
# SCHOOL CATALOG

Version 3.0
May 25 - December 31, 2019

NYC Data Science Academy
nycdatascience.com
500 Eighth Ave., Suite 905
New York, NY 10018
Phone: 917-383-2099
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Publication: May 2019

## Table of Contents

***Disclosure Statement***

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

***College Credit Disclaimer***

Licensed private career schools offer curricula measured in clock hours or competency gained, not credit hours. Certificates of completion—that is, school diplomas—are issued to students who meet clock hour or competency 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 of higher education that the student may opt to subsequently attend.

***Nondiscrimination Policy***

NYC Data Science Academy is an equal opportunity and affirmative action institution. The school does not discriminate on the basis of age, gender, race, color, creed, religion, national or ethnic origin, physical capability, or sexual orientation in its student admissions, employment, educational programs, activities, or administration of educational policies.

***Accessibility***

NYC Data Science Academy offers accessibility for students with physical accommodations needed.

## ABOUT NYC DATA SCIENCE ACADEMY

Founded in 2013, NYC Data Science Academy is an educational institution designed to share and teach data science specific topics and projects. The worldwide community of data scientists have developed tools that allow companies, agencies, and individuals to access massive data sets that were previously inaccessible. The Academy grew out of the combined expertise and commitment of a group of data science and big data professionals to fill a need in the tech industry for data scientists. The NYC Data Science Academy prepares its students to use data

science tools and apply them to real world situations.

## VISION AND MISSION

NYC Data Science Academy's mission is to prepare data science professionals to fill the economic need caused by the shortage of data scientists across all areas of science and industry.

NYC Data Science Academy's vision is to be the premier training ground for data scientists by continuously re-tooling and modernizing its curriculum to keep pace with the innovations in this field.

Here are several numbers in data science that support the Academy's vision and mission:

- $200 Million: The amount that the Obama Administration said it would invest in big data research projects. (Source: White House Press)
- 1.5 Million: The number of managers and analysts that will be needed to fill jobs in data science by 2018 along with 140,000 people with deep analytic skills. (Source: McKinsey)
- 15,000%: The increase in job postings for data scientists between 2011 and 2012! (Source: FICO)
- $53.4 Billion: The expected value of the big data industry by 2016. (Source: Domo)

## INSTITUTIONAL OBJECTIVES

- To prepare data scientists to fill the growing demand for specialists in this field
- To hire instructors whose excellence in the field can be transferred to students
- To provide leading edge curriculum which keeps pace with changes in the innovations in the industry
- To instill in students a passion for data science and a commitment to lifelong learning

## OWNERSHIP

The NYC Data Science Academy, Inc. is owned by SupStat, Inc., a Delaware corporation with principal offices located at 500 Eighth Ave., Ste. 905, New York, NY 10018. Phone: 917-383-2099, Fax: 917-924-2242

**Executive Officers**

Newton Cheng, CEO

Shangxuan Vivian Zhang, CTO
Chris Neimeth, COO

## APPROVALS

NYC Data Science Academy has been granted Licensure by the New York State Education Department, Office of Adult Career and Continuing Education Services, Bureau of Proprietary School Supervision (BPSS) while previously operating under Candidacy Status.

NYC Data Science Academy is not accredited.

## CREDIT FOR PRIOR LEARNING

NYC Data Science Academy does not grant credit for prior learning or training.

## FACILITY & EQUIPMENT

The NYC Data Science Academy is conveniently located in a modern office building in midtown Manhattan and is easily accessed by public transportation. NYC Data Science Academy facilities meet ADA accessibility standards. The school has the following set-up:

- one classroom that can accommodate 50 students
- one classroom that can accommodate 20 students
- one classroom that can accommodate 10 students
- one large administrative / staff office
- two break-out rooms with tables
- one large open area with tables and couches

NYCDSA is handicapped accessible.

NYCDSA equipment includes: Desks, chairs, tables, projectors, projector screens, video camera, audio equipment, whiteboards, HDMI cables, DVI <> HDMI adapters, and couches.

Students are required to bring their personal laptops to class that is running Windows, OS X, Linux, or any other serviceable operating system. Students are trained in downloading all data science software, all of which is open source, free, and readily available.

High-speed Internet access is provided in all areas of the facility. NYC Data Science Academy provides a network drive for students to create clusters for big data. The classroom has computer projection capability. Students can share their projects and assignments through Join Me.

## CLASS SIZE

For the vocational programs, the class size is typically 35--40 students taught by five instructors. Student to teacher ratio is between 7:1 and 8:1. This ratio only counts the Data Scientist Instructors. There may be periods of the program in which one instructor will be teaching with the support of one or more Data Science Teaching Assistants (TAs).

For avocational programs, the class size is typically 8-25 students taught by one instructor. The maximum student to teacher ratio is 30:1. There may be periods of the program in which one instructor will be teaching with the support of one or more TAs.

## TEXTBOOKS AND SUPPLIES

Textbook recommendations are available for each course; however, they are not required. All learning material is provided to students in the form of slides. This learning material is all developed in-house by a talented pool of full time instructors who are also data science and computer engineers.

Students are required to bring their personal laptops to class that is running Windows, OS X, Linux, or any other serviceable operating system. Students are trained in downloading all data science software, all of which is open source, free, and readily available.

Students receive an electronic copy of the course materials and all related code at the beginning of or before each class.

NYCDSA materials are copyrighted and for private use.

## HOURS

CLASS HOURS

Monday – Thursday 9:30 am – 9:30 pm
Friday 9:30 am -5:30 pm
Saturday – Sunday 10:00 am – 5:30 pm

ADMINISTRATION HOURS

Monday – Friday 9:00 am – 6:00 pm

## STUDENT CONDUCT

NYC Data Science is committed to fostering a collaborative, safe, respectful environment in which students can learn and work with each other and with the faculty. Students are expected to comply with Federal, State, and local laws.

## CHANGES IN POLICIES

NYC Data Science Academy reserves the right to make changes in its policies and procedures with prior approval of New York State Department of Education, Bureau of Proprietary School Supervision. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment with full tuition refunds to enrolled students, to revise tuition rates with prior approval of New York State Department of Education, Bureau of Proprietary School Supervision, and to change class times and teacher assignments with prior approval of New York State Department of Education, Bureau of Proprietary School Supervision.

