

# The Leader in Cyber Security Education



## 2026 Catalog

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#### Hours of Operation

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Phone:  
Toll Free: (888) 512-6153  
Local Calls: (505) 431-0411



Fax:  
(505) 856-8267



Website:  
[www.eccu.edu](http://www.eccu.edu)



Mailing Address:  
101-C Sun Ave NE  
Albuquerque, NM 87109

## Contact Us by Department

### Office of the University Registrar

Email: [registrar@eccu.edu](mailto:registrar@eccu.edu)  
Phone:  
Toll Free: 888-512-6153  
Local Calls: 505-431-0411

### Admissions

Email: [info@eccu.edu](mailto:info@eccu.edu)  
Phone: 505-796-8214

### Finance Department

Email: [finance@eccu.edu](mailto:finance@eccu.edu)  
Phone:  
Toll Free: 888-512-6153  
Local Calls: 505-431-0411

### Academic Advising

Email: [advising@eccu.edu](mailto:advising@eccu.edu)  
International:  
+91-9867726627  
U.S.: 505-431-0411

### Complaints & Grievances

Email: [academicappeals@eccu.edu](mailto:academicappeals@eccu.edu)

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# ACADEMIC CALENDAR

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## DATES AND DEADLINES

Term	Term Start Date	Term End Date	Registration Begins	Registration Ends	Payment Deadline	Last Day To Withdraw
Term 1	January 5, 2026	March 15, 2026	October 27, 2025	January 12, 2026	February 16, 2026	February 16, 2026
Term 2	April 6, 2026	June 14, 2026	January 26, 2026	April 13, 2026	May 18, 2026	May 18, 2026
Term 3	July 6, 2026	September 13, 2026	April 27, 2026	July 13, 2026	August 17, 2026	August 17, 2026
Term 4	October 5, 2026	December 13, 2026	July 27, 2026	October 12, 2026	November 16, 2026	November 16, 2026

## 2026 HOLIDAYS

Holiday	2026	Holiday	2026
New Year's Day	January 1	Labor Day	September 7
Martin Luther King	January 19	Columbus Day	October 12
President's Day	February 16	Veteran's Day	November 11
Memorial Day	May 25	Observed Thanksgiving Holiday	November 25-27
Juneteenth	June 19	Christmas Holidays	December 25
Independence Day	July 4		

# WELCOME TO EC-COUNCIL UNIVERSITY

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**JAY BAVISI**

Chairman of the Board  
of EC-Council University

## Dear Cyber Security Leaders of Tomorrow,

At EC-Council University, we have high aspirations for our students. They will be tomorrow's technology leaders. We strive to prepare our graduates to embrace the challenging position of Cyber Security Specialists in International organizations worldwide. We consider this to be the school where chief cyber security officers and e-business architects of world class stature are educated.

We have built this institution on four main principles. First, we understand the Technology Revolution and aim to prepare our students to excel in the new future. Second, we embrace a new learning paradigm where knowledge is shared across space, time, and medium using our Learn Anywhere Anytime model. Third, we provide course content and materials that are highly relevant and fresh out of many research and development labs. Finally, we believe in a professional faculty who openly share their experience and knowledge with our students.

It is these principles and a strong sense of mission that drives all my colleagues and associates of EC-Council University to provide not only the most high-tech content and learning resources, but also a learning system and environment which allows every student at EC-Council University to learn, experience, and lead into the digital age with confidence.

A handwritten signature in black ink, appearing to read "Jay Bavisi".

Jay Bavisi

*Chairman of the Board of EC-Council University*

# THE UNIVERSITY

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## Mission Statement

Through quality distance educational programs, excellence in teaching and research, and direct connections to the cybersecurity industry, EC-Council University aspires to be an educational leader in cybersecurity. Our students of today will become the cybersecurity leaders of tomorrow.

## INSTITUTIONAL GOALS AND OUTCOMES

### Strengthen Institutional Effectiveness and Collegial Governance

- » Promoting and encouraging continuous learning and support
- » Fostering collaboration among University administration and faculty
- » Maintaining a high level of integrity

### Ensure Excellence in Cyber Security

- » Providing high-quality Cyber Security programs that meet the evolving needs of Cyber Security
- » Retaining an up-to-date database of advanced Cyber Security articles and textbooks
- » Ongoing research and development for quality improvements

### Develop an Engaged, Diverse, High-Quality Student Population While Increasing Student Learning

- » Encouraging student to student threaded discussions
- » Implementing Labs for student engagement
- » Promoting cybersecurity educational programs and webinars at no cost to the public
- » Preparing our students to be socially responsible in Cyber Security leadership roles

# THE UNIVERSITY

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## Provide a Supportive and Welcoming Environment to a Diverse Academic Community

- » Faculty and ECCU administration serve as role models of socially responsible leaders
- » Employees will demonstrate core values in the workplace
- » Maintaining qualified university staff and faculty

## University History

EC-Council University was incorporated in Wyoming in 2003 and licensed by the New Mexico Higher Education Department in 2006. The institution was created to educate and train cybersecurity professionals. Cybersecurity involves in-depth knowledge of a wide array of hardware and software systems, as well as the skills and techniques to negotiate them. EC-Council, a world leader and creator of cybersecurity certifications used throughout the globe, is the parent company of EC- Council University. EC-Council University Chairman of the Board, Sanjay Bavisi, believes that cybersecurity professionals must not only have skills and techniques, but they must be educated to step into leadership and managerial roles in their companies, agencies, and organizations. This belief led to the establishment of the Master of Science and Bachelor of Science in Cyber Security program.

## Institutional Values

ECCU places particular value on the qualities of ethical behavior, innovative thinking, critical thinking, leadership, and students. In a field as narrow and yet far-reaching as cybersecurity, these values promote and advance the ultimate goal of educating cybersecurity experts prepared to make the world safer and more secure for everyone. By incorporating these values with our course content and assessment measures, the educational environment becomes a dynamic and multidimensional process that empowers our students to become critical and innovative thinkers as well as, research-oriented problem solvers who embody high ethical standards, leadership skills, and an understanding of the global impact of their work.

## Licensure

EC-Council University is licensed by the New Mexico Higher Education Department at 2044 Galisteo Street, Suite 4, Santa Fe, New Mexico, USA, 87505-2100, 505-476-8400.

## CNSS Standards

ECCU courseware for ECCU 500 (CNSS 4011), ECCU 501 (CNSS 4013A), ECCU 502 (CNSS 4012), ECCU 503 (CNSS 4014), ECCU 506 (CNSS 4015), and ECCU 513 (CNSS 4016) are mapped to the former Committee on National Security Standards (CNSS).

# THE UNIVERSITY

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## NATIONAL INSTITUTE OF STANDARDS & TECHNOLOGY

The National Initiative for Cybersecurity Education (NICE) is a nationally coordinated effort, including more than 20 federal departments and agencies, academia, and industry. The goals of this initiative are to 1) maintain a globally-competitive cybersecurity workforce; and, 2) broaden the pool of skilled workers able to support a cyber-secure nation.

One of the most essential aspects of cybersecurity workforce planning is identifying the workforce and various workload requirements that impact the nature of the work performed. The Cybersecurity Workforce Framework provides a systematic way for educators, students, employers, employees, training providers, and policymakers to organize the way they think and talk about cybersecurity work and workforce requirements.

ECCU courseware for CIS 300, CIS 301, CIS 302, CIS 303, CIS 304, CIS 308, CIS 401, CIS 402, CIS 403, CIS 404, CIS 405, CIS 406, CIS 407, CIS 408, ECCU 500, ECCU 501, ECCU 502, ECCU 503, and ECCU 510 have been mapped to the National Initiative for Cybersecurity Education (NICE) framework. Also, the courses are mapped to the Center for Academic Excellence (CAE) Knowledge, Skills, and Abilities (KSA).

## ACCREDITATION

Accredited by the Distance Education Accrediting Commission

Address: 1101 17th Street NW, Suite 808 Washington, DC 20036 | Phone: (202) 234-5100 | Website: [www.deac.org](http://www.deac.org)

The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).



# PROGRAMS OF STUDY

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## Undergraduate Program

- » Bachelor of Science in Cyber Security (completion program only)

## Graduate Programs

- » Master of Science in Cyber Security
- » Master of Science in Computer Science
- » Master of Business Administration
- » Graduate Certificate Program

### Graduate Certificate Program Selections:



# BACHELOR OF SCIENCE IN CYBER SECURITY

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## Bachelor Program Description

The Bachelor of Science in Cyber Security Program (BSCS) delivers fundamental IT security principles and real-world cybersecurity applications, tools, and techniques used in today's job workforce for careers in cybersecurity. It prepares students to obtain knowledge for careers in information technology, and specifically in cybersecurity. The program features a state-of-the-art virtual lab environment to allow students hands-on experience in using the tools of a cybersecurity professional in a safe, secure online environment. It covers areas dealing with network management, computer security, incident response, and cybersecurity threat assessment; the program prepares the student for an entry-level position in the cybersecurity field.

