ACADEMIC CATALOG

CHICAGO

Version 2.2

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Who We Are

Fullstack Academy is an award-winning, professional educational institution specializing in technology instruction. Our flagship course, the full-time Software Engineering Immersive course, is an intense, outcome-driven accelerated learning program for adults where amateur programmers are prepared for competitive positions as professional web developers. We pride ourselves in teaching the most cutting-edge technologies while maintaining a supportive and innovative learning environment.

Mission

Fullstack Academy develops a student's ability to think critically about how to program while equipping them with the tools and transferable skills necessary to succeed in an evolving industry. We teach web application programming through an intensive hands-on experience and small student-to-faculty ratio. We pride ourselves on being both academically rigorous while also building a strong and supportive community with focus on our students' progress throughout.

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 approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Fullstack Academy is not accredited by a U.S. Department of Education accrediting body and does not participate in federal or state financial aid programs.

Facilities and Equipment

Fullstack Academy has 2 campus locations.

The Chicago Campus
405 W Superior Street
Floor 3
Chicago, Illinois 60654
Tel: (847) 881-6773

The New York campus
5 Hanover Square
Floors 11 & 25
New York City, NY 10004
Tel: (347) 289-8999

Both campuses are easily accessible by subway and bus.

Both campuses are fully ADA (The Americans with Disabilities Act) compliant, equipped with dedicated classroom areas, meeting and collaboration areas, on-floor restrooms, and kitchens for light use by employees and students. Dedicated areas within the Chicago campus are available to students during normal business hours, Monday through Saturday, with keycard access.

Holidays

Fullstack Academy is closed on the following federal holidays, along with a two-week Winter Break at the end of the year:

Student Holidays:
- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Day

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. For vacation and holidays and other closures, please see the Academic Calendar. Fullstack Academy allows up to 5 days per year for weather-related issues and any other unplanned emergencies. Students will be notified by email of any updates.

Hours

Administration:

Monday – Friday   9:00 am – 5:00 pm

Campus Areas:

Monday – Friday   7:00 am – 10:00 pm
Saturday   7:00 am – 7:00 pm

Courses Offered

Fullstack Academy offers two types of courses: immersive and non-immersive. Our immersive programs are designed to prepare students for a career in web development. The non-immersive courses are part-time and designed to introduce students to web development.

Fullstack offers the following courses at our Chicago campus:

Course	Course Length	Immersive	Part Time	Full-time
Software Engineering Immersive	553 hours / 17 weeks	✓		✓
Software Engineering Immersive (Part-Time Flex)	348 hours / 28 weeks	✓	✓	
Bootcamp Prep	48 hours / 4 weeks		✓	

The schedule for our upcoming course can be viewed on our website at:
https://www.fullstackacademy.com/tuition-cohort-dates

Software Engineering Immersive Course
Full-time (553 Hours / 17 Weeks)

A successful web developer in today's competitive marketplace must know not only how to build a high-quality web application from scratch, but also how to make it interactive, real-time, responsive, and easy to use. This flagship Fullstack Academy Immersive bootcamp teaches the most advanced and modern software engineering technologies using the JavaScript language and the fullstack JavaScript stack – technologies essential to the new breed of developers that the market demands.

In this 17-week course, students will gain direct knowledge and real-world skills as full-stack developers. Through our project-based approach, students will become comfortable building a scalable product collaboratively as part of a team. By the end of the Immersive, students will have a portfolio of work showcasing their skills and career interests to present to potential employers and an established network of development professionals to assist them as they advance their careers.

Upon completion of this immersive bootcamp, students will be conversant in not only the JavaScript language, but also in its surrounding ecosystem of development technologies. Relevant exposure and practical experiences gained throughout the Immersive will also help transition students into well-qualified and competitive candidates as they enter the web development job market as a software engineer.