***School Holiday Calendar***

| | |
|---|---|
| **New Year's Day** | **School Closed** |
| **Martin Luther King's Day** | **School Closed** |
| **President's Day** | **School Closed** |
| **Memorial Day** | **School Closed** |
| **July 4th** | **School Closed** |
| **Labor Day** | **School Closed** |
| **Columbus Day** | **School Closed** |
| **Thanksgiving Day** | **School Closed** |
| **Christmas Day** | **School Closed** |

## DIRECTOR

Shangxuan Zhang
Master, Applied Math and Statistics, State University of New York at Stony Brook
Master, Computer Science, San Jose State University

## LICENSED AGENTS

Shangxuan Vivian Zhang
Yichun Claire Tu
Zeyu Zhang
Tsung Yin Lin (Luke Lin)
Shu Yan
Drace Zhan

## FACULTY

Aiko Liu
Machine Learning, Time Series
PhD in Mathematics, Harvard

Shangxuan Zhang
All subjects
Master, Applied Math and Statistics, State University of New York at Stony Brook
Master, Computer Science, San Jose State University

Luke Lin
All subjects
PhD in Mathematics, State University of New York, Stony Brook

Zeyu Zhang
All subjects
MS in Electrical Engineering, New York University

David Romoff
R programming, Data Analysis and Visualization, Machine Learning, Finance

Drace Zhan
Python programming
MS in Statistics, Zicklin School of Business at Baruch College

Reece Heineke, Ph.D
Python programming, Machine Learning

Wes Aull
Tableau, Finance

Jon Krohn, Ph.D
Deep Learning

Tony Schultz, Ph.D
Python programming, Data Analysis and Visualization

Jake Bialer
Big Data with Hadoop and Spark

Alexander Baransky
Python programming

Jing Guo, Ph.D.
Machine Learning, Finance

Michael Zhao
R programming, Data Analysis and Visualization

## COURSES

There are two categories of courses offered at NYCDSA: an immersive bootcamp program (offered either full-time or part-time) as well as part-time evening and weekend courses. NYCDSA's immersive bootcamp course is designed to prepare students for a new career as a data scientist. Part-time courses are designed to help students level up on a skill set and create an initial portfolio of work in their field of study. The part-time courses are not geared for career transitioning and may be designated as "avocational."

NYCDSA's courses are not designed to lead to positions in a profession requiring state licensure.

NYCDSA offers the following courses:

| **Course Title** | **Vocational / Avocational** | **Course Length** | **Course Type** | |
|---|---|---|---|---|
| | | | Full-Time | Part-Time |
| Data Science Bootcamp | Vocational | 12 Weeks / 420 Hours | ✓ | |
| Data Science Bootcamp Online | Vocational | 17 Weeks/ 488 hours | | ✓ |
| Introduction to Python | Avocational | 4 Weeks / 20 Hours | | ✓ |
| Intro to R – 2 Day Workshop | Avocational | 2 Days / 14 hours | | ✓ |
| Data Science with Python: Data Analytics | Avocational | 5 Weeks / 20 Hours | | ✓ |
| Data Science with R: Data Analytics | Avocational | 5 Weeks / 35 Hours | | ✓ |

| | | | | |
|---|---|---|---|---|
| Data Science with Python: Machine Learning | Avocational | 5 Weeks / 20 Hours | | ✓ |
| Data Science with R: Machine Learning | Avocational | 5 Weeks / 35 Hours | | ✓ |
| Big Data with Amazon Cloud, Hadoop/Spark and Docker | Avocational | 6 Weeks / 30 Hours | | ✓ |
| R for Business Analysts | Avocational | 4 Weeks / 20 Hours | | ✓ |
| Data Science with Tableau | Avocational | 4 Weeks/ 20 Hours | | ✓ |
| Deep Learning | Avocational | 5 Weeks / 30 Hours | | ✓ |
| Machine Learning in Finance | Avocational | 5 Weeks / 25 Hours | | ✓ |

A full schedule of these courses can be found on the NYCDSA website at: nycdatascience.com/courses

## ADMISSIONS

NYC Data Science Academy does not discriminate admission to candidates on the basis of age, sex, religion, race, national origin, or handicap.

To enroll in the NYC Data Science Academy bootcamp program, applicants must:

- Possess a minimum of a Bachelor's Degree. Degrees in Math, Science or Technology are preferred. However, candidates with strong domain knowledge in an area that employs data scientists, and some background in either coding or statistics, will also be considered
- Complete an online application
- Participate in an interview
- Have a laptop running Windows, OS X or Linux to bring to class

Applications to the NYC Data Science Academy bootcamp may be obtained online at www.nycdatascience.com\data-science-bootcamp.

To enroll in the NYC Data Science Academy part-time courses, registration is available online at nycdatascience.com/courses/. Students may elect to sign up for any course listed on the website and students are admitted on a first come / first serve basis. There are no prerequisites. These courses are designed for self-enrichment and are avocational in nature.

For all evening and weekend courses, the admissions deadline is 24 hours before the first meeting of the course. For immersive courses, the admission is a rolling basis. NYCDSA reserves the right to make exceptions and admit students to a given course after the admission deadline has passed under special circumstances.

NYC Data Science Academy does not admit ability-to-benefit students.

NYC Data Science Academy is not eligible to issue student visas. Therefore, enrollment cannot be used as part of a student visa application.

### *Transfer of Credit to Other Schools*

Transfer or Articulation Agreements

NYC Data Science Academy has no transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

The transferability of credits you earn at NYC Data Science Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at NYC Data Science Academy are not accepted at the other institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that other institution. For this reason you should make certain that your attendance at the other institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NYC Data Science Academy to determine if your credits or certificate could be transferred.

## STUDENT SERVICES

### *Student Support*

Student support for bootcamp students starts at the time of enrollment. Each student is contacted by one of the bootcamp instructors to design pre-work that is customized to that student's strengths and weaknesses.

During the bootcamp student support in the form of Teaching Assistant (TA) availability is available each afternoon from 1:30pm to 6:30pm. The school maintains a student to TA ratio of

7:1. Therefore there is always a TA as well as makeup sessions via videos on demand available when students are not in lectures.

To insure that bootcamp students are getting the support they need, students are encouraged to give feedback in the form of daily surveys that they can complete either anonymously or by identifying themselves. The surveys are read routinely by instructors. Feedback from students is also obtained on Friday afternoons during the "pulse check" when members of the staff meet with students as a group to ask for feedback directly.

Student support for part-time classes is available through Piazza, the online Learning Management System (LMS) that is used to share information with students and instructors. To insure that part-time students are getting the support they need, students are encouraged to give feedback in the form of surveys that is made available throughout the course, and which they can complete either anonymously or by identifying themselves. These surveys are read routinely by instructors and school administrators. Additionally, an email is sent to students at the end of the course encouraging them to complete these surveys.

All students are invited to be active participants in the NYC data science community through the NYC Data Science Academy's leadership of two active data science meetup groups in NYC—that is, NYC Open Data Group and NYC Data Science Academy. Through this direct involvement, students have the opportunity to learn from other data scientists as well as to showcase their own work.

***Job Placement Assistance***

For bootcamp students, workshops are provided on resume writing, interview skills, and LinkedIn Profiles. Additionally, each student is provided a one-on-one session with a professional resume writing coach.