## BSCS Program Outcomes

Developed from a learning model based on Bloom's Taxonomy of Thinking, the program's educational outcomes identify what students should learn, understand, and be able to do as a result of their studies with ECCU. These program outcomes are:

- » Apply cyber security principles, technical strategies, tools, and methods to ensure protection.
- » Evaluate cyber security mechanisms to help ensure the protection of information technology assets.
- » Provide risk assessment, policy updates and security for established enterprise systems.
- » Demonstrate fundamental knowledge of operating systems, cloud computing, Windows and Linux systems, and, mobile and web application security tools.
- » Demonstrate ethical approaches and social responsibility related to cyber and data security.
- » Examine forensic investigation techniques and tools and prepare appropriate solutions.

## Bachelor's Degree Graduation Requirements

Each candidate for graduation must meet the following degree requirements:

- » Completion of 60 semester credit hours of 300/400 level courses in which the candidate earned a cumulative GPA of 2.0 or better
- » Completion of 120 + total semester credit hours including all transfer credit awarded
- » Since this is a completer bachelor program, students will have fulfilled the entrance requirement of transferring in at least 60 semester credits which will be added to the 60 semester credits earned in this bachelor completer program which will equal the required 120 total semester credits required for graduation.
- » Satisfactory completion (a grade of B- or higher) of the summative capstone course
- » All degree requirements must be completed within one and a half times the program length as measured by maintaining a cumulative course completion rate of 67% of course work from the first term, the student enrolls in the University and begins the program to graduation.

# BACHELOR OF SCIENCE IN CYBER SECURITY

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## Bachelor's degree courses

### Core Courses: 30 Credits

CIS 300 – Fundamentals of Information Systems Security	3 Credits
CIS 301 – Legal issues in Information Security	3 Credits
CIS 302 – *Managing Risk in Information Systems (CTIA)	3 Credits
CIS 303 – Security Policies and Implementation Issues	3 Credits
CIS 304 – *Auditing IT Infrastructures for Compliance (CSA)	3 Credits
CIS 308 – Access Control, Authentication, and Public Key Infrastructure	3 Credits
CIS 403 – *Network Security, Firewalls, and VPNs (CND)	3 Credits
CIS 404 – *Hacker Techniques, Tools, and Incident Handling (CEH)	3 Credits
CIS 406 – *System Forensics, Investigation, and Response (CHFI)	3 Credits
CIS 410 – Capstone	3 Credits

### Technical Electives: 15 Credits

#### **Select 5 of the following courses:**

CIS 401 – Security Strategies in Windows Platforms and Applications	3 Credits
CIS 402 – Security Strategies in Linux Platforms and Applications	3 Credits
CIS 405 – Internet Security: How to Defend Against Attackers on the Web	3 Credits
CIS 407 – Cyber Warfare	3 Credits
CIS 408 – Wireless and Mobile Device Security	3 Credits
CIS 409 – Fundamentals of Python	3 Credits

### General Electives: 15 Credits

COM 340 – Communications and Technical Writing(required)	3 Credits
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#### **Select 4 of the following courses:**

BIS 430 – Ethics for the Business Professional	3 Credits
MGT 450 – Introduction to Project Management	3 Credits
MTH 350 – Introduction to Statistics	3 Credits
PSY 360 – Introduction to Social Psychology	3 Credits

\* Certification exam available to take upon successful completion of the course

**Total semester credit hours required for the BSCS Program**

**60 Credits**

## Undergraduate level Courses

### **BIS 430 – Ethics for the Business Professional (3 Credits)**

What is the right thing to do? What is the ETHICAL thing to do? This course will introduce the principles of ethics (moral philosophy) through a variety of topics and dilemmas. We will examine the ideas of goodness, badness, wrongness, and rightness. We will learn about ethical theories of philosophers and apply the knowledge to current events to better understand morality, obligation, human rights, and human nature.

### **CIS 300 – Fundamentals of Information Systems Security (3 Credits)**

It provides a comprehensive overview of the essential concepts readers must know as they pursue careers in cybersecurity systems. Part one opens with a discussion of the new cybersecurity risks, threats, and vulnerabilities associated with the transformation to a digital world, including a look at how business, government, and individuals operate today. Part Two is adapted for the official (ISC)2 SSCP Certified Body of Knowledge and presents a high-level overview of each of the seven domains within the System Security Certified Practitioner certification. The text closes with a resource for readers who desire additional material on cybersecurity standards, education, professional certifications, and compliance laws.

### **CIS 301 – Legal Issues in Information Security (3 Credits)**

Addresses the area where law and cybersecurity concerns intersect. Cybersecurity and corporate infrastructure, intellectual property created by individuals and organizations alike, and information that individuals believe should be protected from unreasonable intrusion. Organizations must build numerous cybersecurity and privacy responses into their daily operations to protect the business itself, fully meet legal requirements, and to meet the expectations of employees and customers.

### **CIS 302 – \*Managing Risk in Information Systems (CTIA) (3 Credits)**

CTIA is a method-driven course that uses a holistic approach, covering concepts from planning the threat intelligence project to building a report to disseminating threat intelligence. These concepts are highly essential while building effective threat intelligence and, when used properly, can secure organizations from future threats or attacks.

The Purpose of CTIA is: To enable individuals and organizations with the ability to prepare and run a threat intelligence program that allows 'evidence-based knowledge' and provides 'actionable advice' about 'existing and unknown threats.' To ensure that organizations have predictive capabilities rather than just proactive measures beyond active defense mechanism; to empower information security professionals with the skills to develop a professional, systematic, and repeatable real-life threat intelligence program; to differentiate threat intelligence professionals from other information security professionals. For individuals: To provide an invaluable ability to structured threat intelligence to enhance skills and boost their employability

### **CIS 303 – Security Policies and Implementation Issues (3 Credits)**

This course provides an overview of the security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

## **CIS 304 – \*Auditing IT Infrastructures for Compliance (CSA) (3 Credits)**

This course will help the student to acquire trending and in-demand technical skills through instruction by some of the most experienced trainers in the industry. The program focuses on creating new career opportunities through extensive, meticulous knowledge with enhanced level capabilities for dynamically contributing to a SOC team. It covers the fundamentals of SOC operations, before relaying the knowledge of log management and correlation, SIEM deployment, advanced incident detection, and incident response. Additionally the student will learn to manage various SOC processes and collaborate with CSIRT at the time of need.

## **CIS 308 – Access Control, Authentication, and Public Key Infrastructure (3 Credits)**

Access Control protects resources against unauthorized viewing, tampering, or destruction. They serve as a primary means of ensuring privacy, confidentiality, and prevention of unauthorized disclosure. Revised and updated with the latest data from this fast-paced field, Access Control, Authentication, and Public Key Infrastructure defines the components of access control, provides a business framework for implementation, and discusses legal requirements that impact access control programs. It looks at the cybersecurity risks, threats, and vulnerabilities prevalent in information systems and IT infrastructures and how to handle them. It provides a student and professional resource that details how to put access control systems to work as well as testing and managing them.

## **CIS 401 – Security Strategies in Windows Platforms and Applications (3 Credits)**

This course focuses on new risks, threats, and vulnerabilities associated with the Microsoft Windows operating system. The majority of individuals, students, educators, business organizations and governments use Microsoft Windows, which has experienced frequent attacks against its well-publicized vulnerabilities. Particular emphasis is placed on Windows XP, Vista, and seven on the desktop, and Windows Server 2003 and 2008 versions. It highlights how to use tools and techniques to decrease risks arising from vulnerabilities in Microsoft Windows operating systems and applications. The book also includes a resource for readers desiring more information on Microsoft Windows OS hardening, application security, and incident management. With its accessible writing style and step-by-step examples, this must-have resource will ensure its readers are educated on the latest Windows security.

## **CIS 402 – Security Strategies in Linux Platforms and Applications (3 Credits)**

Linux addresses the fundamentals of the Linux operating system. The course includes system architecture and history, system installation and configuration, the command line interface and shell commands, basic system administration, system updates, file systems, access controls, network services configuration, printer configuration, system services, security models, and scripting.

## **CIS 403 – Network Security, Firewalls, and VPNs (3 credits)**

Provide a unique, in-depth look at the significant business challenges and cybersecurity threats that are introduced when an organization's network is connected to the public Internet. Written by an industry expert, this book provides a comprehensive explanation of network security basics, including how hackers access online networks and the use of Firewalls and VPNs to provide security countermeasures. This book incorporates hands-on activities, using examples and exercises from the field to prepare the reader to disarm threats and prepare for emerging technologies and future attacks. Upon successful completion of this course, students may take the Certified Network Defender (CND) certification exam through EC-Council.

## **CIS 404 – Hacker Techniques, Tools, and Incident Handling (3 Credits)**

It begins with an examination of the landscape, key terms, and concepts that a cybersecurity professional needs to know about hackers and cyber computer criminals who break into networks, steal information, and corrupt data. It goes on to review the technical overview of hacking: how attacks target networks and the methodology they follow. The final section studies those methods that are most effective when dealing with hacking attacks, especially in an age of increased reliance on the Web. Written by a subject matter expert with numerous real-world examples, the Second Edition provides readers with a clear, comprehensive introduction to the many threats on our Internet environment and security and what can be done to combat them.

Upon successful completion of this course, students may take the Certified Ethical Hacker (CEH) certification exam through EC-Council.

