (see "Conduct" section below)
- Not completing a required individual assignment or project
- Not completing work in group projects

Participation in the Performance Action Plan is a second chance. If student performance in the time that follows does not improve to passing, Fullstack Academy reserves the right to dismiss the student from the course.

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**Attendance Policies**

**The Importance of Daily Attendance**
Fullstack Academy promotes a very rigorous and immersive approach to learning, so the student is expected to attend class daily. Students are expected to attend their scheduled classes to ensure they complete their program coursework successfully and make continued progress in enhancing their professional skills. When students miss class, they miss the valuable daily practice and instruction that supports their career goals. For this reason, Fullstack Academy strongly encourages full attendance and active participation in class daily. Please read the guidelines below regarding Fullstack Academy’s expectations and policies for attendance as well as consequences for not meeting the minimum standard of attendance.

**Minimum Standard of Attendance**
A student must maintain a **minimum** of 95% attendance in their classes for the duration of their enrollment at Fullstack Academy.

**Lateness, Early Departure, and Half-Day Absence Rule**
The Academy expects all students to arrive on time and be prepared at the start of class. When a student arrives late to class, he/she misses important information and disrupts the instructor and classmates. Teachers will record late arrivals and early departures based on the following guidelines:

- **Late / Tardy**: A student who is more than 10 minutes late for the start of class AND/OR from any break time will be marked as Late.
- **Early Departure**: A student who leaves class more than 10 minutes early will be marked as Left Early.
- **Half**: A student who attends for only one-half of a class will be indicated as Half attendance for the class that day.

Late/Tardy, early departures, and 1-hour absences affect the total cumulative
attendance and are counted as follows:

- Four (4) Late/Tardy/Left Early = 1 Absence
- Two (2) “Half” Marks = 1 Absence

**Missed Assignments**
If a student is absent, s/he should contact the instructor as soon as possible to find out about the class assignments that were missed; the student cannot risk missing important work and receiving a low grade in the class. **It is the student’s responsibility to speak with the instructor to find out about missed assignments.** Students are responsible for completing any work resulting from absence in class, including completing all lectures, workshops, and homework, before the beginning of the next class.

**Tracking and Notification of Attendance**
Daily attendance is taken at the start of class and records presences, absences, late/tardy, early departures, and halves.

At the end of each week, a staff member reviews attendance data, including late/tardy, early departures, and half absences. If a student exhibits poor attendance, a staff member will attempt to make outreach to check on student wellbeing by sending emails and/or messages via Slack.

**Assessments/Projects**
A student cannot miss assessments or project assignments during a course. If a student needs to reschedule an assessment or project due date, they must have permission from their Program Lead prior to the due date. A student who misses the assessment or final project will risk a failing grade and/or termination from the program.

**Attendance Probation**
Attendance is tracked for the full course session and final attendance is recorded in the student’s file. If a student is approaching the 95% attendance threshold for the course, they will be required to meet with a program staff member and may be placed on probation until attendance improves. If the minimum standard is not met, the student may be terminated for failure to meet minimum standards.

Instructors and the Academic Director will be made aware that a student is on probation during the following one-week period. The Academic Director will monitor the student’s attendance carefully for improvement and send attendance notifications as described above. The student on probation must maintain a minimum of 95% attendance. If the student fails to improve attendance to meet the minimum standard by the end of the one-week period, they will be required to meet with the Academic Director for a review of the student’s performance and the terms of probation. At that time, the director will terminate the student’s enrollment and the student will be dismissed **unless** it is determined that there was an extenuating factor preventing the student from maintaining the 95% minimum. In this case, the dismissal may be appealed, and the student may be re-enrolled on continued attendance probation for the next session. During this time, the student must meet the 95% minimum attendance standard and make up the missed coursework or otherwise be dismissed from the
Career Advising

Fullstack Academy’s Career Success team is committed to working with students and alumni to help them achieve their desired post-program outcome. The team works individually with students and alumni to help them craft their unique job search narrative and embark on their journeys as professionals in the technology industry.