Although placement assistance is provided, the school cannot guarantee a job to any student or graduate. The school employs a variety of resources to develop relationships with potential hiring partners and to help students get interviews for jobs. The list of hiring partners is dynamic based on their hiring cycle and timing of graduation. The School does its best to get information about openings in a timely fashion.

There is no job placement assistance provided to students in the part-time classes. These classes are designed for adult working professionals who are enrolled to enrich their knowledge of data science only.

***Records Service***

Transcripts are kept on record. Students may request duplicates in writing to the Director of

the school. Transcripts will not be released without written permission of the student, graduate, or legal guardian.

Receipts of payment are kept electronically and provided to any student who requests a receipt.

## ACADEMIC STANDARDS

### *Satisfactory Progress*

Satisfactory progress is evaluated on the basis of academic performance and attendance.

### Academic Performance

Bootcamp students are evaluated on a pass/fail basis for their performance on four required projects, selected topics are from the following:

- Shiny application in R
- Web scraping in Python
- Machine Learning I (R or Python)
- Machine Learning II (Capstone)

Students are expected to complete all assignments when they are due. Grades are assigned one week after each project presentation on high pass/pass/fail on Code/Presentation/Analysis. A failing grade **more than one metrics** on **any** project will place students into required counseling. Students will be alerted regarding this status **within 48 hours of receiving grade.**

Students who are not completing their work satisfactorily may be counseled, and given two weeks to demonstrate competency in the areas where they are falling behind. Students who wish to appeal, will have to meet with the Student Success Officer as well as the Lead Instructor with their case for appeal. Students will have to show demonstrable knowledge in the lacking fields which may require a coding challenge or technical assessment.

Counseling period will take the process of two weeks where student will have a daily hour meeting with their assigned TA to review the material. Students who have been counseled, and have not demonstrated competency in the areas where they are falling behind, will be given written notice that they are on probation after this period. Probation is for a period of 30-days. After this time, if the student has not demonstrated competency in the areas where s/he is falling behind, s/he will get written notification dismissing him from the program. Students who **are dismissed due to academic performance will not be readmitted or considered for future entry.**

Certificates are awarded at the end of the program at the satisfactory completion of the course.

Part-time students are evaluated on a pass/fail basis for their performance on the required homework and final project (where applicable). Students who complete 80% of the homework, attend a minimum of 85% of all classes (including makeup), as well as complete their final project (where applicable), are eligible for a certificate.

**Attendance Requirements**

Students are required to attend a minimum of 85% of all classes.

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance.

Attendance will be taken in the following manner:
1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

For bootcamp students the following policy prevails:
If absent a first, second, and third time, that student will be contacted by email and the results will be recorded on the Absence/Drop Record Form.

If absent a fourth and fifth time, the student will be contacted by telephone and in writing and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

If absent a sixth time, the student will be informed in writing that the course must be repeated and the student will be subject to paying additional tuition for the repeat. The student will not be able to repeat more than one unit per program due to absences.

**Satisfactory Academic Policy (SAP)**

Satisfactory progress is defined by the average attendance and academic progress maintained by the student. The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

*Data Science Bootcamp*
*Duration: 420 hours*
1st SAP evaluation at 210 hours attempted – 50% of program hours attended
2nd SAP evaluation at 420 hours attempted – at 100% of program hours attended

*Data Science Bootcamp Online*
Duration: 488 hours
1st SAP evaluation at 244 hours attempted
2nd SAP evaluation at 488 hours attempted

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum successful completion rate based on projects attempted; and, a maximum time frame requirement.

***SAP - Quantitative Criteria***
Students must complete at least 85% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in a SAP evaluation period of 420 clock hours is required to successfully complete a minimum of 357 clock hours (420 x 85% = 357).

***SAP - Qualitative Criteria***
Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate an overall cumulative percentage completion of 50% for each SAP evaluation period been considered to be in good standing. This is equivalent of 2 projects completed. Our courses measure student progress by the completion of assigned projects. Each course has 4 projects required for grading:

*1st SAP evaluation period*
Project 1 – 25% qualitative progress
Project 2 – 25% qualitative progress

*2nd SAP evaluation period*
Project 3 – 25% qualitative progress
Project 4 – 25% qualitative progress

Total - 100% qualitative progress required for graduation

***SAP – Evaluation and Academic Probation***
A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall academic progress and hours attended will be recalculated. A student will be removed from academic probation only if the student had achieved the appropriate percentage of projects required at that point of the course.

***SAP - Evaluation and Timeframe to Complete (MTF) Policy***

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program.

| *Program of Enrollment* | *Program Duration* | *Maximum Timeframe* |
|---|---|---|
| Data Science Bootcamp | 420 hours | 630 hours |
| Data Science Bootcamp Online | 488 hours | 732 hours |

A student that reaches a total of hours attempted equal to the program's maximum timeframe will be automatically withdrawn.

***SAP - Appeals***

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's Director, who will make the final decision regarding about the student's appeal within 5 days. If the student's appeal is granted, the student will be changed of status to making satisfactory academic progress.

***Academic Dismissal***

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

**Measures Taken When a Student Drops**

If absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be considered to restart the program with the next available cohort and the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

***Graduation Requirements***

Students enrolled in vocational programs must meet the following requirements in order to graduate:

- Successfully complete four projects
- Attend a minimum of 85% of all classes

Students enrolled in avocational programs must meet the following requirements in order to be eligible for a completion certificate:

- Complete 80% of the assigned homework
- Complete course projects as established in course syllabus
- Attend a minimum of 85% of all classes

### *Make-up Policy*

Students can make-up classes missed by watching a video of the class. TA support is available through our online Learning Management System, where students can post questions for the instructor or ask for an appointment to meet with instructor. The class will be considered "made-up" when the student submits homework for that class. This option is made available to part-time students no more than one time; and to bootcamp students no more than three times.

### *Student Dismissal Procedure and Appeals Process*

Students who are dismissed from school shall be notified in writing. A student has the right to appeal the school's dismissal decision and must appeal the decision in writing by requesting an appeals hearing. The request must be received by the Director within 7 days from the date of notification of dismissal.

Upon receipt, a review by the Director will be conducted as to the validity of the appeal. If the Director determines that a hearing is warranted, a committee will be established at the school to hear the student's appeal for reinstatement. The student will be notified and given the opportunity to present at that hearing. A decision will be made within five (5) working days of the hearing, and the student will be notified of the decision in writing.

### *Leaves of Absence*

A leave of absence may be granted only to bootcamp students, and only in extenuating circumstances, such as an accident, prolonged illness, maternity leave, 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, based on the school's refund policy. The maximum length per leave of absence request is two weeks. Students are allowed to be granted up to two leave of absence requests.

All leaves of absence must be requested in writing and approved in writing, using the school's Leave of Absence Request form.