## **CIS 405 – Internet Security: How to Defend Against Attackers on the Web (3 Credits)**

Provides an in-depth look at how to secure mobile users as customer-facing information migrates from mainframe computers and application servers to Web-enabled applications. Written by an industry expert, the book explores the evolutionary changes that have occurred in data processing and computing, personal and business communications, and social interactions and networking on the Internet. It goes on to review all the cybersecurity risks, threats, and vulnerabilities associated with Web- enabled applications accessible via the Internet. Using examples and exercises, the Second Edition incorporates hands-on activities to prepare readers to secure web-enabled applications successfully

## **CIS 406 - System Forensics, Investigation, and Response (3 Credits)**

This class is designed to provide the participants with the necessary skills to perform an effective digital forensics investigation. The course presents a methodological approach to computer forensics, including searching and seizing, chain-of-custody acquisition, preservation, analysis, and reporting of digital evidence. It is a comprehensive course covering major forensic investigation scenarios that enables students to acquire necessary hands-on experience on various forensic investigation techniques and standard forensic tools necessary to successfully carry out a computer forensic investigation leading to the prosecution of perpetrators.

Upon successful completion of this course, students may take the Computer Hacking Forensic Investigator (CHFI) certification exam through EC-Council.

## **CIS 407 – Cyber Warfare (3 Credits)**

This course explores the cyberwarfare landscape, offensive and defensive cyber warfare techniques, and the future of cyber warfare. It also addresses military doctrine and strategies, intelligence operations, and cyberwarfare-related laws and ethics. Students will be exposed to many cybersecurity technologies, processes, and procedures that help to protect endpoints, networks, and data. They will also learn how to identify and analyze threat and vulnerabilities and create appropriate mitigation strategies.

## **CIS 408 – Wireless and Mobile Device Security (3 Credits)**

This course explores the evolution of wired networks to wireless networking and its impact on the corporate world. The world of wireless and mobile devices is evolving day-to-day, with many individuals relying solely on their wireless devices in the workplace and the home. The growing use of mobile devices demands that organizations become more educated in securing this growing technology and determining how to protect their assets best-using case studies and real-world events, it goes on to discuss risk assessments, threats, and vulnerabilities of wireless networks, as well as the security measures that should be put in place to mitigate breaches. The text closes with a look at the policies and procedures in place and a glimpse ahead at the future of wireless and mobile device security.

## **CIS 409 – Fundamentals of Python (3 Credits)**

This course is an introduction to object-oriented design and data structures using the popular Python programming language. The level of instruction assumes at least one term/semester of programming in an object-oriented language such as Java, C++, or Python. Through the step-by-step instruction and exercises in this book, you'll cover such topics as the design of collection classes with polymorphism and inheritance, multiple implementations of collection interfaces, and the analysis of space/time tradeoffs of different collection implementations (specifically array-based implementations and link-based implementations). Collections covered include sets, lists, stacks, queues, trees, dictionaries, and graphs.

## **CIS 410 – Capstone (3 Credits)**

This course serves as a comprehensive assessment of knowledge and skills in information systems and cybersecurity. Activities include research into selected security problems and planning, designing, and implementing security solutions for a user organization.

## **COM 340 – Communications and Technical Writing (3 Credits)**

This course is designed to prepare you in the basics of cybersecurity research and writing. You will learn the fundamentals of writing: tips and strategies, critiquing, preparing for a research paper, designing an outline, developing both a thesis statement and a conclusion, and referencing your work. You also will learn how to tell if a website is credible/trustworthy. The information you acquire in this course will help you succeed in your courses to follow, including your final capstone project.

## **MGT 450 – Introduction to Project Management (3 Credits)**

Gaining a strong understanding of IT project management as you learn to apply today's most effective project management tools and techniques are skill sets covered in this class. The course emphasizes the latest developments and skills to help you prepare for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams. While the PMBOK® Guide is discussed, the course goes well beyond the guide to provide a meaningful context for project management.

## **MTH 350 – Introduction to Statistics (3 Credits)**

Introductory Statistics will familiarize students with a broad base of concepts in probability and statistical methods. Students will learn how to collect, analyze and interpret numerical data and descriptive statistics, create basic probability models, and use statistical inference. This course stresses a wide variety of relevant applications, and students will understand how to interpret and critically analyze research data and apply statistical reasoning and interpretation.

## **PSY 360 – Introduction to Social Psychology (3 Credits)**

Why do individuals behave in a particular manner? How do relationships, people, and society influence such behaviors? The purpose of this course is to introduce you to the field of social psychology, but more specifically, to help you understand how others influence our behaviors. This course will provide a general overview of human behavior in a social matrix. The course will explore topics and concepts such as social psychology research, the self, prejudice, and discrimination, attraction, relationships, aggression, socialization, and conformity.

# MASTER OF SCIENCE IN CYBER SECURITY

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## Master of Science in Cyber Security (MSCS Program Description)

The Master of Science in Cyber Security (MSCS) Program prepares information technology professionals for careers in cybersecurity and assurance. The program consists of topical areas dealing with computer security management, incident response, and cybersecurity threat assessment, which require students to be creators of knowledge and inventors of cybersecurity processes, not merely users of information. Additionally, students will receive instruction in leadership and management in preparation for becoming cybersecurity leaders, managers, and directors.

## MSCS Program Outcomes

Developed from a learning model based on Bloom's Taxonomy of Thinking, the program's educational outcomes identify what students should learn, understand, and be able to do as a result of their studies with ECCU. The program outcomes are:

- » Apply cybersecurity technical strategies, tools, and techniques to secure data and information for a customer or client.
- » Adhere to a high standard of cybersecurity ethical behavior.
- » Use research in established venues and innovative applications to expand the body of knowledge in cybersecurity.
- » Apply principles of critical thinking to creatively and systematically solve the problems and meet the challenges of the ever-changing environments of cybersecurity.
- » Examine the competencies and roles of cybersecurity leadership roles in companies, agencies, divisions, or departments.

## Master's Degree Graduation Requirements

Each candidate for graduation must meet the following degree requirements.

- » Completion of thirty-six (36) credits of 500 level courses in which the candidate earned a cumulative GPA of 3.0 or better;
- » Satisfactory completion (grade of B- or higher) of the summative capstone course;
- » All degree requirements must be completed within one and a half times the program length as measured by maintaining a cumulative course completion rate of 67% of course work from the first term, the student enrolls in the University and begins the program to graduation.

# MASTER OF SCIENCE IN CYBER SECURITY

## Master of Science in Cyber Security Course Requirements

Core Requirements (27 Credits)

ECCU 505 - Introduction to Research and Writing	3 Credits
ECCU 504 - Foundations of Organizational Behavior	3 Credits
ECCU 514 - Leadership and Management in Organizations	3 Credits
ECCU 516 - The Hacker Mind: Profiling the IT Criminal	3 Credits
MGMT 502 - Business Essentials	3 Credits
ECCU 500 - Managing Secure Network Systems (*CND)	3 Credits
ECCU 501 - Ethical Hacking and Countermeasures (*CEH)	3 Credits
ECCU 507 - Linux Networking and Security	3 Credits
ECCU 519 - Capstone	3 Credits

Pick one Specialization from below:

9 Credits

Specialization A: Security Analyst	Credits
ECCU 503 – *Security Analysis and Vulnerability Assessment	3
ECCU 506 – *Conducting Penetration and Security Tests (CPENT <sup>†</sup> )	3
ECCU 509 – Securing Wireless Networks	3

<sup>†</sup>LPT awarded in addition to CPENT on securing more than 90% on CPENT

## Jobs

- » Information Security Manager/Specialist
- » Information Security Auditor
- » Risk/Vulnerability Analyst/Manager
- » Information Security Analyst
- » Penetration Tester
- » Security Architect
- » Computer Network Defender
- » Cybersecurity Defense Analyst
- » Information Security (IS) Director
- » Information Assurance (IA) Program Manager
- » Security Architect
- » Enterprise Architect
- » Research & Development Specialist
- » Systems Requirements Planner
- » System Testing and Evaluation Specialist
- » Information Systems Security Developer
- » Systems Developer
- » Technical Support Specialist
- » Network Operations Specialist
- » System Administrator
- » Cyber Defense Infrastructure Support Specialist
- » Vulnerability Assessment Analyst
- » Warning Analyst
- » Exploitation Analyst
- » All-Source Analyst
- » Mission Assessment Specialist
- » Target Developer
- » Target Network Analyst
- » Multi-Disciplined Language Analyst
- » All Source-Collection Requirements Manager
- » Cyber Intel Planner
- » Cyber Ops Planner
- » Partner Integration Planner
- » Cyber Operator
- » Chief Information Security Officer
- » Information Security Officer
- » Chief Security Officer
- » Information Assurance Security Officer

# MASTER OF SCIENCE IN CYBER SECURITY

Specialization B: Cloud Security Architect – Choose 3				Credits
ECCU 510 – Secure Programming				3
ECCU 520 – Advanced Network Defense				3
ECCU 524 – Designing and Implementing Cloud Security				3
ECCU 525 – Securing Cloud Platforms				3

## Jobs

- » IT analyst
- » Systems analyst
- » Computer Network Architect
- » Enterprise Architect
- » Security Architect
- » Systems Requirements Planner
- » System Testing and Evaluation Specialist
- » Information Systems Security Developer
- » Systems Developer
- » Technical Support Specialist
- » Network Operations Specialist
- » System Administrator
- » Systems Security Analyst
- » Chief Information Security Officer
- » Information Security Officer
- » Chief Security Officer
- » Information Assurance Security Officer

