



# ACADEMIC CATALOG

**CHICAGO**

**Version 1.2**

JULY 1, 2018

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## Who We Are

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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.

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## Mission

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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.

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## Administration

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Fullstack Academy is owned and operated by Fullstack Academy, Inc. and is governed by a Board of Directors.

A list of owners and Board members is included as Appendix A.

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## Licensure

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Fullstack Academy is licensed by the Illinois Board of Higher Education.

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

aid programs.

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## Facilities and Equipment

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Fullstack Academy has 2 campus locations.

### **The Chicago Campus**

405 W Superior Street  
Floor 3  
Chicago, Illinois 60654

### **The New York campus**

5 Hanover Square  
Floors 11 & 25  
New York City, NY 10004

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.

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## Holidays

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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.

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## Hours

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**Administration:**

Monday – Friday                      9:00 am – 5:00 pm

**Campus Areas:**

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

Saturday                                      7:00 am – 10:00 pm

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## Courses Offered

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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 in Chicago, Illinois.

Course	Course Length	Immersive	Part Time	Full-time
Software Engineering Immersive	553 hours / 17 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. In Fullstack Academy's immersive course, we teach the most advanced and modern software engineering technologies using the JavaScript language and the fullstack JavaScript stack – technologies that are 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, 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.

Furthermore, by the end of this course students will be conversant in not only the JavaScript language, but also in the surrounding ecosystem of development technologies. Students will have gained relevant exposure and have had practical experience to make them well qualified to enter the software engineering job market as a software engineer.

## **Bootcamp Prep**

Part-time (48 hours / 4 Weeks)

Fullstack Academy's Bootcamp Prep is a four-week part-time course that helps students prepare for admissions into our software engineering immersive program. Students will attend on-campus classes 4 nights a week, for 3.5 consecutive weeks. There is also supplementary work to be completed on the off-nights.

The class is 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 will feel comfortable with the foundations of the JavaScript language.

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## Admission Policies and Procedures

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### **Entrance Requirements**

Applicants must be 18 years of age or older.

### **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, be running the latest version of Linux or Mac OS and be in general working condition.

### **Application Procedure**

The application process is a highly selective process consisting of 3 requirements and is designed to admit students who have sufficient skills and preparation needed to succeed in the program. This procedure is only applicable to the Software Engineering Immersive course.

**Requirement 1:** The prospective student submits an online application

**Requirement 2:** The student completes an online technical skills assessment.

**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, and also to provide the candidate 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 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:** Additionally, the student will be given materials and assignments prior to the beginning of the on-campus instruction, during the foundations phase. It is expected that the student will complete the assignments prior to the beginning of junior phase. This is to ensure the student has a baseline understanding of terms and concepts used



at Fullstack.

In addition, a student needs to review and sign the applicable Student Enrollment Agreement.

### **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.

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

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Tuition payments are predetermined by course type. The tuition for our full-time Software Engineering Immersive course is \$17,610 (Grace Hopper Track is \$19,610). Registration and any material fees are not refundable and not transferable. If the school has offered the student a monthly payment option, such monthly payments will be postdated to a given date of the month.

Nonetheless, 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 5-day grace period from the tuition payment due date. If students fail to pay after the 5<sup>th</sup> day of the grace period, there will be a late fee of \$10 (flat fee) and an addition of \$10 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. Fullstack uses online teaching materials to ensure the student is receiving the latest information.

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 re-do 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. Retaking a portion of any program is subject to class availability, the student's academic record and instructor recommendation.

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](mailto:hello@fullstackacademy.com)