The Grace Hopper Software Engineering Track

At Fullstack, we aim to empower women in technology through affordable education, quality instruction, and individualized mentorship. While participants in the Grace Hopper Software Engineering Deferred Tuition Track participate in the Software Engineering Immersive bootcamp above, this deferred tuition track is unique in that there is no upfront tuition, and graduates only pay tuition upon receiving an eligible job offer. As an inclusive program looking to break barriers in the field of technology, we define "women" as anyone who identifies as a female, including transgender, genderqueer, and non-binary.

Software Engineering Immersive (Part-Time Flex) Course
Part-Time (320 Hours / 28 Weeks)

This Immersive program is designed for individuals with a passion for learning to code, but have full-time responsibilities during the week. With this in mind, Fullstack offers a part-time program that is identical to the Immersive course, but extended over 28 weeks instead of 17 weeks.

The course provides a thorough theoretical and practical understanding of the tools and skills required to be proficient as a web developer. Students will gain direct knowledge and real-world skills as full-stack developers, and become comfortable building a scalable product as part of a team. By the end of the course, students will have a portfolio of work showcasing their skills and career interests to present to potential employers and an established network of development professionals to assist them as they advance their careers.

Just like the full-time Immersive programs, students in this Immersive will gain direct knowledge and real-world skills as full-stack developers. Through our project-based approach, students will become comfortable building a scalable product collaboratively as part of a team. By the end of the Immersive, students will have a portfolio of work showcasing their skills and career interests to present to potential employers and an established network of development professionals to assist them as they advance their careers.

Upon completion of this immersive bootcamp, students will be conversant in not only the JavaScript language, but also in its surrounding ecosystem of development technologies. Relevant exposure and practical experiences gained throughout the Immersive will also help transition students into well-qualified and competitive candidates as they enter the web development job market as a software engineer.

Students participating in our Immersive Programs will have access to resume-building workshops sponsored by Fullstack. Moreover, they will be exposed to several Fullstack-sponsored job fairs and will have many opportunities to interact with prospective employers.

Please note: Because this is a part-time immersive bootcamp, students are expected to dedicate additional hours towards the completion of their coursework outside of the dedicated in-class hours listed above.

Bootcamp Prep
Part-time (48 hours / 4 Weeks)

Fullstack Academy's Bootcamp Prep is a 3.5 week part-time course that helps students prepare for admissions into our software engineering immersive programs. Students should also expect to complete supplementary work to be on "off-nights".

The course is conducted through a mix of instruction followed by practical workshops designed to solidify a student's understanding of each concept. Students develop core programming skills and use them to solve various coding challenges. By the end of the course, students will have completed several in-class workshops and hold a foundational understanding of the JavaScript language.

Admission Policies and Procedures

Entrance Requirements
Admission into any course of study at Fullstack Academy requires that students be:
- 18 or above; and
- Hold a high school diploma or its equivalent.

Laptop Requirements
Fullstack uses online teaching materials to ensure the student is receiving the latest information. The student must provide his or her own laptop and charger for use in class each day. The laptop must have a minimum of 11" screen, be no more than 4 years old, running the latest version of Linux or Mac OS, and be in good general working condition.

Application Procedure
The application process is a highly selective process consisting of 3 requirements and 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 courses.

Requirement 1: Prospective student submits an online application

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

Requirement 3: 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 he or she may have. Part of the interview process involves one or more programming skill problems that the interviewer/interviewee will work through together.

If the Step 3 online interview 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: Admitted Immersive students will be provided materials and assignments prior to the start of the on-campus instructional phase. It is expected that the student will complete the assignments prior to the beginning of the course. This is to ensure the student has a baseline understanding of terms and concepts used at Fullstack. Students MUST pass Foundations before they can proceed onto the on-campus Junior Phase of the Immersive Program.

School Admissions Deadline

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

Tuition Payment, Other Fees, and Scholarship Awards

Tuition payments are predetermined by course type. If the school has offered the student a monthly payment option, such monthly payments will be postdated to a given date of the month.