Specialization C: Digital Forensics				Credits
ECCU 502 – *Investigating Network Intrusions and Computer Forensics (CHFI)				3
ECCU 517 – Cyber Law				3
ECCU 521 – Advanced Mobile Forensics and Security				3

## Jobs

- » Forensic Analyst
- » Cyber Crime Investigator
- » Cyber Defense Forensics Analyst
- » Incident Responder
- » Chief Information Security Officer
- » Information Security Officer
- » Chief Security Officer
- » Information Assurance Security Officer

Specialization D: Incident Management and Business Continuity				Credits
ECCU 512 – Beyond Business Continuity: Managing Organizational Change				3
ECCU 513 – *Disaster Recovery (EDRP)				3
ECCU 522 – *Incident Handling and Response (ECIH)				3

## Jobs

- » Director/Manager – Business Continuity
- » Information Assurance (IA) Program Manager
- » IT Project Manager
- » Director/Manager – Business Continuity
- » Cyber Defense Incident Responder
- » Incident Handler
- » Incident Manager
- » Incident Responder
- » Disaster Recovery Program Manager
- » Disaster Recovery Analyst
- » IT Disaster Recovery Analyst
- » Chief Information Security Officer
- » Information Security Officer
- » Chief Security Officer
- » Information Assurance Security Officer

Specialization E: Executive Leadership in Information Assurance				Credits
ECCU 511 – Global Business Leadership				3
ECCU 515 – Project Management in IT Security				3
ECCU 523 – *Executive Governance and Management (CCISO)				3

Upon successful completion of this course, students will be provided with an opportunity to take the Associate C|CISO exam.  
(Note: Students who are interested in taking the CCISO exam will need to purchase a voucher from the ECCU Bookstore; in order to take the CCISO exam, student must show at least 5 years of experience in three of the CCISO domains.)

## Jobs

- » IT Project Manager
- » Chief Information Security Officer
- » Information Security Officer
- » Chief Security Officer
- » Information Assurance Security Officer

## Graduate level Courses

### **ECCU 500 – Managing Secure Network Systems (3 credits)**

This course focuses on evaluating network and Internet cybersecurity issues, designing, implementing successful security policies and firewall strategies, exposing the system and network vulnerabilities, and defending against them. Topics include network protocols, network attacks, intrusion detection systems, packet filtering, and proxy servers, Bastion host and honey pots, hardening routers, hardening security, E-Mail security, virtual private networks, and creating fault tolerance.

Students may take the Certified Network Defender (CND) certification exam through EC-Council.

### **ECCU 501 Ethical Hacking and Countermeasures (3 credits)**

This course focuses on how perimeter defenses work, how intruders escalate privileges and methods of securing systems. Additional topics include intrusion detection, policy creation, social engineering, DoS attacks, buffer overflows, and virus creation.

Students may take the Certified Ethical Hacker (CEH) certification exam through EC-Council.

### **ECCU 502 – Investigating Network Intrusions and Computer Forensics (3 credits)**

This course focuses on cyber-attack prevention, planning, detection, and incident response with the goals of counteracting cyber-crime, cyber terrorism, and cyber predators, and making them accountable. Additional topics include fundamentals of computer forensics, forensic duplication and analysis, network surveillance, intrusion detection and response, incident response, anonymity, computer security policies and guidelines, and case studies. Upon successful completion of this course, students may take the Computer Hacking Forensic Investigator (CHFI) certification exam through EC-Council.

### **ECCU 503 – Security Analyst and Vulnerability Assessment (3 credits)**

This course focuses on how to perform an effective penetration test in an enterprise network environment that must be attacked, exploited, evaded, and defended. Topics include Introduction to Penetration Testing and Methodologies, Penetration Testing Scoping and Engagement, Open-Source Intelligence (OSINT), Social Engineering Penetration Testing, External Network Penetration Testing, Internal Network Penetration Testing, and Network Penetration Testing for Perimeter Devices.

### **ECCU 504 – Foundations of Organizational Behavior (3 credits)**

This foundation course deals with organizational behavior and allows the technology practitioner to experience the primary facets of organizational theory and defining requisite skills. This course walks the cybersecurity practitioner through who he/she is as an individual worker and how they fit into an organizational process, defines the organizational structure, and articulates elements of effective communication, team building/ leading, and project management as seen through the organizational lens. The final component allows the practitioner to work through a case study and design the organizational structure and the behavioral consequences the characters of the study display. From this case study, the student will see how the character's behaviors impinge upon the structure in a variety of ways.

### **ECCU 505 – Introduction to Research and Writing (3 credits)**

This foundational core course introduces students to basic English writing skills and research methods, including APA style writing, citing sources, determining when a website is credible, effective communication, outlines, and collaboration. Students will write/present portions of the above in the course in various formats.

# COURSE DESCRIPTIONS

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## **ECCU 506 – Conducting Penetration and Security Tests (3 credits)**

This course focuses on the mastery of the advanced penetration testing skills that real world practitioners face on the job. Topics include Web Application Penetration Testing, Wireless Penetration Testing, IoT Penetration Testing, OT and SCADA Penetration Testing, Cloud Penetration Testing, Binary Analysis and Exploitation, and Report Writing and Post Testing Actions.

Upon successful completion of the course, students may take the Certified Penetration Testing Professional (CPENT) exam through EC-Council.

**Prerequisite: ECCU 503**

## **ECCU 507 – Linux Networking and Security (3 credits)**

This course explores the various tools and techniques commonly used by Linux system administrators. It is designed for students who have limited or no previous exposure to Linux. Emphasis is placed on writing a simple bash script, using a text editor, manage processes within the Linux file system. Additional topics include making data secure, user security, and file security. Students will be required to take on the role of problem solvers and apply the concepts presented to situations that might occur in a work environment.

## **ECCU 509 – Securing Wireless Networks (3 Credits)**

This course focuses on the various methods of securing wireless networks, including authentication, authorization, and encryption. Topics include radio frequency communications, infrared, Bluetooth, low-speed wireless local area networks, highspeed WLANs and WLAN Security, digital cellular telephone, fixed wireless, and wireless communications in business.

## **ECCU 510 – Secure Programming (3 credits)**

Certified Application Security Engineer (CASE) is a hands-on, Instructor-led, comprehensive application security course, which encompasses security activities involved in all of the phases of the Software Development Lifecycle (SDLC). The course also focuses on selecting and implementing the right security strategies, guidelines, and practices that are widely accepted and applicable to most environments used today

## **ECCU 511 – Global Business Leadership (3 credits)**

This course is designed to provide fundamental skills needed to understand global leadership concepts such as developing technological savvy, appreciating diversity, building partnerships, creating a shared vision, maintaining a competitive advantage, integrity and leading for change.

This is a study of current and historical leadership theories with an emphasis on viewing the leadership function in the context of global organizational behavior and organizational designs.

## **ECCU 512 – Beyond Business Continuity (3 credits)**

Whether an organization has experienced a disaster, downsizing, a shift in culture, or a change in leadership, it will experience organizational change. This change demands remembering the past, finding ways to recover from it, engaging the future, and energizing change. Leaders in change must have the skills to identify, structure, forecast, envision, design, plan, implement, account for, and lead a team through change that has been strategically planned to advance the organization. Such a leader is a change agent and must understand the process, expectations, and nuances of change.

## **ECCU 513 - Disaster Recovery (3 credits)**

This course focuses on cybersecurity disaster recovery principles including assessment of risks to an enterprise, development of disaster recovery policies and procedures, the roles and relationship of various members of an organization, preparation of a disaster recovery plan, testing and rehearsal of the plan, implementation of the plan, and recovering from a disaster. Additional emphasis is placed on identifying vulnerabilities and taking appropriate countermeasures to prevent information failure risks.

Upon successful completion of this course, students may take the EC-Council Disaster Recovery Professional (EDRP) certification exam through EC-Council.

## **ECCU 514 - Leadership and Management in Organizations (3 credits)**

This course encompasses an extensive research project about cross-cultural differences in leadership conducted by a group of researchers in 62 countries. It lays a foundation for understanding the process of leadership. The study describes the roles, functions, and impact of global leadership concepts. Numerous team exercises facilitate the speed at which leadership must adapt to be current. Research and views into how most cultures respond to this area of management are provided as well as compared and discussed.

## **ECCU 515 - Project Management in IT Security (3 credits)**

This course looks at project management from a cybersecurity planning perspective - specifically IT Project Management. Student will learn how to use the IT framework to develop an effective IT security project plan. This process will help reinforce IT project management skills while providing the student with a road map for implementing IT security in an organization.

## **ECCU 516 The Hacker Mind Profiling the IT Criminal (3 credits)**

Cyberspace has increased human communication, connectivity, creativity, capacity, and crime by leaps and bounds in the last decade. For all of the positive aspects it offers, it offers as many negative aspects as well. Those negative aspects are explored and developed by everyone from the high school challenge hacker to international terrorists. The IT criminal threatens businesses, governmental agencies, militaries, and organizations of every kind. This course will survey the full spectrum of psychological attributes that constitute the profile of the IT criminal.