## CANCELLATION AND REFUND POLICY

This cancellation and refund policy (Policy) complies with applicable federal and New York state laws and regulations and ACCET policies. NYC Data Science Academy (NYCDSA) seeks to promote good will through the use explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals, and terminations that take into consideration:

- The legitimate reasons why an applicant or student may not be able to either start or complete the training; and
- The reasonable expenses incurred by the institution.

***Definitions:***

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled "Cancellation After the Start of Class (Optional Student Trial Period)."

No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.

Withdrawal: A student who attends at least one class at the institution, but does not complete his/her program.

Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.

Last Date of Attendance (LDA): The final date the student attends class for in person programs and the last date of online activity for online programs.

Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

***General Considerations:***

1) NYCDSA, through this Policy, is documenting a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations.

2) The requirements established in this Policy are the acceptable standards for making refunds.

3) The NYCDSA Policy is in compliance with both the New York State Education Department Bureau of Proprietary Secondary Schools as well as ACCET.

4) NYCDSA will complete and document refund calculations for each student who cancels, withdraws, or is withdrawn from training. Said documentation will demonstrate that refunds are timely and accurate, including but not limited to:

    a) Start date

    b) Last date of attendance for in person, last date of activity for online (LDA)

    c) Date of determination (DOD)

    d) Charges to the student

    e) Total amount paid

    f) Weeks earned and resulting percentage of program completed

    g) Calculation of refund

***Refund Due Dates:***

1) If an applicant never attends class (no-show) or cancels the contract prior to the class start date, refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

2) For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be

paid within forty-five (45) calendar days from the last date of attendance.

***Refund Guidelines:***

Any student requesting cancellation within seven days after signing the Enrollment Agreement, or within the first week of the program, whichever comes later, will be refunded all money paid to the school. Thereafter, in the event of cancellation or termination by the school, refunds will be prorated based on the schedule below.

*Quarters Refund Policy – applicable to the Bootcamp Program*

Bootcamp Program (full-time, 12 weeks)

| If termination occurs: | School May Keep | Student Refund |
|---|---|---|
| Prior to or during the first week | 0% | 100% |
| During the second week | 22.3% | 77.7% |
| During the third week | 30.7% | 69.3% |
| During the fourth week | 39.0% | 61.0% |
| During the fifth week | 47.3% | 52.7% |
| During the sixth week | 55.7% | 44.3% |
| During the seventh week or beyond | 100.0% | 0.0% |

Bootcamp Program (part-time, 17 weeks)

| If termination occurs: | School May Keep | Student Refund |
|---|---|---|
| Prior to or during the first week | 0.0% | 100.0% |
| During the second week | 17.4% | 82.6% |

| | | |
|---|---|---|
| During the third week | 23.3% | 76.7% |
| During the fourth week | 29.2% | 70.8% |
| During the fifth week | 35.1% | 64.9% |
| During the sixth week | 41.0% | 59.0% |
| During the seventh week | 46.9% | 53.1% |
| During the eighth week or beyond | 100% | 0.0% |

*Mini Refund Policy – applicable to the part-time classes (except for part-time bootcamp which is detailed above)*

Part-time Classes

| If termination occurs: | School May Keep | Student Refund |
|---|---|---|
| 0-15% of the program | 0% | 100% |
| 16-30% of the program | 25% | 75% |
| 31-45% of the program | 50% | 50% |
| 46-60% of the program | 75% | 25% |
| After 60% of the program | 100% | 0% |

**Charges Other Than Tuition**:

NYCDSA does not require or charge for additional materials including books, supplies, equipment, rentals and any similar items, and as such will not refund any charges that may be incurred by the student for these types of items.

## COURSE DESCRIPTIONS

### *DATA SCIENCE BOOTCAMP FULL TIME*

420 hours of instruction and lab over 12 Weeks

**Course Description**

In this program, students will learn beginner through advanced levels of Data Science with R, and Python, as well as beginner Hadoop. Once the foundation of learning has been set, students work on 4 hands-on projects with the instructor and TA support. During the final weeks, students have the opportunity to create a professional résumés and practice interviewing techniques.

**Course Objectives**

At the successful completion of the program, students should be able to

- Use R, Python, and Hadoop to load, save, and transform data as well as to write functions, generate graphs, and fit basic and complex statistical models to data.
- Apply practical tools and techniques to the process of data analysis
- Analyze and build solutions for business and industry problems using real datasets

**Course Prerequisites**

Students should hold a BA Degree in Science, Technology, Engineering, or Math or equivalent experience in one of these fields. They are expected to come into the program with strengths in either Python, R or statistics. Pre-bootcamp study plans are customized for each student and agreed upon at the time of admission.

**Units**

**Basic Data Science Toolkit**
Unix environment is widely used in data science field. So being familiar with the common tools is important in order to carry out further data analysis. This class enables students to communicate with computer via command line environment. It also introduces the SQL database, a traditional database that has widely been used in the enterprise setting, as well as Github, a file sharing platform used widely by programmers. To pass the unit students are required to complete their homework.
**Prerequisite: None**
**Instruction: 10 hours**
**Lab: 10 hours**

**Data Science with R: Data Analytics**
This course is designed to provide a comprehensive introduction to R. Students will practice programming and analyzing data with R. Students will learn how to load, save, and transform data as well as how to write functions, generate graphs, and fit basic statistical models to data. In addition to a theoretical framework in which to understand the process of data analysis, this courses focuses on the practical tools needed in data analysis. This course covers the creation of dynamic reports with the Knitr package in R as well as the creation of dynamic dashboards with R Shiny. To pass this unit students are required to complete the homework as well as a project demonstrating the ability to build a Shiny app in R
**Prerequisite: None**
**Instruction: 24 hours**
**Lab: 35 hours**

**Data Science with Python: Data Analytics**
This class is an introduction to data analysis with the Python programming language, and is aimed at beginners. It introduces how to work with different data structures in Python and covers the most popular data analytics and visualization modules, including *numpy*, *scipy*, *pandas*, *matplotlib*, and *seaborn*. We use ipython notebook to demonstrate the results of codes and change codes interactively throughout the class. In addition, since a data scientist is constantly solving challenges from big data, a good knowledge of algorithms is necessary for designing a good approach to improve efficiency. After successful completion of this course, students will be able to use data structures to solve problems, estimate the efficiency of a code, and design algorithms to solve problems. To pass this unit students are required to complete their homework and to complete one project using web scraping techniques.
**Prerequisite: None**
**Instruction: 27 hours**
**Lab: 35 hours**

**Data Science with R: Machine Learning**
This course introduces both the theoretical foundation of machine learning algorithms as well as their practical applications of machine learning techniques in R. An understanding of underlying algorithms is important to understand the mechanism of programming machine learning techniques. It helps data scientists to detect problems and improve performance. After successful completion of this course, students will be able to break down the mathematics behind major machine learning algorithms and explain the principles of machine learning algorithms. This course will introduce students to data mining, performance measures and dimension reduction, regression models, both linear and generalized, KNN and Naïve Bayes models, tree models, and SVMs as well as the Association Rule for analysis and neural networks. To pass this unit students are required to complete their homework. A project is optional. Students must complete at least one Machine Learning project during the course, but this may be in either R or Python.
**Prerequisite: Data Science with R: Data Analysis**