Payment Track	Total Tuition *	Non-Refundable Registration Fee	Refundable Deposit Due Prior to Start Date	Registration Fee Due Prior to Start Date	Payment Due Within 5 Days of Classroom Instruction	Tuition Payment Due according to Monthly Payment Schedule (9 months)*
Software Engineering Immersive	$17,910	$0	$2,000	-	$15,910	-
Grace Hopper Deferred Tuition Track	$19,910	$0	$3,000	-	$0	$1878.88
Software Engineering Immersive (Part-Time Flex)	$15,980	$0	$2,000	-	$13,980	-
Bootcamp Prep	$100	$0	-	-	$100	-

* Tuition, materials, and other fees are set by the school and are subject to change without notice. Please refer to your Enrollment Agreement for the most current amounts reflecting your enrollment.

Should the student withdraw from a course, 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 addition 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 his/her status is settled.

Should a student wish to transfer to a later course or different program after the course start date, there is a transfer fee of $1000. A student may only defer to a later course or transfer to a different course once and during the first week of the program.

If a student chooses to replay a portion of the program, s/he will be liable for paying the prorated tuition amount for the number of weeks of the program they are retaking. Replaying a portion of any program is subject to class availability, the student's academic record and instructor recommendation.

Fullstack Academy offers a $1000.00 **Ada Lovelace scholarship**. Students who identify as "Female" are

eligible. As an inclusive program looking to break barriers in the field of technology, we define "Female" as anyone who identifies as a female, including transgender, genderqueer, non-binary, and intersex. To initiate the scholarship application process, in the admissions application you must indicate that you identify as "Female". You must also meet the following requirements:

1. Matriculate at Fullstack Academy,
2. Enroll in either the full-time Software Development Immersive Full-Time or Part-Time Flex Immersive courses,
3. Pay the deposit and remaining tuition prior to Day 1 of classroom instruction.

Female-identifying students who participate in the Grace Hopper Deferred Tuition Track are not eligible for the Ada Lovelace Scholarship

VET TEC is a tuition and housing assistance program designed to help veterans advance their IT career.
Eligibility:

- A veteran who has at least one day of unexpired G.I. Bill® entitlement, may be eligible for VET TEC.
- Acceptance under this program is limited to the following Immersives:
  - Full-Time Web Development Immersive (NYC)
  - Full-Time Grace Hopper Web Development Immersive (NYC)
  - Full-Time Software Development Immersive (Chicago)

For more information: https://www.benefits.va.gov/GIBILL/fgib/VetTec_Veteran.asp

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

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Programs and Tuition Details

Software Engineering Immersive	Tuition: $17,910.00 ● Refundable deposit due prior to Day 1 of **Foundations**: $2,000.00 ● Remaining tuition payment due by Day 1 of **Junior Phase**: $15,910.00 Fees: $0.00 ● Non-refundable registration fee due prior to Day 1 of **Junior Phase**: $0.00 Total: Tuition ($17,910.00) + Fees ($0.00) = $17,910.00