While students are enrolled in their Fullstack Academy program, the Career Success team hosts lectures and workshops, in addition to assisting students in developing and updating their job search materials. Upon completion of their program, students will leave Fullstack Academy with an updated technical resume, LinkedIn profile, and professional pitch. Students will also have gained experience in networking and behavioral and technical interviewing.

Upon graduation, the Career Success team will continue to work with alumni who have opted into the Job Search Track (defined below). Through career coaching, alumni will develop and execute their personalized job search strategies. Coaches will support students from application to offer, with the goal of ensuring that alumni maintain a high standard of preparedness in showcasing their technical and professional skill sets. Alumni will also have the opportunity to engage with Fullstack Academy’s employer partners and in a variety of professional development programs.

Career Success Support
The Career Success team will support a Fullstack Academy alumni in their job search for up to one year (365 days) post-graduation, or until that alum secures a job placement.

After completion of their academic curriculum and career success program requirements, students will have the option to choose one of three options within the Job Search Track:

1. **Opt-In to Job Search Track** - Begins immediately after graduation with the student’s agreement to program requirements.

2. **Opt-Out of Job Search Track** - For students who do not need support from the Career Success team immediately following graduation and/or program completion. Those who do not intend to actively job search fall into the category by default.

3. **Temporary Opt-Out of Job Search Track** - For students who will defer their job search up to 60 days post-graduation. We understand that students who complete the academic component of Fullstack Academy’s program may not begin the job search process immediately (for personal, health, preparation, etc. reasons). We want to give these students the ability to determine when their job search will start, within the first 60 days of graduation.
Students who choose to start the Job Search Track immediately following graduation will be able to participate in all Job Search Track activities, including 1-1 coaching.

Fullstack Academy reserves the right to remove students from the Job Search Track in the following scenarios:

- Failure to maintain good standing and consistent communication with their Career Coach
- Not maintaining an active job search as agreed upon by the student/graduate and their Career Coach
- Student/graduate is no longer pursuing a career in their field of study
- Student/graduate begins working 12+ hours per week in an unrelated field

**Grievance Procedure**

Any student complaint must be directed to the Director of Fullstack Academy. This complaint must be in writing. Upon receiving written notice, the Director will reach out to the student and set up a meeting within 48 hours. After meeting with the School Director, the student with a complaint can expect a decision from the Director within thirty days. A written decision will be sent to the student’s email address on file. Students have a right to submit complaints to NYSED, BPSS without using the school’s policy.

**Disclosure Statement**

The student should be aware that information in the catalog is subject to change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, this catalog contains information on Fullstack Academy’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school’s catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student confirm with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

**College Credit Policy**

Licensed private career schools, such as Fullstack Academy, offer curricula measured in clock hours, not credit hours. Certificates of Completion are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution that the student may opt to subsequently attend.
Student Conduct

Equal Opportunity and Non-Discrimination Policy
Fullstack Academy is committed to maintaining a safe, accountable, and inclusive community. Acts of discrimination, harassment, and/or any prejudicial misconduct will not be tolerated and will be grounds for immediate dismissal.

Accommodations
Fullstack Academy is committed to providing an equal opportunity to access a full educational experience. In accordance with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local laws, Fullstack Academy prohibits discrimination based on a disability. Consistent with this commitment, reasonable accommodations will be provided to students who present appropriate documentation of disability and are otherwise qualified to participate in their specific program of study.

Fullstack Academy will ensure that no individual with a disability is excluded, denied services, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids and services. Fullstack Academy will furnish appropriate auxiliary aids and services where reasonable and necessary to ensure effective communication with individuals with disabilities.

Determinations about reasonable accommodations are made on a case-by-case basis considering various factors and based on an individualized assessment in each situation. We strive to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made.

Information supplied by a student seeking accommodations regarding their disability is voluntary and confidential. Any information shared may be communicated internally amongst staff to reasonably accommodate a student’s disability.

Student Responsibilities
Students are expected to attend each class for which they are registered, arrive on time, and complete all assigned work and evaluations related to those courses. When students miss class, they miss the valuable daily practice and instruction that supports their career goals. Students who are absent are responsible for all missed classwork. All course requirements must be fulfilled, and students are responsible for the entire content of the course.