**Instruction: 60 hours**
**Lab: 72 hours**

**Data Science with Python: Machine Learning**
This unit covers much the same material as the R Machine Learning unit, however all the programming is done in Python. This includes linear regression, Naïve Bayes classifiers, logistic regression, linear discriminant analysis, cross-validation, bootstrapping, feature selection, regularization, model selection, SVM, decision trees, random forest, PCA, K-Means, and Hierarchical clustering. In addition, this course teaches the basics of natural language processing. To pass this unit students are required to do their homework. A project is optional. Students are required to do one machine learning project in this course, but they may choose to do this project in R.
**Prerequisite: Data Science with Python: Data Analysis; Data Science with R: Machine Learning**
**Instruction: 24 hours**
**Lab: 30 hours**

**Data Science: Advanced Topics**
This unit offers students the ability to take more advanced tracks in Big Data or Neural Networks dependant upon career goals. Students have the option to enroll in one or both while working on the final weeks of their capstone project. Topics covered will include, Hadoop, Spark, Hive, Tensorflow, Natural Language Processing and other topics the academy deems necessary for industry practice.
**Prerequisite: Machine Learning with Python**
**Instruction hour: 40 hours**

**Capstone Project**
From an introduction to data science with R and Python to applying Hadoop to real world applications, students will showcase a project of their choosing, utilizing the tools and skill sets learned and developed throughout the program. Instructors will guide students through the project.
**Prerequisite: All previous units in the Bootcamp program.**
**Instruction: 0 hours**
**Lab: 54 hours**

***DATA SCIENCE BOOTCAMP PART -TIME***

488 hours of instruction and lab over 17 weeks. Three month of livestream access is included.

**Course Description**

In this program, students will learn beginner through advanced levels of Data Science with R, and Python, as well as beginner Hadoop. Once the foundation of learning has been set, students work on 4 hands-on projects with the instructor and TA support. During the final weeks, students have the opportunity to create a professional résumés and practice interviewing techniques.
Courses are also live streamed via adobe-connected with designated in class TA to monitor the chat for any remote students electing to attend the livestream schedule.

**Course Objectives**

At the successful completion of the program, students should be able to

- Use R, Python, and Hadoop to load, save, and transform data as well as to write functions, generate graphs, and fit basic and complex statistical models to data.
- Apply practical tools and techniques to the process of data analysis
- Analyze and build solutions for business and industry problems using real datasets

**Course Prerequisites**

Students should hold a BA Degree in Science, Technology, Engineering, or Math or equivalent experience in one of these fields. They are expected to come into the program with strengths in either Python, R or statistics. Pre-bootcamp study plans are customized for each student and agreed upon at the time of admission.

**Units**

**Basic Data Science Toolkit**
Unix environment is widely used in data science field. So being familiar with the common tools is important in order to carry out further data analysis. This class enables students to communicate with computer via command line environment. It also introduces the SQL database, a traditional database that has widely been used in the enterprise setting, as well as Github, a file sharing platform used widely by programmers. To pass the unit students are required to complete their homework.
**Prerequisite: None**
**Instruction: 8.5 hours**
**Lab: 21.5 hours**

**Data Science with R: Data Analytics**
This course is designed to provide a comprehensive introduction to R. Students will practice programming and analyzing data with R. Students will learn how to load, save, and transform data as well as how to write functions, generate graphs, and fit basic statistical models to data. In addition to a theoretical framework in which to understand the process of data analysis, this courses focuses on the practical tools needed in data analysis. This course covers the creation of dynamic reports with the Knitr package in R as well as the creation of dynamic dashboards

with R Shiny. To pass this unit students are required to complete the homework as well as a project demonstrating the ability to build a Shiny app in R
**Prerequisite: None**
**Instruction: 19.8 hours**
**Lab: 51.2 hours**

**Data Science with Python: Data Analytics**
This class is an introduction to data analysis with the Python programming language, and is aimed at beginners. It introduces how to work with different data structures in Python and covers the most popular data analytics and visualization modules, including *numpy*, *scipy*, *pandas*, *matplotlib*, and *seaborn*. We use ipython notebook to demonstrate the results of codes and change codes interactively throughout the class. In addition, since a data scientist is constantly solving challenges from big data, a good knowledge of algorithms is necessary for designing a good approach to improve efficiency. After successful completion of this course, students will be able to use data structures to solve problems, estimate the efficiency of a code, and design algorithms to solve problems. To pass this unit students are required to complete their homework and to complete one project using web scraping techniques.
**Prerequisite: None**
**Instruction: 21.5 hours**
**Lab: 42.5 hours**

**Data Science with R: Machine Learning**
This course introduces both the theoretical foundation of machine learning algorithms as well as their practical applications of machine learning techniques in R. An understanding of underlying algorithms is important to understand the mechanism of programming machine learning techniques. It helps data scientists to detect problems and improve performance. After successful completion of this course, students will be able to break down the mathematics behind major machine learning algorithms and explain the principles of machine learning algorithms. This course will introduce students to data mining, performance measures and dimension reduction, regression models, both linear and generalized, KNN and Naïve Bayes models, tree models, and SVMs as well as the Association Rule for analysis and neural networks. To pass this unit students are required to complete their homework. A project is optional. Students must complete at least one Machine Learning project during the course, but this may be in either R or Python.
**Prerequisite: Data Science with R: Data Analysis**
**Instruction: 57 hours**
**Lab: 171 hours**

**Data Science with Python: Machine Learning**
This unit covers much the same material as the R Machine Learning unit, however all the programming is done in Python. This includes linear regression, Naïve Bayes classifiers, logistic

regression, linear discriminant analysis, cross-validation, bootstrapping, feature selection, regularization, model selection, SVM, decision trees, random forest, PCA, K-Means, and Hierarchical clustering. In addition, this course teaches the basics of natural language processing. To pass this unit students are required to do their homework. A project is optional. Students are required to do one machine learning project in this course, but they may choose to do this project in R.

**Prerequisite: Data Science with Python: Data Analysis; Data Science with R: Machine Learning**

**Instruction: 19 hours**

**Lab: 55 hours**

**Data Science: Advanced Topics**

This unit offers students the ability to take more advanced tracks in Big Data or Neural Networks dependant upon career goals. Students have the option to enroll in one or both while working on the final weeks of their capstone project. Topics covered will include, Hadoop, Spark, Hive, Tensorflow, Natural Language Processing and other topics the academy deems necessary for industry practice.