Software Engineering Immersive - Grace Hopper Payment Track	**Option A (pay tuition upfront)** Tuition: $17,910.00 ● Refundable deposit due prior to Day 1 of **Foundations**: $2,000.00 ● Remaining tuition payment due by Day 1 of **Junior Phase**: $15,910.00 Fees: $0.00 ● Non-refundable registration fee due prior to Day 1 of **Junior Phase**: $0.00 Total: Tuition ($17,910.00) + Fees ($0.00) = $17,910 *IF YOU DO NOT RECEIVE A QUALIFYING JOB OFFER* (*see below for examples of QUALIFYING JOB OFFER)*** Tuition ● No tuition forgiveness and no refund will be granted **Option B (pay tuition after graduating from the program)** *IF YOU RECEIVE A QUALIFYING JOB OFFER MAKING USE OF THE TRAINING YOU RECEIVED WITHIN THE JOB SEARCH PERIOD* (12 months from student's date of graduation, unless otherwise agreed upon): *see below for examples of QUALIFYING JOB OFFER*** Tuition: $19,910.00 ● Refundable deposit due prior to Day 1 of **Foundations**: $3,000.00 ● Remaining tuition payment begins 30 calendar days after start employment: $16,910.00 paid over 9 months in monthly installments starting 1 month after employment starts Fees: $0.00 ● Non-refundable registration fee due prior to Day 1 of **Junior Phase**: $0.00 Total: Tuition ($19,910.00) + Fees ($0) = $19,910 *If you DO NOT RECEIVE A QUALIFYING JOB OFFER making use of the training you received within the Job Search Period*(12 months from student's date of graduation, unless otherwise agreed upon): *see below for examples of QUALIFYING JOB OFFER*** Tuition: 100% forgiven and waived (Please see Program Agreements) ● Refundable deposit is issued back to student: $3,000.00 Fees: $0.00 ● Non-refundable registration fee: $0.00 Total: Tuition ($0.00) + Fees ($0.00) = $0.00*

	*In the unlikely event that a student must leave the **Grace Hopper Program** prior to graduation due to student's breach of Program Agreements, tuition will immediately become due and payable to Fullstack Academy in accordance with the refund schedule below.*

Software Engineering Immersive (Part-Time Flex)	Tuition: $15,980.00 ● Refundable deposit due prior to Day 1 of **Foundations**: $2,000.00 ● Remaining tuition payment due by Day 1 of **Junior Phase**: $13,980.00 Fees: $0.00 ● Non-refundable registration fee due prior to Day 1 of **Junior Phase**: $0.00 Total: Tuition ($15,980.00) + Fees ($0.00) = $15,980.00

Refundable Deposits: $70.00: All immersive students must pay the following refundable deposits.
- Refundable Transparent Outcomes Deposit: $50.00, due prior to Day 1 of **Junior Phase**
  - Refunded to student upon submission of student outcomes survey, after completion of immersive course
- Refundable Campus Access Keycard Deposit due prior to Day 1 of **Junior Phase**: $20.00
  - Refunded to student upon return of campus access keycard issued to student on Day 1

Bootcamp Prep	Tuition: $100.00 Fees: $0.00 ● Non-refundable registration fee due prior to Day 1 of classroom instruction: $0.00 Total: Tuition ($100.00) + Fees ($0.00) = $100.00

**Non-exhaustive list of examples of qualifying job offers making use of the training you received include:

Back-end Engineer
Computer programmer
Computer support specialist
Computer systems analyst
Database administrator
Data Engineer
Deployment Engineer
Front-end Engineer

Full-stack Web Developer
Mobile Engineer
Partner Engineer
QA Engineer
Software developer
Software engineer
Technical product manager
Web developer

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

Post-Graduation Responsibilities
Your responsibilities during and after your job search post-graduation:

Until your job search is over, you must be in touch weekly with the Career Success team and respond to any inquiries from the team within 48 hours.

You should communicate any job offers with the Career Success team, especially if you plan on accepting such offer.

For Fullstack to maintain 100% outcomes transparency:
● If you receive 1 or more offers, for each offer you receive, complete the Fullstack Offer Survey and send us a copy of the Offer Letter within 48 hrs.
● Once you sign a Letter of Employment, send us a signed copy within 48 hrs.
● If you choose not to search for a job or stop actively searching for a job within 6 months post-graduation for any reason, communicate your status with the Career Success team in writing and complete the Fullstack Offer Survey.
● If at 6-months post-graduation you are still actively searching for a job, communicate your status with the Career Success team in writing and complete the Fullstack Offer Survey. After completing the Survey, you should continue your search and submit a Fullstack Offer Survey within 48 hrs of the occurrence of each of the situations outlined above.