<p>Software Engineering Immersive</p>	<p>Tuition: \$17,610.00</p> <ul style="list-style-type: none"> <li>● Refundable deposit due prior to Day 1 of <b>Foundations</b>: \$2,000.00</li> <li>● Remaining tuition payment due by Day 1 of <b>Junior Phase</b>: \$15,610.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>● Non-refundable registration fee due prior to Day 1 of <b>Junior Phase</b>: \$0.00</li> <li>● Refundable</li> </ul> <p>Total: Tuition (\$17,610.00) + Fees (\$0.00) = \$17,610.00</p> <ul style="list-style-type: none"> <li>● Scholarship Award (if applicable): \$_____</li> <li>● New total due prior to Day 1 of <b>Junior Phase</b> (if applicable): Tuition (\$17,610.00) + Fees (\$0.00) - Scholarship Award (\$_____) = \$_____</li> </ul>
<p>Refundable Deposits</p>	<p>Refundable Deposit: \$70.00</p> <p>All immersive students must pay the following refundable deposits.</p> <ul style="list-style-type: none"> <li>● Refundable Transparent Outcomes Deposit due prior to Day 1 of <b>Junior Phase</b>: \$50.00             <ul style="list-style-type: none"> <li>○ Refunded to student upon submission of student outcomes survey, after securing employment or 180 days after graduation, whichever occurs first</li> </ul> </li> <li>● Refundable Campus Access Keycard Deposit due prior to Day 1 of <b>Junior Phase</b>: \$20.00             <ul style="list-style-type: none"> <li>○ Refunded to student upon return of campus access keycard issued to student on Day 1</li> </ul> </li> </ul>
<p>The Grace Hopper Web Development Track</p>	<p><b>Pay tuition after graduating from the program</b></p> <p><u>Within 12 months of graduation, if you secure a job using the training you received **:</u></p> <p>Tuition: \$19,610.00</p> <ul style="list-style-type: none"> <li>● Refundable deposit due prior to Day 1 of <b>Foundations</b>: \$3,000.00</li> </ul>

	<ul style="list-style-type: none"> <li>Remaining tuition payment begins within 30 calendar days after beginning employment: \$16,610.00 paid over 9 months in monthly installments of \$1,845.56</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of <b>Junior Phase</b>: \$0.00</li> </ul> <p>Total: Tuition (\$19,610.00) + Fees (\$0) = \$19,610</p> <p><u>Within 12 months of graduation, if you are unable to secure a job using the training you received **:</u></p> <p>Tuition</p> <ul style="list-style-type: none"> <li>Tuition is 100% waived</li> <li>Refundable deposit is issued back to student: \$3,000.00</li> </ul> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee: \$0.00</li> </ul> <p>Total: Tuition (\$0.00) + Fees (\$0.00) = \$0.00</p>
Refundable Deposits	<p>Refundable Deposit: \$70.00</p> <p>All immersive students must pay the following refundable deposits.</p> <ul style="list-style-type: none"> <li>Refundable Transparent Outcomes Deposit due prior to Day 1 of <b>Junior Phase</b>: \$50.00             <ul style="list-style-type: none"> <li>Refunded to student upon submission of student outcomes survey, after securing employment or 180 days after graduation, whichever occurs first</li> </ul> </li> <li>Refundable Campus Access Keycard Deposit due prior to Day 1 of <b>Junior Phase</b>: \$20.00             <ul style="list-style-type: none"> <li>Refunded to student upon return of campus access keycard issued to student on Day 1</li> </ul> </li> </ul>
Bootcamp Prep	<p>Tuition: \$250.00</p> <p>Fees: \$0.00</p> <ul style="list-style-type: none"> <li>Non-refundable registration fee due prior to Day 1 of classroom instruction: \$0.00</li> </ul> <p>Total: Tuition (\$250.00) + Fees (\$0.00) = \$250.00</p> <ul style="list-style-type: none"> <li>Scholarship Award (if applicable): \$ _____</li> <li>New Total (if applicable): Tuition (\$250) + Fees (\$0) - Scholarship Award (\$ _____) = \$ _____</li> </ul>

\*\*Examples of jobs secured using 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.

### **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](https://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).

### **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 logon into [learn.fullstackacademy.com](https://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.

### Student Tuition Liability Chart

The student is liable for timely tuition payments. Tuition is due within 5 days of the start of classroom instruction.

#### Weekly Tuition Liability Charts:

Refund Schedule - Software Engineering Immersive  
(based on tuition paid in full less non-refundable fees)

Instruction Phase	Program Week	\$ Amount of Tuition School May Keep	\$ Amount of Tuition School May Keep - GH Track	% of Tuition The School May Keep	% of Tuition The Student Is Refunded
N/A	<i>Within 7 days of signing enrollment agreement, but before 1st Week</i>	\$0.00	\$0.00	0.00%	100.00%
Foundations	<i>During 1st Week</i>	\$0.00	\$0.00	0.00%	100.00%
	<i>During 2nd Week</i>	\$491.32	\$547.12	2.79%	97.21%
	<i>During 3rd Week</i>	\$982.64	\$1,094.24	5.58%	94.42%
	<i>During 4th Week</i>	\$1,475.72	\$1,643.32	8.38%	91.62%
Week Before Start of Junior Phase					
On Campus	<i>During 5th Week</i>	\$1,967.04	\$2,190.44	11.17%	88.83%
	<i>During 6th Week</i>	\$6,214.57	\$6,920.37	35.29%	64.71%
	<i>During 7th Week</i>	\$7,251.80	\$8,075.40	41.18%	58.82%
	<i>During 8th Week</i>	\$8,287.27	\$9,228.47	47.06%	52.94%
	<i>During 9th Week</i>	\$9,322.73	\$10,381.53	52.94%	47.06%
	<i>During 10th Week</i>	\$10,358.20	\$11,534.60	58.82%	41.18%
	<i>During 11th Week</i>	\$11,395.43	\$12,689.63	64.71%	35.29%
	<i>After 11th Week</i>	\$17,610.00	\$19,610.00	100.00%	0.00%