**Prerequisite: Machine Learning with Python**

**Instruction hour: 40 hours**

***PART-TIME COURSES***

**Intro to Data Science with R - 2 Day Workshop**

This course is a 2-day intensive workshop on basic R programming. You'll learn how to load, save, and transform data as well as write functions, generate graphs, and run basic statistical models. You'll acquire not only the theoretical framework that helps you understand the process of data analysis, but also practical skills that allow you to utilize as soon as you get back from the course.

**Recommended Prerequisite: Comfort with Windows, Mac or Linux environment and ability to install third party software**

**Instruction Hour: 14**

**Introduction to Python**

This is a class for people with no programming background wishing to learn basic Python programming. The course is aimed at those needing to do "data wrangling" – manipulating downloaded files to make them amenable to analysis. We concentrate on language basics such as list and string manipulation, control structures, and simple I/O, and introduce modules for downloading data from the web.

**Recommended Prerequisite: Comfort with Windows, Mac or Linux environment and ability to install third party software**

**Instruction Hour: 20**

**Data Science with Python: Data Analytics**
This class is an introduction to data analysis with the Python programming language, and is aimed at beginners. It introduces how to work with different data structure in Python and covers the most popular data analytics and visualization modules, including *numpy*, *scipy*, *pandas*, *matplotlib*, and *seaborn*. We use iPython notebook to demonstrate the results of codes and change codes interactively throughout the class.
**Recommended Prerequisite: Some rudimentary knowledge of programming**
**Instruction hour: 20 hours**

**Data Science with R: Data Analytics**
This course is designed to provide a comprehensive introduction to R. Students will practice programming and analyzing data with R. Students will learn how to load, save, and transform data as well as how to write functions, generate graphs, and fit basic statistical models to data. In addition to a theoretical framework in which to understand the process of data analysis, this courses focuses on the practical tools needed in data analysis. This course covers the creation of dynamic reports with the Knitr package in R. In addition, the course will take students through R Shiny, how JavaScript and HTML work with R packages, how to bind parameters through JavaScript, add Twitter bootstrap elements, and implement effective web deployment.
**Recommended Prerequisite: Comfort with Windows, Mac or Linux environment and ability to install third party software**
**Instruction hour: 35 hours**

**Data Science with R: Machine Learning**
This course will introduce students to data mining, performance measures and dimension reduction, KNN and Naïve Bayes models, tree models, and SVMs as well as the Association Rule for analysis. Students will explore a variety of data sets including dynamic, geographic data producing a variety of projections.
**Recommended Prerequisite: Knowledge of R. Able to munge, analyze, and visualize data in R**
**Instruction hour: 35 hours**

**Data Science with Python: Machine Learning**
This course begins with simple linear regression to support vector machines and clustering algorithms and ends with a project in which students access and analyze real data, utilizing the tools and skill sets taught throughout the course.
**Recommended Prerequisite: Knowledge of Python. Able to munge, analyze, and visualize data in Python**
**Instruction hour: 20 hours**

**Big Data with Hadoop and Spark**

This class is an introduction to high performance computing and map-reduce platforms. Students will learn how to design and execute parallel algorithms with Python and R. They will also learn the concept of map-reduce and practices with Hadoop and Spark on distributed system. After successful completion of this course, individuals will be able to design parallel code to solve a problem, be comfortable with map-reduce schema, and work on the Hadoop ecosystem to solve daily tasks.
**Prerequisite: Familiar with Linux file systems, Linux command line interface, and basic Linux commands. Knowledge of Python**
**Instruction hour: 30 hours**

**Deep Learning**
This course is an introduction to artificial neural networks that brings high-level theory to life with interactive labs featuring TensorFlow, the most popular open-source Deep Learning library. Essential theory will be covered in a manner that provides students with an intuitive understanding of Deep Learning's underlying foundations. Paired with hands-on code run-throughs in Jupyter notebooks as well as strategies for overcoming common pitfalls, this foundational knowledge will empower individuals with no previous understanding of neural networks to build production-ready Deep Learning applications across the major contemporary families: Convolutional Nets for machine vision; Long Short-Term Memory Recurrent Nets for natural language processing and time series analysis; Generative Adversarial Networks for producing realistic images; and Reinforcement Learning for playing video games.
**Prerequisite: Advanced knowledge of Python, Linear Algebra, Multivariate Calculus**
**Instruction hour: 30 hours**

**R for Business Analysts**
This class will be an introduction to the statistical programming language R for business analysts. We'll explore data science use cases in the business realm and use R for data wrangling, data mining, visualization and prediction. Throughout the class we will be approaching business problems analytically and we'll use R to explore data, make better business decisions and identify areas for improving performance. The combination of data analytics, R and the data science process will provide the foundation for using R for data science business problems. Students should come prepared with an understanding of computer programming and a curiosity for data science.
**Prerequisite: Comfort with Windows, Mac or Linux environment and ability to install third party software**
**Instructor hour: 20 hours**

**Data Science with Tableau**
This course offers an accelerated intensive learning experience with Tableau – the growing standard in business intelligence for data visualization and dashboard creation. Without prior experience, students will learn to work with multiple data sources, create compelling

visualizations, and roll out their data science products for continuous, scalable outputs to key stakeholders. By building insight and weaving narrative, students will be empowered to harness data in a striking way that provides value to organizations large and small.
**Prerequisite: Associate Degree**
**Instructor hour: 20 hours**

**Machine Learning in Finance**
This course is a dense presentation of machine learning (ML) tools used in financial risk management, portfolio management, and trading. Ten classes are offered: two on risk management, two on loan portfolio management, three on portfolio optimization, and three on high-frequency trading. The risk classes cover the risk measurement of financial assets using distribution fitting, copulas, PCA, and splines. The loan portfolio management classes cover risk estimation and backtesting using logistic regression, regularization, clustering methods, and the applied statistics concepts such as parameter and process risk. Kaggle competitions for loan portfolios which used tree-based algorithms for predictions are also reviewed. The classes on portfolio optimization introduce classic theories for asset return estimation and their extensions (multi-factor models) while using unsupervised & supervised ML methods to verify & derive new factors; modern portfolio theory using constrained optimization & robust methods; and Black-Litterman model portfolios where asset-specific, ML-derived models are integrated. The classes on trading introduce the limit order book and market microstructure and then move on to tour the winning strategies of to Kaggle competitions on trading. The feature engineering and code of the winning solutions are reviewed in depth.
**Prerequisite: Basic proficiency of R, Python, Machine Learning, Finance**
**Instructor hour: 25 hours**

## TUITION, FEES, & PAYMENT PLANS

NYC Data Science Academy's current tuition is as follows:

| | |
|---|---|
| **Data Science Bootcamp (both in person and online program)** | $17,600 |
| **Introduction to Python** | $1590 |
| **Intro to Data Science with R - 2 Day Workshop** | $1590 |
| **Data Science with Python: Data Analytics** | $1590 |
| **Data Science with Python: Machine Learning** | $1990 |
| **Data Science with R: Data Analytics** | $2190 |
| **Data Science with R: Machine Learning** | $2990 |
| **Big Data with Hadoop and Spark** | $2990 |
| **Deep Learning** | $2990 |
| **R for Business Analysts** | $1590 |
| **Machine Learning in Finance** | $3990 |
| **Data Science with Tableau** | $1590 |

There are no additional fees.