Students in the Grace Hopper Program should refer to their Program Agreements for Job Search Obligations.

Cancellation, Withdrawal and Refund Policy

Students eligible to receive a refund must follow the Withdrawal Procedure listed below:
1. Students who wish to cancel their enrollment in a course at the school must do so in writing. The request <u>must</u> include the date of withdrawal and must be dated and signed by the student.
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 course and all course requirements. Refund calculations will not include any scholarships.
   a. Example: A scholarship recipient who fails to complete the course will be issued a refund based on the full tuition amount due without taking into consideration any scholarship amount offered by Fullstack Academy.
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. The *Change of Status* form is to be completed and signed.
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 Campus Director in writing of withdrawal may delay refund of tuition.

Leave of Absence Policy

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. 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. Leave of absences are generally granted only in courses greater than 6 weeks in length, and can be requested in the range of 3 to 10 days in duration.

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 this time to determine the student's financial obligation or if a refund is due.

Immersives Refund Policy

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies, returned with the exception of 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 logon to learn.fullstackacademy.com, the school's online learning platform, whichever is later. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed (refer to Refund Schedule charts above).

Refund Schedule - Immersives (based on tuition paid in full less non-refundable fees)

Full-Time Software Engineering Immersive[Y]

Instruction Phase	Program Week	% of Tuition The School May Keep	% of Tuition The Student Is Refunded
N/A	Within 7 days of signing enrollment agreement, but before 1st Week	0%	100%
Foundations	During 1st Week	0%	100%
	During 2nd Week	25% of Deposit	75% of Deposit
	During 3rd Week	50% of Deposit	50% of Deposit
	During 4th Week	75% of Deposit	25% of Deposit

		% of Tuition The School May Keep	% of Tuition The Student Is Refunded
Break	*During 5th Week: Before Start of Junior Phase*	100% of Deposit	0% of Deposit
On Campus	*During 6th Week*	35%	65%
	During 7th Week	40%	60%
	During 8th Week	50%	50%
	During 9th Week	55%	45%
	During 10th Week	60%	40%
	During 11th Week	65%	35%
	After 11th Week	100%	0%

Software Engineering Immersive (Part-Time Flex) [Y]

Instruction Phase	*Program Week*	*% of Tuition The School May Keep*	*% of Tuition The Student Is Refunded*
N/A	*Within 7 days of signing enrollment agreement, but before 1st Week*	0%	100%
Foundations	*During 1st Week*	0%	100%
	During 2nd Week	25% of Deposit	75% of Deposit
	During 3rd Week	50% of Deposit	50% of Deposit
	During 4th Week	75% of Deposit	25% of Deposit
Break	*During 5th Week: Before start of Junior Phase*	100% of Deposit	0% of Deposit
On Campus	*During 6th Week*	15%	85%
	During 7th Week	20%	80%
	During 8th Week	25%	75%
	During 9th Week	30%	70%
	During 10th Week	35%	65%
	During 11th Week	40%	60%
	During 12th Week	45%	55%
	During 13th Week	50%	50%
	During 14th Week	55%	45%
	During 15th Week	60%	40%
	After 15th Week	100%	0%

Bootcamp Prep Refund Policy

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of 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 log-on into learn.fullstackacademy.com, the school's online learning platform, whichever is later. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

Bootcamp Prep Refund Schedule [Y]   (based on tuition paid in full less non-refundable fees)

Program Week	% of Tuition The School May Keep	% of Tuition The Student Is Refunded
Within 7 days of signing enrollment agreement, but before 1st Week	0%	100%
During 1st Week	0%	100%
During 2nd Week	25%	75%
During 3rd Week	50%	50%
During 4th Week	75%	25%
After 4th Week	100%	0%

[Y] The tables above do not include adjustments for scholarships

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 a C and above is passing.
2. Maintain consistent attendance as outlined in the Attendance section below. A passing grade in attendance will be given to students with no more than two or four absences, depending on the program.
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 60.