## **ECCU 517 - Cyber Law (3 credits)**

This course focuses on the legal issues driven by on-line cybersecurity criminal conduct electronic evidence of a crime, and the legal ramifications of neglecting trademarks, copyrights, patents, and digital rights. Topics include the following: laws, regulations, international standards, privacy laws governing law enforcement investigations in cyberspace implications of cybercrimes upon the traditional notions of sovereignty and current events that affect cyber laws.

## **ECCU 519 - Capstone (3 credits)**

The Capstone is the summative experience designed to allow students to demonstrate all program outcomes and draw on the knowledge and skills learned throughout the entire program. Students can enroll in the Capstone after successful completion of all core degree requirements but must be within six semester credit hours of graduation. Students must demonstrate attainment of a 3.0 cumulative grade point average for the Registrar's approval to register in this class.

## **ECCU 520 - Advanced Network Defense (3 credits)**

This course focuses on the fundamental areas of fortifying your defenses by discovering methods of developing a secure baseline and how to harden your enterprise architecture from the most advanced attacks. It provides segmentation and isolation to reduce the effectiveness of advanced persistent threats.

## **ECCU 521 - Advanced Mobile Forensics and Security (3 credits)**

This course focuses on the intricacies of manual acquisition (physical vs. logical) and advanced analysis using reverse engineering to understand how popular Mobile OSs are hardened to defend against frequent attacks and exploits. Topics include mobile forensic challenges and process, mobile hardware design and architectures, OS architecture, boot process, and file systems, threats and security, evidence acquisition and analysis, application reverse engineering, and mobile forensics reporting and expert testimony.

## **ECCU 522 - Incident Handling and Response (3 credits)**

This course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. Additional emphasis is placed on computer forensics and its role in handling and responding to incidents. Through this course, students will be proficient in handling and responding to various security incidents such as network security incidents, malicious code incidents, insider attack threats, incident response teams, incident management training methods, and incident recovery techniques in detail.

Upon successful completion of this course, students may take the EC-Council Certified Incident Handler (ECIH) certification exam.

## **ECCU 523 - Executive Governance Management (3 credits)**

This course is designed to bring together all the components required for a C-Level position by combining Governance, Security Risk Management, Controls, and Audit Management, Security Program Management and Operations, Information Security Core Concepts, Strategic Planning, Finance, and Vendor Management, to lead a highly successful IS program

Upon successful completion of this course, students will be provided with an opportunity to take the Associate C|CISO exam.

*\*Students who are interested in taking the CCISO exam will need to purchase a voucher from the ECCU Bookstore. To take the CCISO exam, students must show at least 5 years of experience in three of the CCISO domains.*

## **ECCU 524 – Designing and Implementing Cloud Security (3 credits)**

This course focuses on and provides comprehensive knowledge of cloud services, their characteristics, benefits, applications, and service models. It covers planning, designing, and implementing cloud security controls. It delves into various cloud standards, countermeasures, and best practices to secure information in the cloud.

The program also emphasizes the business aspects of cloud security, such as cloud uptime, uptime guarantee, availability, fault tolerance, failover policy, and how cloud security strengthens the business case for cloud adoption.

Upon successful completion of the course, students may take the Certified Cloud Security Engineer (CCSE) exam through EC-Council.

## **ECCU 525 – Securing Cloud Platforms (3 credits)**

The sole purpose of this course is to reduce operating costs and increase efficiency by getting rid of on-premise servers; however, poor cloud security practices defeat this purpose as your environment might be open to attacks like ransomware, denial of service, data breach, and other activities that might cause irreversible damage to your company revenue and reputation or even completely shut down the business.

This course will guide you on how to best manage the risk in your cloud environment with good overall security practices ranging from user accounts, data, and network. We will also focus on the largest cloud computing providers.

## **MGMT 502 – Business Essentials (3 credits)**

This course will lay a broad foundation of understanding the processes of business principles, both globally and for a varied population of students, which comprise those who work in industries of all kinds, including the Information Technology and Cybersecurity fields. It covers the latest changes in Information Technology for Business, also including computer-aided manufacturing (CAM, application software, and recent ethical issues arising from IT. Real-life business examples are added throughout the course that reinforces the business principles.

# MASTER OF SCIENCE IN COMPUTER SCIENCE

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## Master Program Description

The Master of Science in Computer Science (MCS) Degree Program prepares graduates to be strong leaders and industry experts in computer science-related fields. This program provides students with hands-on experience, allowing them to gain and apply knowledge in a wide variety of computing topics and to prepare for a range of technology leadership roles. The program's comprehensive curriculum and multidisciplinary approach ensure that students master computing theory and technology. Graduates are prepared to leverage the knowledge gained from this program to lead the innovative integration of computer technologies into their organizations.

## MCS Program Outcomes

The MCS program prepares students to lead the innovative integration of computer technologies into their organizations. Students develop key skills that employers value including:

- Design computer systems using effective technology and practices in computer science.
- Determine algorithms and data structures that best optimize software solutions.
- Solve complex computer problems through principles of computer science.
- Develop software that incorporates quality and security principles that align with industry standards.
- Explore blockchains, artificial intelligence, and the creation of robotic systems with increased capabilities and security.
- Examine ethical, legal, and security risks in computer-based systems.

## Admission Requirements:

Applicants are eligible to enroll into the Master of Science in Computer Science degree program if they have earned bachelor's or master's degree in computer science, computer engineering or a closely related area from appropriately accredited institution that is listed in the International Handbook of Universities, accredited by an agency recognized by the US Secretary of Education, and/or the Council for Higher Education Accreditation (CHEA).

If applicants have not earned a bachelor's or master's degree in computer science, computer engineering or a closely related area, they must have taken the following undergraduate courses or equivalent from appropriately accredited institution that is listed in the International Handbook of Universities, accredited by an agency recognized by the US Secretary of Education, and/or the Council for Higher Education Accreditation (CHEA):

- Programming Languages - C++, Java, & Python
- Data Structures and Algorithms
- Operating Systems

Students without these credentials will be required to enroll into and successfully pass the following EC-Council University courses before admission into the Master of Computer Science program:

- CIS 401 – Security Strategies in Windows Platforms and Applications
- CIS 409 – Fundamentals of Python
- CIS 402 – Security Strategies in Linux Platforms and Applications

# MASTER OF SCIENCE IN COMPUTER SCIENCE

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## Master of Science in Computer Science Program Curriculum

### Core Requirements (27 Credits)

#### Core Research and Writing Skills Course

ECCU 505 - Introduction to Research and Writing

3 Credits

#### Core Computer Science Courses

CS 510 - Operating Systems

3 Credits

CS 511 - Design of Algorithms

3 Credits

CS 512 - Data Science

3 Credits

CS 513 - Blockchain

3 Credits

CS 514 - Robotics

3 Credits

CS 515 - Artificial Intelligence

3 Credits

#### Core Cyber Security Courses

ECCU 500 - \*Managing Secure Network Systems (CND)

3 Credits

ECCU 501 - \*Ethical Hacking and Countermeasures (CEH)

3 Credits

ECCU 507 - Linux Networking and Security

3 Credits

ECCU 510 - Secure Programming

3 Credits

#### Final Course

ECCU 519 - Capstone

3 Credits

## Graduate Requirements

EC-Council University will award the Master of Science in Computer Science with Cybersecurity specialization upon successful completion of all degree requirements. In addition to the specific degree requirements, each candidate for graduation must meet the following requirements:

- Completion of thirty-six(36) credits of 500 level courses in which the candidate earned a cumulative GPA of 3.0 or better.
- Satisfactory completion of the summative capstone course.
- Completion of all degree requirements within one and a half times the program length or a cumulative course completion rate of 67% of coursework from the date the student enrolls in the university and begins the M.S. in Information Security program.

# COURSE DESCRIPTIONS

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## **ECCU 500 Managing Secure Network Systems (3 credits)**

This course focuses on evaluating network and Internet cybersecurity issues, designing and implementing successful security policies and firewall strategies, and exposing the system and network vulnerabilities and defending against them. Topics include network protocols, network attacks, intrusion detection systems, packet filtering, and proxy servers, Bastion host and honey pots, hardening routers, hardening security, e-mail security, virtual private networks, and creating fault tolerance. Upon successful completion of this course, students may take the Certified Network Defender (CND) certification exam through EC-Council.

Students may take the Certified Network Defender (CND) certification exam through EC-Council.

## **ECCU 501 Ethical Hacking and Countermeasures (3 credits)**

This course focuses on how perimeter defenses work and how intruders escalate privileges and methods of securing systems. Additional topics include intrusion detection, policy creation, social engineering, DoS attacks, buffer overflows, and virus creation. Upon successful completion of this course, students may take the Certified Ethical Hacker (CEH) certification exam through EC-Council.

Students may take the Certified Ethical Hacker (CEH) certification exam through EC-Council.

## **ECCU 505 Introduction to Research and Writing (3 credits)**

This foundational course introduces students to basic English writing skills and research methods, including APA style writing, citing sources, determining when a website is credible, effective communication, outlines, and collaboration. Students will write/present portions of the above in the course in various formats.