Every Fullstack Academy student is expected to maintain high standards of academic integrity in completing assigned work and problems, taking examinations, conducting experiments, using hardware and software, and interacting with fellow students. Violations of academic integrity standards, including cheating, plagiarizing, copying another student’s work, and violating copyrights on printed material or software, are subject to disciplinary action up to and including dismissal.
Furthermore, students are expected to conduct themselves in a manner appropriate for a healthy learning environment. Student behavior deemed unruly, disruptive, or non-conducive to a positive learning environment by Fullstack Academy staff will be subject to administrative sanctions or immediate dismissal.

**Appeal of Dismissal**
After being notified of dismissal, a student has the opportunity to submit a written appeal to the Academy Director within five (5) business days. In the written appeal, the student must explain mitigating circumstances regarding their attendance, academic, or conduct, and provide evidence that those circumstances have changed and will no longer negatively affect the student’s overall conduct. The director will review the appeal and notify the student of the appeal decision in writing within two (2) business days.

**Privacy**
Fullstack Academy respects the privacy of its students. However, when deemed necessary, including but not limited to instances due to legal necessity, Fullstack Academy reserves the right to access student activities, files, and/or messages transmitted or received through the school’s telecommunications, networking, or information processing systems (including, without limitation, communications transmitted through the Fullstack Academy Slack workspace).

**Student Records, Licenses, and Media Rights**
Fullstack Academy guarantees that students have the right to access their records, and that Fullstack Academy’s policy for releasing information about an individual student is in accordance with the Family Education Rights and Privacy Act (FERPA). Fullstack Academy ensures the confidentiality of students’ records.

Students grant the school and its subsidiaries, associated companies and licenses, permission to photograph and videotape students while attending the school or at activities conducted by the school. Fullstack Academy will own the still photographs and/or video footage in which students appear, and have the unrestricted right to publish such images in any school sales literature, on the school’s website and in any other school marketing materials. Students understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.

**Financial Assistance**

Fullstack Academy does not participate in state or federal financial aid programs.

**Private Loans**
If a student receives a private 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. Fullstack Academy does not offer institutional loans to its students.
Keep in mind that Fullstack Academy does not endorse, recommend, or promote any particular lender. The payment choice is at the discretion of the student.

**Government Assistance**
Based on where the student lives, certain government assistance programs may be available.

**Veterans**
Veterans who have at least one day of unexpired G.I. Bill® entitlement might be eligible to participate in the VETTEC program.

Veterans who choose to pay up-front (not participating in the VETTEC program) are eligible for a $1,000 scholarship.
Student Disclosure Information

The following text was taken from the Student Disclosure Pamphlet provided by the New York State Education Department (NYSED).

Student Rights
Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students’ rights regarding filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner’s Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department’s Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision (BPSS) are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department’s BPSS wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York, and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.
What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school’s internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed, and the school fails to take satisfactory and appropriate action, the Department may then proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State
Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and that there was a violation of the Education Law or the Commissioner’s Regulations as specified in Section 126.17 of the Commissioner’s Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school’s policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school’s explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about “private school agents?”

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student’s enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included above.

What should students know about “grants and guaranteed student loans?”

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low-interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours; the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against
you. Even if you fail to complete your educational program, you are still responsible for repaying all the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
Attention: Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, New York 10001
(212) 643-4760

This pamphlet is provided to you unedited by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.
Appendix A: Ownership, Management, and Teachers

**Management**
- Jerrad Tausz, CEO
- Nelis Parts, CFO

**School Director**
- Nelis Parts

**Agents**
- Aarin Campos
- Abril Yllescas
- Alan Griffin
- Belinda Trejo
- Brittany Fessler
- Carlton “Trey” Shank
- Christopher Ortega
- Cooper Seibert
- David Shetley
- Diego Guertler
- Eduardo Gutierrez
- Hannah Fairrington
- Jonathan Gerber
- Mahogany Hunter
- Massiel Perez
- Michael Bredael
- Sydney Morris

Appendix B: Occupational and Educational Data Survey (OEDS) Reporting

Outcomes reporting will be available in a later publication