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 by the instructional staff. In the event that a student's conduct or academic progress falls below an acceptable level at any time while enrolled at Fullstack, a performance improvement 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 improvement plan program is a second chance. Student performance in the program will be measured, and if the student does not improve, Fullstack reserves the right to dismiss the student from the course.

Attendance Policies

The Importance of Daily Attendance

Fullstack promotes a very rigorous and immersive approach to learning, so the student is expected to attend class daily. Students are expected to attend their classes every day 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 strongly encourages full attendance and active participation in class daily.   Please read the guidelines below regarding Fullstack'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 his/her classes for the duration of his/her enrollment at Fullstack Academy.

Lateness, Early Departure, and Half Day Absence Rule

Fullstack 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 Attendance: 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

Tracking and Notification of Attendance

Daily attendance is taken at the start of class and records presences, absences, late/tardy, early departures, and halves. Instructors enter attendance records for all students at the end of each week. Teachers enter P for present, A for absent, T for late/tardy, H for half course missed.

At the end of each week, a staff member reviews attendance data in the electronic system to identify the number of absences, including late/tardy, early departures, and half absences. This staff member notifies students of poor attendance by sending emails starting at the second week of class. The staff member continues this practice each week of the session. Students who have not attended a minimum of 95% of classes by the end of the second week will be warned of their attendance problem and reminded of Fullstack Academy's Attendance Policy. Each subsequent week throughout the session, the staff member will continue to monitor and notify these students, and any others who are not attending a minimum of 95% of their classes. The purpose of these weekly warnings is to make students aware of their attendance problems and to give them the opportunity to improve their attendance as they continue their studies. The student will be provided 3 warnings before being terminated.

Missed Assignments

If a student is absent, he/she 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. After returning from an absence, the student has **one week** to submit the assignments. Students who do not finish their missed assignments within that time will receive a zero on those assignments.

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, he/she must have permission from the Campus Director **prior** to the due date. A student who misses the assessment or final project will receive a zero unless he/she provides documentation of an emergency or circumstance that made it not possible for the student to be present. The student must meet with the Campus Director in order to discuss his/her circumstances and, if permitted, arrange for an alternate time.

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, he/she will be required to meet with the Program Lead and will be placed on Probation for the next week. The Program Lead will explain the terms of the probation notice, including possible termination if the minimum standard is not met. The student will be provided 3 warnings before being terminated.

Instructors and the Program Lead will be made aware that a student is on probation during the following one-week period. The Program Lead 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, he/she will be required to meet with the Program Lead for a review of the student's performance and the terms of probation. At this time, the Program Lead 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 Academy.

Appeal of Dismissal

After being notified of dismissal, a student has the opportunity to submit a written appeal to the Campus Director within five (5) business days. In the written appeal, the student must explain mitigating circumstances regarding his/her attendance problems, and provide evidence that those circumstances have changed and will no longer negatively affect the student's attendance. The Director will review the appeal and notify the student of the appeal decision in writing within two (2) business days.

Student Advising

Fullstack Academy is dedicated to matching its student's interest with employers. Fullstack's Career Success team works closely with students and alumni to hone their technical interviewing process and professional development through the Fullstack Flight Program. The Flight Program consists of continued career assistance and professional development. The goal of Flight is to ensure students maintain a high standard of preparedness in showcasing their skills to hiring employers.

Fullstack Academy encourages students to attend Chicago-based technology related meet-ups and

hackathons. Additionally, Fullstack Academy hosts hiring events dedicated to bringing together employers and students in an environment that encourages discussion, invites thoughtful dialog, and expands the students' network.

Grievance Procedure

Who can file a complaint?