### *Financial Assistance*

The NYC Data Science Academy programs are not eligible for Federal and State Financial Aid. NYCDSA does not offer financial assistance.

### *Method of Payment for Data Science Bootcamp*

We are accepting the payment either by cash, credit card or checks. The school doesn't provide a payment plan but we work with a few finance organizations such as skill funds which fund students directly.

## SCHOOL CALENDAR

### *Data Science Bootcamp Program Start and End Dates*

| START DATE | END DATE |
|---|---|
| January 8, 2018 | March 29, 2018 |
| April 9, 2018 | June 29, 2018 |
| July 2, 2018 | September 21, 2018 |
| September 24, 2018 | December 14, 2018 |

**Data Science Online Program** is offered the first **Monday** of every month and ending by the Saturday of the **17th** week.

Up to date schedule of all current part-time classes can be found on our website nycdatascience.com/courses

## Appendix A:
## CONSUMER INFORMATION

### *Complaint Procedure*

If you are or were a student at the NYC Data Science Academy and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with our administrative office at 500 Eighth Ave., Ste. 905, New York, NY 10018.

Unresolved complaints should be reported to the New York State Education Department. You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### *Disclosure Information to Prospective Students*

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

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

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets

your needs and that your financial investment is protected.

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

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

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

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

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

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

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

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

***What is the Tuition Reimbursement Fund?***

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

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

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

***What should students know about "private school agents"?***
Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed

private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

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

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

This information is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/Computer Training Facilities.

***Grievance Procedure***

All students are encouraged to discuss concerns, academic issues or complaints with the NYC Data Science Academy's faculty and staff. Problems involving classroom or academic matters should first be discussed with the instructor. If the issue is not resolved to the student's satisfaction, the student may take the matter to the Director. The Director will make appropriate inquiries and recommend a resolution within 5 days of receiving the grievance. Unresolved concerns should be referred to the Chief Operating Officer. The COO will make appropriate inquiries and make a recommendation within 5 days.

In cases where the grievance is not settled at the institutional level, the student may also contact the following Institutions as per described next in the catalog:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760
http://www.acces.nysed.gov/bpss/student-rights

***Students' Rights***

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with

respect to their educational records.

1. Students enrolled at the NYC Data Science Academy shall have the right to inspect and review the contents of their education records, within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Registrar. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's record will be allowed by the NYC Data Science Academy without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Director, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. The NYC Data Science Academy has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is

required by law.

7. A student who believes that the NYC Data Science Academy has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

***Notice of Withdrawal***

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

***Drug-Free Policy***

The NYC Data Science Academy is subject to all local, State, and Federal laws related to the possession, use, distribution, manufacture, or sale of drugs or other illegal substances. No one may use, possess, sell, or distribute drugs or other illegal substances or paraphernalia on school property or any school-sponsored externship or activity. This policy also applies to the misuse of legally acquired prescription drugs and medications.

Any student apprehended with drugs and/or paraphernalia is subject to dismissal and risks prosecution.

***Campus Security***

The NYC Data Science Academy makes every effort to provide a safe environment for its students. As required by the U.S. Department of Education, the NYC Data Science Academy publishes all known occurrences of crimes committed on campus. These statistics are available in the School Director's office.

If a crime is committed, a police report must be completed and filed. Students are required to report any and all occurrences of a crime to NYC Data Science Academy personnel. If a sexual assault occurs on campus, the victim and witnesses to the crime must report the incident to the school administration. The police will be contacted.

***Sexual Harassment***

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive

work environment. Any student or employee of the NYC Data Science Academy who is a victim of a sexual offense in the facility or a school-related activity must report the incidence at once to the Director. An investigation will take place.

## Appendix B: Occupational Education Data Survey (OEDS)

# OEDS 2017-18 Reporting Period

**SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES**

***Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.***

| Institution ID: 2041 | School Name & Address:<br>NYC Data Science Academy<br>500 8th Avenue, Suite 905, New York, NY 10018 | |
|---|---|---|
| Curriculum Code:<br>**CU 1218** | Program Name:<br>Data Science Bootcamp | Program Hours:<br>420 |

| | | Diploma | | | ATB | | | All |
|---|---|---|---|---|---|---|---|---|
| | Line # | Full-time | Part-time | Total | Full-time | Part-time | Total | Total (C)+(F) |
| | | (A) | (B) | (C) | (D) | (E) | (F) | (G) |
| **Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018** | | | | | | | | |
| Total Applications | 1 | 562 | N/A | 562 | N/A | N/A | N/A | 562 |
| Applications Accepted | 2 | 343 | N/A | 343 | N/A | N/A | N/A | 343 |
| Applications Denied | 3 | 219 | N/A | 219 | N/A | N/A | N/A | 219 |
| **Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018** | | | | | | | | |
| New Enrollment | 4 | 155 | N/A | 155 | N/A | N/A | N/A | 155 |
| Still Enrolled / Continuing from previous year | 5 | 34 | N/A | 34 | N/A | N/A | N/A | 34 |
| Total Students in this program during this reporting year | 6 | 189 | N/A | 189 | N/A | N/A | N/A | 189 |
| **Part 3: Status of 2017-18 Enrollment as of June 30, 2018** | | | | | | | | |
| Still Enrolled/Continuing into the next reporting period (2018-2019) | 7 | 0 | N/A | 0 | N/A | N/A | N/A | 0 |
| Noncompleters | 8 | 3 | N/A | 3 | N/A | N/A | N/A | 3 |
| Graduates | 9 | 186 | N/A | 186 | N/A | N/A | N/A | 186 |
| **Part 4: Graduate Follow-up** | | **Diploma** | | | **ATB** | | **All** | |
| Employed in: Related Field | 10 | 140 | N/A | 140 | N/A | N/A | N/A | 140 |
| Slightly Related Field | 11 | 16 | N/A | 16 | N/A | N/A | N/A | 16 |
| Unrelated Field | 12 | 6 | N/A | 6 | N/A | N/A | N/A | 6 |
| Military | 13 | 0 | N/A | 0 | N/A | N/A | N/A | 0 |
| Seeking Employment | 14 | 3 | N/A | 3 | N/A | N/A | N/A | 3 |
| Pursuing Additional Education | 15 | 3 | N/A | 3 | N/A | N/A | N/A | 3 |
| Other, Unavailable for Employment | 16 | 8 | N/A | 8 | N/A | N/A | N/A | 8 |
| Status Unknown | 17 | 10 | N/A | 10 | N/A | N/A | N/A | 10 |
| Total Graduates July 1, 2017 - June 30, 2018 | 18 | 186 | N/A | 186 | N/A | N/A | N/A | 186 |