## **ECCU 507 Linux Networking and Security (3 credits)**

This course explores various tools and techniques commonly used by Linux system administrators. It is designed for students who have limited or no previous exposure to Linux. Emphasis is placed on writing a simple bash script, using a text editor, manage processes within the Linux file system. Additional topics include data security, user security, and file security. Students will be required to take on the role of problem solvers and apply the concepts presented to situations that might occur in a work environment.

## **ECCU 510 – Secure Programming (3 credits)**

Certified Application Security Engineer (CASE) is a hands-on, Instructor-led, comprehensive application security course, which encompasses security activities involved in all of the phases of the Software Development Lifecycle (SDLC). The course also focuses on selecting and implementing the right security strategies, guidelines, and practices that are widely accepted and applicable to most environments used today.

## **CS 510 Operating Systems (3 credits)**

This class is designed to provide students a working knowledge of operating system concepts to support programming, systems architecture, administration, and cyber security. Key topics include operating system structures, processes, threads and concurrency, scheduling, synchronization, deadlocks, memory management, file systems, I/O, security, protection, virtual machines, networks, and distributed systems. Linux and Windows 10 will also be discussed.

# COURSE DESCRIPTIONS

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## **CS 511 Design of Algorithms (3 credits)**

This course is an introduction to object-oriented design and data structures using the popular Python programming language. The level of instruction assumes at least one semester of programming in an object-oriented language such as Java, C++, or Python. We cover such topics as the design of collection classes with polymorphism and inheritance, multiple implementations of collection interfaces, and the analysis of the space/time tradeoffs of different collection implementations (specifically array-based implementations and linkbased implementations). Collections covered include sets, lists, stacks, queues, trees, dictionaries, and graphs.

## **CS 512 Data Science (3 credits)**

This course provides a practical grounding in data science from a computer science perspective. The course teaches through hands-on case studies requiring programming. Competencies include using data structures and algorithms to perform data mining, classification, regression, clustering, and machine learning.

## **CS 513 Blockchain (3 credits)**

This class highlights competence in the field of secure and trusted transaction systems using blockchain. Students will understand the need and approach of blockchain technology to cryptocurrency, smart contracts, and other applications. They will develop blockchain applications using opensource technologies to advance their knowledge and skills.

## **CS 514 Robotics**

This class is designed to provide students a broad introduction to the field of Robotics while continuing their study in Artificial Intelligence, the robot operating system (ROS), navigation, planning, python for robotics, and fundamentals of Linux.

## **CS 515 Artificial Intelligence (3 credits)**

This class is designed to provide students a broad introduction to the field of Artificial Intelligence. Students will develop skills in various types of search, problem representation, knowledge representation, and intelligent agents. Programming projects taught during the program develop skills needed to apply these topics in the real world. Problems suitable and unsuitable for AI will be distinguished.

## **ECCU 519 Capstone (3 credits)**

The Capstone is the summative experience designed to allow students to demonstrate all program outcomes and draw on the knowledge and skills earned throughout the entire program.

# MASTER OF BUSINESS ADMINISTRATION

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## Master Program Description

EC-Council University provides a singular opportunity for technology professionals to obtain a Master degree in Business Administration (MBA). Our MBA degree is comprised of both administrative skills and cybersecurity expertise. Individuals who are interested in becoming managers and leaders in technology fields are able to obtain a degree that deeply fosters an understanding of how management and leadership are practiced within technological workplace environments.

## MBA Program Outcomes:

1. Use strong business acumen and financial literacy to solve business challenges.
2. Demonstrate a high standard of professional and ethical behavior in business practices.
3. Apply interpersonal theories to communicate effectively to all levels of stakeholders
4. Apply analytical skills and diagnostic problem-solving to support managerial decision-making.
5. Specify how global competitive environments can incorporate knowledge of management of information systems and cyber security best practices when making business decisions.
6. Integrate business knowledge and management techniques to aid planning and control in business environments.
7. Use multicultural perspectives to develop organizational strategies that address the needs of consumers and employees.

## Master's Degree Graduation Requirements

Each candidate for graduation must meet the following degree requirements:

- Completion of thirty-six (36) credits of 500 level courses in which the candidate earned a cumulative GPA of 3.0 or better;
- Satisfactory completion (grade of B- or higher) of the summative capstone course;
- All degree requirements must be completed within one and a half times the program length as measured by maintaining a cumulative course completion rate of 67% of course work from the first term, the student enrolls in the University and begins the program to graduation.

# MASTER OF BUSINESS ADMINISTRATION

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## Master of Business Administration Course Requirements

### Core Requirements (27 Credits)

MGMT 502 - Business Essentials	3 Credits
ECCU 504 - Foundations of Organizational Behavior	3 Credits
ECCU 505 - Introduction to Research and Writing	3 Credits
ECCU 511 - Global Business Leadership	3 Credits
ECCU 514 - Leadership and Management in Organizations	3 Credits
MGMT 510 - Managerial Accounting	3 Credits
MGMT 511 - Financial Management	3 Credits
MGMT 512 - Marketing Management	3 Credits
ECCU 519 - Capstone	3 Credits

### Specializations – Choose one

SPECIALIZATION A: Cybersecurity Executive Leadership and Governance (Choose 3 Courses)	Credits
ECCU 512 - Beyond Business Continuity: Managing Organizational Change	3
ECCU 516 - The Hacker Mind: Profiling the IT Criminal	3
ECCU 523 - Executive Governance and Management	3
ECCU 515 - Project Management in IT Security	3

SPECIALIZATION B: Cybersecurity (Choose 3 Courses)	Credits
ECCU 501 - Ethical Hacking and Countermeasures	3
ECCU 500 - Managing Secure Network Systems	3
ECCU 507 - Linux Networking and Security	3
ECCU 515 - Project Management in IT Security	3

# COURSE DESCRIPTIONS

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## **MGMT 502 – Business Essentials (3 Credit)**

This course will lay a broad foundation of understanding the processes of business principles, both globally and for a varied population of students, which comprise those who work in industries of all kinds, including the Information Technology and Cybersecurity fields. It covers the latest changes in Information Technology for Business, also including computer-aided manufacturing (CAM, application software, and recent ethical issues arising from IT. Real-life business examples are added throughout the course that reinforces the business principles.

## **ECCU 504 – Foundations of Organizational Behavior (3 Credit)**

This foundation course deals with organizational behavior and allows the technology practitioner to experience the primary facets of organizational theory and defining requisite skills. This course walks the cybersecurity practitioner through who he/she is as an individual worker and how they fit into an organizational process, defines the organizational structure, and articulates elements of effective communication, team building/ leading, and project management as seen through the organizational lens. The final component allows the practitioner to work through a case study and design the organizational structure and the behavioral consequences the characters of the study display. From this case study, the student will see how the character's behaviors impinge upon the structure in a variety of ways.

## **MGMT 510 – Managerial Accounting (3 Credit)**

This course provides information regarding how management accounting assists in driving strategy execution within business settings while learning to apply a balanced scorecard framework. It identifies the components necessary to establish balanced finances using specific measures and strategies and proper identification of non-financial performance measures. Further exploration of the impact on non-financial measures on organizational behaviors. The content explores how organizational needs can be met using appropriate financial measures, analysis, and reporting within changing contexts and the ethical situations related to them.

## **ECCU 505 – Introduction to Research and Writing (3 Credit)**

This foundational core course introduces students to basic English writing skills and research methods, including APA style writing, citing sources, determining when a website is credible, effective communication, outlines, and collaboration. Students will write/present portions of the above in the course in various formats.

## **ECCU 511 – Global Business Leadership (3 Credit)**

This course is designed to provide fundamental skills needed to understand global leadership concepts such as developing technological savvy, appreciating diversity, building partnerships, creating a shared vision, maintaining a competitive advantage, integrity, and leading for change. This is a study of current and historical leadership theories with an emphasis on viewing the leadership function in the context of global organizational behavior and organizational designs.

## **ECCU 514 – Leadership and Management in Organizations (3 Credit)**

This course encompasses an extensive research project about crosscultural differences in leadership conducted by a group of researchers in 62 countries. It lays a foundation for understanding the process of leadership. The study describes the roles, functions, and impact of global leadership concepts. Numerous team exercises facilitate the speed at which leadership must adapt to be current. Research and views into how most cultures respond to this area of management are provided as well as compared and discussed.

## **MGMT 511 – Financial Management (3 Credit)**

This course evaluates the impact of financial management practices within organizational situations that required decisions to be made. It further assesses the value of investment projects to an organization. When decisions are being made within an organization, the financial aspects play an important part in the capital structure. This course will explore the impact of decisions on finance and capital structure, as well as shareholder distribution policies and discounted cash flow analysis.

# COURSE DESCRIPTIONS

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## **MGMT 512 – Marketing Management (3 Credit)**

This course will provide students with a glimpse into the fundamentals of consumer behaviors. It will examine how marketing management strategies can be useful to organizations and provide strategies which are used to develop and manage brands. The evaluation of segmenting and targeting markets and the strategic positioning of markets will be approached. Students can expect to create and evaluate advertising messages and integrate marketing portfolios for the improvement of branding using various media advertising. The course provides insight into how to assess supply chain logistics, distribution channels, and marketing strategy frameworks. Students will be able to develop a comprehensive marketing plan which will utilize multiple skills learned within the course.