If you are or were a student of a Private Business and Vocational School in Illinois, and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the Illinois Board of Higher Education

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

Any student complaint may be directed to the Director of their Fullstack Academy campus. This complaint must be in writing. Upon receiving written notice, the Director will reach out to the student and set up a meeting within 2 business days. After meeting with the School or 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 address on file.

If the issue is not resolved after following the school's grievance policy, you can file a complaint with the Illinois Board of Higher Education using their Online Complaint System at: http://complaints.ibhe.org. Students have a right to submit complaints to the Illinois Board of Higher Education or New York State Education Department, depending on their campus location, without using the school's policy.

Providing personal information is voluntary. However, if you wish to remain anonymous, the Illinois Board of Higher Education will not be able to contact you or address your formal complaint. Anonymous complaints will be reviewed, logged, and counted in Illinois Board of Higher Education reports about institutional complaints.

Where can students get additional information?

Contact the Illinois Board of Higher Education at:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield IL
62701-1377
(217) 782-2551

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

Students requiring accommodations should notify their program director as soon as such needs arise. It is the student's responsibility to make their needs known in writing to the director and seek assistance where required. Reasonable accommodations will be made on an individual basis where possible. Upon receipt of an accommodation request form from the student detailing their specific requests, a Program Director will determine whether the request is reasonable with respect to the program's ability to provide.

Information supplied by a student seeking accommodations regarding his/her 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 class work. All course requirements must be fulfilled, and students are responsible for the entire content of the course.

Every Fullstack 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 staff will be subject to administrative sanctions or immediate dismissal.

Privacy

Fullstack Academy respects the privacy of its students. However, when deemed necessary, including but not limited to instances due to legal necessity, Fullstack 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. Fullstack 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 web site 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 does not participate in state or federal financial aid programs.

Private Loans

Fullstack does not offer institutional loans to its students.

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 does not offer institutional loans to its students.

Student Signature

I understand that by signing my name below that I have read and understood the entire contents of this document. I understand that the terms and conditions of my continued admittance require me to continually abide by the code of conduct and condition described herein.

Student Signature: _____   Date: _____

Printed Name: _____

Appendix A: Ownership, Management and Teachers

Board of Managers

John Semel

Campus Director

Ben Neiswander

Management

Nimit Maru, President & Co-CEO

David Yang, Vice President & Co-CEO

Mogan Subramaniam, COO

Ownership

Fullstack Academy is owned by Fullstack Academy, LLC., a wholly owned subsidiary of Zovio, Inc.

Instructors

Fullstack Academy employs both full-time and part-time faculty. Biographies for all other instructional staff are available at http://fullstackacademy.com/instructors/.

Appendix B: Consumer Information - June 2019

The information below has been provided to meet the licensing requirements outlined by the Illinois Board of Higher Education. Please reach out to the Campus Director for additional information or questions.

Our most recent 12-month reporting period is July 1, 2016 to June 30, 2017.

Reporting Period: July 1, 2018 - June 30, 2019		Full-Time SEI & GH	Part-Time Flex SEI	BCP
The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		45	N/A	6
The number of additional students admitted in the program or course of instruction during reporting period and classified in one of the following categories:	New starts	150	N/A	
	Re-enrollments	0	N/A	0
	Transfers into the program from other programs at the school	0	N/A	0
The total number of students admitted in the program or course of instruction during the 12-month reporting period		150	N/A	127
The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	Transferred out of the program or course and into another program or course at the school	0	N/A	0
	Completed or graduated from a program or course of instruction	149	N/A	123
	Withdrew from the school	22	N/A	0
	Are still enrolled	25	N/A	10
*The number of students enrolled in the program or course of instruction who were:	Employed in their field of study	120	N/A	N/A
	Employed in a related field	5	N/A	N/A
	Employed out of the field	1	N/A	N/A
	Not available for employment due to personal reasons	1	N/A	N/A
	Not employed	7	N/A	N/A
	Non-reporting	11	N/A	N/A
The number of students who took or passed a state licensing examination or professional certification exam during the reporting period		N/A	N/A	N/A
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period*		N/A	N/A	N/A
The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts		$70,000	N/A	N/A

of the school to contact graduates by written correspondence.			