# OEDS 2017-18 Reporting Period

## SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES

***Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.***

| Institution ID: 2041 | School Name & Address:<br>NYC Data Science Academy<br>500 8th Avenue, Suite 905, New York, NY 10018 | |
|---|---|---|
| Curriculum Code:<br>**CU 2948** | Program Name:<br>Data Science Bootcamp - Online | Program Hours:<br>488 |

| | Line # | Diploma | | | ATB | | | All |
|---|---|---|---|---|---|---|---|---|
| | | Full-time | Part-time | Total | Full-time | Part-time | Total | Total (C)+(F) |
| | | (A) | (B) | (C) | (D) | (E) | (F) | (G) |
| **Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018** | | | | | | | | |
| Total Applications | 1 | 118 | N/A | 118 | N/A | N/A | N/A | 118 |
| Applications Accepted | 2 | 110 | N/A | 110 | N/A | N/A | N/A | 110 |
| Applications Denied | 3 | 8 | N/A | 8 | N/A | N/A | N/A | 8 |
| **Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018** | | | | | | | | |
| New Enrollment | 4 | 15 | N/A | 15 | N/A | N/A | N/A | 15 |
| Still Enrolled / Continuing from previous year | 5 | 12 | N/A | 12 | N/A | N/A | N/A | 12 |
| Total Students in this program during this reporting year | 6 | 27 | N/A | 27 | N/A | N/A | N/A | 27 |
| **Part 3: Status of 2017-18 Enrollment as of June 30, 2018** | | | | | | | | |
| Still Enrolled/Continuing into the next reporting period (2018-2019) | 7 | 10 | N/A | 10 | N/A | N/A | N/A | 10 |
| Noncompleters | 8 | 1 | N/A | 1 | N/A | N/A | N/A | 1 |
| Graduates | 9 | 16 | N/A | 16 | N/A | N/A | N/A | 16 |
| **Part 4: Graduate Follow-up** | | **Diploma** | | | **ATB** | | | **All** |
| Employed in: Related Field | 10 | 9 | N/A | 9 | N/A | N/A | N/A | 9 |
| Slightly Related Field | 11 | 2 | N/A | 2 | N/A | N/A | N/A | 2 |
| Unrelated Field | 12 | 4 | N/A | 4 | N/A | N/A | N/A | 4 |
| Military | 13 | 0 | N/A | 0 | N/A | N/A | N/A | 0 |
| Seeking Employment | 14 | 0 | N/A | 0 | N/A | N/A | N/A | 0 |
| Pursuing Additional Education | 15 | 1 | N/A | 1 | N/A | N/A | N/A | 1 |
| Other, Unavailable for Employment | 16 | 0 | N/A | 0 | N/A | N/A | N/A | 0 |
| Status Unknown | 17 | 0 | N/A | 0 | N/A | N/A | N/A | 0 |
| Total Graduates July 1, 2017 - June 30, 2018 | 18 | 16 | N/A | 16 | N/A | N/A | N/A | 16 |

# OEDS 2017-18 Reporting Period

## SECTION 2: COURSE ENROLLMENT, GRADUATES, AND NONCOMPLETERS

***Complete this section for approved COURSES (less than 100 hours, unless curriculum is under the authority of another State agency. i.e. HHA, Security Guard & Waxing Technician). If courses are neither approved nor offered by your school, you do not need to complete this section.***

School Name & Address: | Institution ID:

| Course Name | Course Code | Course Clock Hours | Number of Students Enrolled from previous reporting period (2016-2017) | Number of New Students Enrolled July 1, 2017 through June 30, 2018 | Number of Course Noncompleters July 1, 2017 through June 30, 2018 | Number of Course Graduates July 1, 2017 through June 30, 2018 | Number of Students Continuing Enrollment into next reporting period |
|---|---|---|---|---|---|---|---|
| | CO | | | | | | |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) |
| Deep Learning | 4911 | 30 | 0 | 31 | 4 | 27 | 0 |
| Data Science with Tableau | 4520 | 20 | 0 | 14 | 5 | 9 | 0 |
| Big Data with Amazon Cloud, Hadoop/Spark and Docker | 6334 | 30 | 0 | 16 | 3 | 13 | 0 |
| Machine Learning in Finance | 4910 | 23 | 0 | 7 | 3 | 4 | 0 |
| Data Science with Python: Data Analysis and Visualization | 1218 | 20 | 8 | 85 | 34 | 48 | 11 |
| Introductory Python | 1218 | 20 | 0 | 70 | 12 | 42 | 16 |
| Data Science with Python: Machine Learning | 1218 | 20 | 6 | 33 | 10 | 19 | 10 |
| R for Business Analysts | 4908 | 20 | 0 | 19 | 7 | 12 | 0 |
| Data Science with R: Data Analysis and Visualization | 1218 | 35 | 0 | 41 | 15 | 26 | 0 |
| Data Science with R: Machine Learning | 1218 | 35 | 2 | 15 | 11 | 4 | 4 |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| UNDUPLICATED COUNT* of students reported in all courses listed above: 298 | | | | | | | |
| | 999999 | | | | | | |

# OEDS 2017-18 Reporting Period

## SECTION 3: FINANCIAL ASSISTANCE

***Submit one Section 3 for the sum of all curriculum enrollments July 1, 2017 through June 30, 2018***

School Name & Address:
NYC Data Science Academy
500 8th Avenue, Suite 908, New York, NY 10018

Institution ID: 2041

| Federal / State Financial Assistance Program | Line # | Number of Students | | |
|---|---|---|---|---|
| | | Full-time (A) | Part-time (B) | Total (C) |
| TAP (Tuition Assistance Program) | 19 | N/A | N/A | N/A |
| GSL (Guaranteed Student Loan) | 20 | N/A | N/A | N/A |
| PELL (Basic Education Opportunity Grant) | 21 | N/A | N/A | N/A |
| SEOG (Special Education Opportunity Grant) | 22 | N/A | N/A | N/A |
| ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation) | 23 | N/A | N/A | N/A |
| WIA (Workforce Investment Act) | 24 | N/A | N/A | N/A |
| Other Federal / State Subsidies | 25 | N/A | N/A | N/A |
| Private Student Loans (Identify by Name of Lender) | 26 | | | |
| Lender #1: Skills Fund | | 22 | N/A | 22 |
| Lender #2: | | N/A | N/A | N/A |
| Lender #3: | | N/A | N/A | N/A |
| UNDUPLICATED COUNT* of Students Receiving Financial Assistance | 27 | 22 | N/A | 22 |

*** No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 27.**