## **ECCU 519 – Capstone (3 Credit)**

The Capstone is the summative experience designed to allow students to demonstrate all program outcomes and draw on the knowledge and skills learned throughout the entire program. Students can enroll in the Capstone after successful completion of all core degree requirements but must be within six semester credit hours of graduation. Students must demonstrate attainment of a 3.0 cumulative grade point average for the Registrar's approval to register in this class.

## **ECCU 523 - Executive Governance Management (3 Credit)**

This course is designed to bring together all the components required for a C-Level position by combining Governance, Security Risk Management, Controls, and Audit Management, Security Program Management and Operations, Information Security Core Concepts, Strategic Planning, Finance, and Vendor Management, to lead a highly successful IS program. Upon successful completion of this course, students will be provided with an opportunity to take the Associate C|CISO exam.

*\*Students who are interested in taking the CCISO exam will need to purchase a voucher from the ECCU Bookstore. To take the CCISO exam, students must show at least 5 years of experience in three of the CCISO domains.*

## **ECCU 512 – Beyond Business Continuity (3 Credit)**

Whether an organization has experienced a disaster, downsizing, a shift in culture, or a change in leadership, it will experience organizational change. This change demands remembering the past, finding ways to recover from it, engaging the future, and energizing change. Leaders in change must have the skills to identify, structure, forecast, envision, design, plan, implement, account for, and lead a team through change that has been strategically planned to advance the organization. Such a leader is a change agent and must understand the process, expectations, and nuances of change.

## **ECCU 516 The Hacker Mind Profiling the IT Criminal (3 Credit)**

Cyberspace has increased human communication, connectivity, creativity, capacity, and crime by leaps and bounds in the last decade. For all of the positive aspects it offers, it offers as many negative aspects as well. Those negative aspects are explored and developed by everyone from the high school challenge hacker to international terrorists. The IT criminal threatens businesses, governmental agencies, militaries, and organizations of every kind. This course will survey the full spectrum of psychological attributes that constitute the profile of the IT criminal.

## **ECCU 515 – Project Management in IT Security (3 Credit)**

This course looks at project management from cybersecurity planning perspective - specifically IT Project Management. Students will learn how to use the IT framework to develop an effective IT security project plan. This process will help reinforce IT project management skills while providing the student with a road map for implementing IT security in an organization.

# COURSE DESCRIPTIONS

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## **ECCU 501 – Ethical Hacking and Countermeasures (3 Credit)**

This course focuses on how perimeter defenses work, how intruders escalate privileges and methods of securing systems. Additional topics include intrusion detection, policy creation, social engineering, DoS attacks, buffer overflows, and virus creation.

Students may take the Certified Ethical Hacker (CEH) certification exam through EC-Council.

## **ECCU 500 – Managing Secure Network Systems (3 Credit)**

This course focuses on evaluating network and Internet cybersecurity issues, designing, implementing successful security policies and firewall strategies, exposing the system and network vulnerabilities, and defending against them. Topics include network protocols, network attacks, intrusion detection systems, packet filtering, and proxy servers, Bastion host and honey pots, hardening routers, hardening security, E-Mail security, virtual private networks, and creating fault tolerance.

Students may take the Certified Network Defender (CND) certification exam through EC-Council.

## **ECCU 507 – Linux Networking and Security (3 Credit)**

This course explores the various tools and techniques commonly used by Linux system administrators. It is designed for students who have limited or no previous exposure to Linux. Emphasis is placed on writing a simple bash script, using a text editor, manage processes within the Linux file system. Additional topics include making data secure, user security, and file security. Students will be required to take on the role of problem solvers and apply the concepts presented to situations that might occur in a work environment.

# GRADUATE CERTIFICATE PROGRAM

This is a graduate-level academic program offering specialty areas of study in the cybersecurity field. The EC-Council University Graduate Certificate Program provides the opportunity for students to earn graduate-level credit in specialty areas of study in the cybersecurity field. The program is targeted towards students wanting to advance in their careers or change their job focus. The courses offered through the graduate certificate program allows students to sharpen and learn new skills and deepen their knowledge within a specialty area. The certificates can be added to a student's professional portfolio and used for career change or advancement. The courses offered through the Graduate Certificate Program are the same courses required for the Master's degree, simply bundled in highly focused groupings.

There are six EC-Council University Graduate Certificates: Information Security Professional, Security Analyst, Enterprise Security Architect, Digital Forensics, Incident Management, and Business Continuity, and Executive Leadership in Cyber Security. Please see the specific course requirements for each certificate listed in the catalog.

The Graduate Certificate Program does not lead to industry certifications.

Students desiring to pursue a Graduate Certificate must meet the same admission requirements as those seeking the Master of Science in Cyber Security and are subject to all University policies and procedures. Graduate Certificate courses can be applied to the MSCS degree.



# GRADUATE CERTIFICATE PROGRAM

ECCU Graduate Certificate – Information Security Professional, is designed to develop the skill set of an entry-level Cybersecurity Professional, as well as necessary system security testing and hardening of a target system. This certificate encompasses the appropriate education and training for an employee in such a position.

## I. ECCU Graduate Certificate – Information Security Professional

Required Courses:

ECCU 500 Managing Secure Network Systems (CND)	3 Credits
ECCU 501 Ethical Hacking and Countermeasures (CEH)	3 Credits
ECCU 505 Introduction to Research and Writing	3 Credits

**Total semester credit hours**

**9 Credits**

## II. ECCU Graduate Certificate – Security Analyst

Required Courses:

ECCU 503 Security Analyst and Vulnerability Assessment	3 Credits
ECCU 506 Conducting Penetration and Security Tests	3 Credits
ECCU 509 Securing Wireless Networks	3 Credits

<sup>†</sup>LPT awarded in addition to CPENT on securing more than 90% on CPENT

**Total semester credit hours**

**9 Credits**

ECCU Graduate Certificate – Security Analyst focuses on testing methods and techniques to effectively identify and mitigate risks to the security of a company's infrastructure, while providing application and network-based security vulnerability assessments, penetration tests, securing wireless networks including authentication, authorization, and encryption in accordance with industry-accepted methods and protocols.

## III. ECCU Graduate Certificate - Enterprise Security Architect

Courses: (Choose 3)

ECCU 510 – Secure Programming	3 Credits
ECCU 520 – Advanced Network Defense	3 Credits
ECCU 524 – Designing and Implementing Cloud Security	3 Credits
ECCU 525 – Securing Cloud Platforms	3 Credits

**Total semester credit hours**

**9 Credits**

ECCU Graduate Certificate – The Enterprise Security Architect specialization focuses on planning, analyzing, designing, configuring, testing, implementing, maintaining, and supporting an organization's on-premise and cloud security infrastructure.

The Cloud Security Architect Graduate Certificate trains you to harden enterprise architecture and cloud architecture from the most advanced attacks and secure programming practices to overcome these inherent drawbacks to pre-empt bugs from the code, and designing and implementing course security.

# GRADUATE CERTIFICATE PROGRAM

## IV. ECCU Graduate Certificate – Digital Forensics\*

### Required Courses:

ECCU 502 Investigating Network Intrusions and Computer Forensics (CHFI)	3 Credits
ECCU 517 Cyber Law	3 Credits
ECCU 521 Advanced Mobile Forensics and Security	3 Credits

Total semester credit hours	9 Credits
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ECCU Graduate Certificate – Digital Forensics is designed to demonstrate the required skill set for a Computer Forensic Investigator. Someone with the knowledge and training provided by the courses in this graduate certificate would be qualified for a Digital Forensic Investigator with the government at any level, as well as for a private industry both on, or leading an incident response team.

## V. ECCU Graduate Certificate – Incident Management and Business Continuity

### Required Courses:

ECCU 512 Beyond Business Continuity	3 Credits
ECCU 513 Disaster Recovery - (EDRP)	3 Credits
ECCU 522 Incident Handling and Response (ECIH)	3 Credits

Total semester credit hours	9 Credits
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ECCU Graduate Certificate – Incident Management and Business Continuity focuses on handling and responding to various security incidents, identifying vulnerabilities and taking appropriate countermeasures to prevent information failure risks, and the skills to identify, structure, forecast, envision, design, plan, implement, account for, and lead a team through change that has been strategically planned to advance the organization.

## VI. ECCU Graduate Certificate – Executive Leadership in Information Assurance

### Required Courses:

ECCU 511 Global Business Leadership	3 Credits
ECCU 515 Project Management in IT Security	3 Credits
ECCU 523 Executive Governance and Management (CCISO)	3 Credits

Upon successful completion of this course, students will be provided with an opportunity to take the Associate C|CISO exam.

*Note: Students who are interested in taking the CCISO exam will need to purchase a voucher from the ECCU Bookstore. To take the CCISO exam, students must show at least 5 years of experience in three of the CCISO domains.*

Total semester credit hours	9 Credits
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ECCU Graduate Certificate – The Executive Leadership in Information Assurance is designed to train Chief Information Security Officers, the skill set required to lead an efficient.

# TESTING FOR EC-COUNCIL CERTIFICATIONS

Many of the core courses in the Master's and Bachelor's degree program parallel the knowledge requirements for EC-Council certifications.

Once a student has completed and passed the corresponding ECCU course, then they are eligible to test for the EC-Council certification. Students must pass the test to achieve the certification.