Institutional disclosure information for Software Engineering Immersive (Part-Time Flex) unavailable at this time.

**Fullstack Academy does not provide job placement services. Instead, Fullstack Academy provides career services, assisting students with their job search. Outcomes are tracked according to Council on Integrity In Results Reporting (CIRR) standards

Complaints against this school may be registered with the Illinois Board of Higher Education. (Section 37 of the Act) (See Section 1095.250.)

Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield IL
62701-1377
(217) 782-255

Reference: Operating Systems & Laptop Specs

Our curriculum consists of many instructions and software packages that work seamlessly with OS X and Linux, but not (directly) with Windows.

Both OS X (the Mac OS) & Linux conform to a specification known as POSIX which dictates a specific interface for the operating system (compatible with Unix). This not only affects the formatting and syntax of terminal commands but also the way that programs interact with the OS. As much of the web industry hosts its servers on Linux or other POSIX operating systems, it is a key skill for full-stack web app developers. Consumer-available hardware with Linux preinstalled is uncommon, but OS X is stable, reliable, and preinstalled on millions of Apple laptops.

The Fullstack Academy curriculum was developed primarily on Mac operating systems and both in theory & practice we see the fewest technical difficulties on that platform. As OS X and Linux are both POSIX compliant, almost everything works exactly the same on Linux. However, students using Linux almost inevitably encounter a few extra technical challenges and hurdles, often specific to their configuration and machine. Still, both platforms have worked sufficiently well in general.

If you choose to use Linux, be aware that you may occasionally need to do a little more debugging, though it won't affect your ultimate learning potential. In fact, what is lost in minor intermittent frustrations is arguably gained in knowledge of the most widespread server OS.

Windows, on the other hand, often requires the student to research and learn equivalent/similar commands for many of our workshop steps — sometimes seriously delaying the start of a workshop. Historically, we have seen a large number of technical difficulties when attempting to follow our curriculum on non-POSIX systems. Those technical difficulties are also quite different from the typical bugs encountered by our OS X and Linux-using students, meaning you have a smaller support system by nature. In practice, it is not entirely impossible to follow the Fullstack curriculum on Windows, but it may frustrate and slow down students. As our curriculum also iterates very rapidly, it is difficult to ensure that everything remains compatible with Windows.

It is highly recommended that if you cannot use a Mac laptop, you install and learn to use Linux on your hardware of choice.

Recommended Specs for Laptops:

- Processor (CPU): Intel i5-6xxx or equivalent
- Operating System (OS): MAC OSX
- Memory: 8 GB RAM
- Storage: 256 GB SSD internal drive
- Monitor/Display: 12 - 15 inch (Fullstack Provides 24 inch Monitors for students on campus)
  - LCD, resolution of 1600 x 900 or better
- Connections/Ports
  - 2 USB
  - 1 HDMI / Thurnderbolt
  - 1 Audio Out (or a bluetooth headphone connection)

Minimum Specs for Laptops:

- Processor (CPU): Intel Core i3-3xxx or equivalent
- Operating System: MAC OSX or a Linux distro (we suggest Ubuntu)
- Memory: 4 GB RAM
- Storage: 256 GB HDD internal drive
- Monitor/Display: 12 - 15 inch LCD (Fullstack Provides 24 inch Monitors for students on campus)
- Connections/Ports
  - 1 USB
  - 1 HDMI / Thunderbolt
  - 1 Audio Out (or a bluetooth headphone connection)

Other:

- Personal Headphones
- External Keyboard / Mouse (if this is your preference)
- Webcam (Remote Immersive)
- Microphone (Remote Immersive)

Operating Systems:

- Primary: macOS
- If needed: Linux distro (preferably Ubuntu)