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

<b>Program Week</b>	<b>\$ Amount of Tuition School May Keep</b>	<b>% of Tuition The School May Keep</b>	<b>% of Tuition The Student Is Refunded</b>
<i>Within 7 days of signing enrollment agreement, but before 1st Week</i>	\$0.00	0%	100%
<i>During 1st Week</i>	\$0.00	0%	100%
<i>During 2nd Week</i>	\$62.50	25%	75%
<i>During 3rd Week</i>	\$125	50%	50%
<i>During 4th Week</i>	\$187.50	75%	25%
<i>After 4th Week</i>	\$250	100%	0%

**Post-Graduation Responsibilities**

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

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

Before accepting any offers, communicate with the Career Success team.

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. In the time that follows:
  - 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.

- o If you choose not to search for a job or stop actively searching for a job for any reason, communicate your status with the Career Success team in writing and complete the Fullstack Offer Survey.

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## Cancellation, Withdrawal and Refund Policy

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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 must include the date of withdrawal and must be dated and signed by the student.
2. There will be no refund of 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. A refund calculation will be done at this time to determine the student's financial obligation or if a refund is due.

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## **Academic Policies**

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### **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. Assessments are graded on an A-F scale. A grade of a D 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 F, where A = 90-100; B =

80-90; C = 70-80; D = 60-70; F = 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-D.

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 above)
- 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, we reserve the right to dismiss the student from the course.

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## Attendance Policies

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### **The Importance of Daily Attendance**

Fullstack Academy expects students 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 Academy strongly encourages full attendance and active participation in class on a daily basis. 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 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:

4 Late/Tardy/Left Early = 1 Absence

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.

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## **Student Advising**

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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.

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## Grievance Procedure

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### **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

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## Disclosure Statement

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The student should be aware that information in the catalog is subject to change. It is recommended that students considering checking with the Campus Director at the time of enrollment to determine if there is any change from the information provided in the catalog.

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## College Credit Policy

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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.

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## Student Conduct

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### **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 Fullstack Academy as soon as such needs arise. It is the student's responsibility to make their needs known in writing to the Campus Director and seek assistance where required. Reasonable accommodations will be made on an individual basis where possible. Information supplied by a student seeking accommodations regarding his/her disability is voluntary and confidential. Any information shared will be communicated internally amongst Fullstack Academy 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 actions 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.

### **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.

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## **Financial Assistance**

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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.

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## Appendix A: Ownership, Management and Teachers

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### Board of Directors

Nimit Maru  
David Yang

### Ownership

The following entities own 10% or more of Fullstack Academy:  
Nimit Maru and David Yang

### Management

David Yang, *Chief Executive Officer*  
Nimit Maru, *Chief Technology Officer*  
Mogan Subramaniam, *Chief Operating Officer*

### Campus Director

Ben Neiswander

### Program Lead

Brett Kurtz

### Instructors

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

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## Appendix B: Consumer Information - June 2018

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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, 2016 - June 30, 2017		Full-Time SEI & GH	BCP
The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		13	0
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	72	59
	Re-enrollments	0	0
	Transfers into the program from other programs at the school	0	0
The total number of students admitted in the program or course of instruction during the 12-month reporting period		85	59
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	1	0
	Completed or graduated from a program or course of instruction	68	59
	Withdrew from the school	4	0
	Are still enrolled	0	0
*The number of students enrolled in the program or course of instruction who were:	Employed in their field of study	53	N/A
	Employed in a related field	1	N/A
	Employed out of the field	1	N/A
	Not available for employment due to personal reasons	1	N/A
	Not employed	12	N/A
	Non-reporting	4	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
The number of graduates who obtained employment in the field who <b>did not</b> use the school's placement assistance during the reporting period*		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 of the school to contact graduates by written correspondence.		\$72,000	N/A

\*\*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 (CIIR) standards

Complaints against this school may be registered with the 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) 782-2551

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## Student Signature

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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: \_\_\_\_\_