Receiving a passing grade in the ECCU course does NOT guarantee a student will pass the certification exam. Students are responsible for the cost of the CPENT and CCISO exams.

Upon successful completion of this course, students will be provided with an opportunity to take the Associate C|CISO exam.

*Note: Students who are interested in taking the CCISO exam will need to purchase a voucher from the ECCU Bookstore. To take the CCISO exam, students must show at least 5 years of experience in three of the CCISO domains.*

Certification	Master Course	Bachelor's Course
Certified Network Defender (CND)	ECCU 500 Managing Secure Networks	
Certified Ethical Hacker (CEH)	ECCU 501 Ethical Hacking & Countermeasures	
Computer Hacking Forensic Investigator (CHFI)	ECCU 502 Investigating Network Intrusions and Computer Forensics	
Certified Penetration Testing Professional (CPENT)	ECCU 506 Conducting Penetration and Security Tests	
EC-Council Disaster Recovery Professional (EDRP)	ECCU 513 Disaster Recovery	
EC-Council Certified Incident Handler (ECIH)	ECCU 522 Incident Handling and Response	
Associate C CISO	ECCU 523 Executive Governance and Management	
Certified Chief Information Security Officer (CCISO)	ECCU 523 Executive Governance and Management	
Certified Cloud Security Engineer (CCSE)	ECCU 524 Designing and Implementing Cloud Security	
Certified Application Security Engineer   CASE.NET	ECCU 510 Secure Programming	
Certified Threat Intelligence Analyst (CTIA)		CIS 302 Managing Risks in Information Systems
Certified SOC Analyst (CSA)		CIS 304 Auditing IT Infrastructures for Compliance

# CAPSTONE COURSE INTERNSHIP OPTION



## Earn Real Life Experience

Learn valuable new skills outside of a traditional classroom. While exploring your career interests, you will be able to acquire knowledge of the field, industry, and employer simultaneously.



## Develop New Skills

Build your soft, non-technical skills as well as your hard, technical skills. Employers seek new job candidates who can mix soft skills, such as communication and leadership, with hard- skills that are associated with the specific skill set required in a job.



## Gain Competitive Advantage

Internship experience can provide you with an advantage when you apply for jobs upon graduation by adding work experience to your credentials.

Internships are a form of professional learning experience that integrates practical knowledge and learned classroom skills that will allow students to build and develop career paths, gain practical work experience, build their resume, and grow professional connections in their career field.

Students at ECCU have a choice to pick a Capstone project or an Internship program in their Capstone course. The capstone project can allow a working adult to apply technical knowledge gained from the program to work-related projects as applied learning. The Internship can serve as an alternative for a Capstone project. Students participating in a for-credit internship must be registered for a related course, are required to complete graded assignments in relation to their work with organizations, and are advised by faculty during their work term. Students enrolled in a for-credit internship course are expected to intern a minimum of 12 hours per week during the 10-week term. Full-time internships students are required to work 20-35 hours or more per week. Program internships can be paid or unpaid. The internship is considered as 3-credit or 135 contact hours.

# CAPSTONE COURSE INTERNSHIP OPTION

## Why Intern

ECCU team will assist in matching students based on their learning experience, skills, and academic specializations. ECCU will help provide students with ongoing support in all aspects of the internship experience. All internship jobs are pre-qualified to meet ECCU standards and guidelines established for internships by the Department of Labor Fair Labor Standard Act and adherence to ECCU International Internship Policies. Through this internship program, student benefits the following outcomes:



### Learn On The Go

Gain in-depth industry knowledge and experiences, develop industry-specific skills and skills necessary for future opportunities. Gain the opportunity to attain a valuable applied experience that is consistent with your career path while developing teamwork, communication skills, decision-making skills, and social responsibility.

### Increase Your Job Opportunities

Broaden your chance of landing a job and jump-starting your career by building your resume.

### Network With The Experts

Grows your connections and professional network in the right industry by meeting professional role models and potential mentors who can provide guidance, feedback, and support.

# CAPSTONE COURSE INTERNSHIP OPTION

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## Eligibility Criteria

To be eligible for the Internship Program, ECCU students need to adhere to the following:

- » Students must be registered as a full-time student at the University with 90 earned undergraduate credits or 30 graduate credits, have a cumulative grade point of at least 2.0 undergraduate and 3.0 for graduate students, and have the approval of their academic dean.
- » Students participating in a for-credit internship must be registered for a related course, are required to complete graded assignments in relation to their work with organizations, and are advised by faculty during their work term. Students enrolled in a for-credit internship course are expected to intern a minimum of 12 hours per week during the 10-week term. Full-time internships students are required to work 20-35 hours or more per week.

## Intern Reporting Requirements

The success of an internship depends on the partnership between representatives of the organization, the university, and the student. These parties need to agree on the conditions of the internship, the responsibilities of each party, and the reporting requirements. Part of reporting requirements for interns are:

## Identified Learning Goals

The learning contract allows the intern to document how, when, how often, with whom, etc., the learning goals are accomplished. The learning contract is a tool to formalize the internship. It includes information such as a description of the internship responsibilities (job description), goals and outcomes, and how outcomes will be met and assessed.

Identified learning goals allow students to assess their progress, as well as allowing the internship mentor/supervisor to be able to assess the students. The mentor/supervisor, the intern, and the academic dean will sign the learning contract. Each partner will have a clear understanding of the expectations of the experience and what the final results should be.

## Academic Assignments

This monitoring mode encourages reflection about the learning experience and invites the intern to reflect on the experience critically and to evaluate each learning goal outlined in the internship outcomes. This method encourages interns to evaluate their experience in a more analytical manner, especially in relation to the context of other life experiences, their curriculum, and major field of study.

# CAPSTONE COURSE INTERNSHIP OPTION

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## Mid Term Check-In

The mentor/supervisor, the intern, and the academic dean will closely monitor the progress of the internship through written reports of job tasks learned, site visits, phone calls, and evaluations.

## Final Evaluations

To be completed by both the intern and mentor/supervisor as a way to identify critical areas of success. Identify areas for improvement for the intern and the internship site. Highlight personal strengths and prescribe solutions for the intern's professional development.

## Learning/Job Connections

Internships and capstone projects allow for applied avenues of academic knowledge in real-world / workplace settings. This facilitates a student being armed with work experience that, combined with academic degrees and industrial certifications, gives a student a broader tool kit of credentials to gain career advancement. These types of applied academic learning experiences combined with ECCU's Cybersecurity Advancement Alliance program that promotes collaboration between the university and the cybersecurity industry provides improved opportunities to align learning outcomes with the needs of industry in hiring and placement. Often internship placements lead to full time job opportunities at the company of internship as the university, knowledge, student, and the company is all known to each other.

## Applying for Internships

ECCU will provide supervision throughout the process. The student is responsible to independently identify the internship opportunity in their local area through their own networking activities, university networking, corporate partners, and any relevant connections. Various online job service sites serve the internship market and work placements in similar ways to job search.

# STUDENT SERVICES

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## International Student Admission and Visa Services

The University does not provide any immigration status sponsorship or any student visa (INS Form I-20). Students who have obtained student visas, while attending other American colleges or universities in the United States, cannot maintain their student visa status based on enrollment at EC-Council University.



## Scholarship Opportunities

Please see the scholarship section of this catalog for more details.



## Student Enrollment Agreement

After the student is admitted to ECCU, they will receive a Student Enrollment Agreement, which sets out the rights, responsibilities, tuition/refunds, and expectations of the student and the University. Registration for the first term is included in the Enrollment Agreement. After the student returns the signed enrollment agreement, they will be issued a login for Populi and Canvas. An example - Student Enrollment Agreement may be found on the website at [www.eccu.edu](http://www.eccu.edu)



## Academic Services

Students enrolled in the institution have access to academic consultation services. Students can interact with an Academic Advisor via telephone, e-mail, printed materials, and other forms of communication. Additionally, instructors have virtual office hours during which time they will answer questions and concerns of individual students. ECCU administrators are available Monday-Friday 8 am-4 pm MST. Instructor virtual office hours are posted in the course.

Students have access to private sources of information about non-academic and other matters via the student portal. Students will be informed about whom to contact regarding specific types of questions or concerns. Also, students have access to the online library and a database search engine (LIRN).

# STUDENT SERVICES

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## Student Services Portal

ECCU has an online portal called Populi for students. Students can log in to do the following: view personal account information, view course schedules, view unofficial transcripts, run a degree audit to check progress in their academic pursuits, and make tuition payments.

## Registering for Courses

Initial registration for the first term of enrollment is arranged by the Office of the University Registrar in a My Degree Plan with each student and noted after receiving the Student Enrollment Agreement.

Proceeding term registration follows the My Degree Plan and is supervised by the academic advisor and student. The dates of registration are published in the academic calendar, and registration is completed in Populi, by the academic advisor.

It is recommended that students read the course descriptions in this catalog to ensure that they meet the prerequisites of the next course (if applicable) and carefully adjust their schedule with their academic advisor as necessary.

Upon registration, students will be assigned a MyECCU email account log-in and password. After successful account set-up the student will receive Canvas credentials.

All payments are due by the deadline published in the academic calendar.

## Mode and Duration of Study

All courses are offered in 10-week terms using an online format via the my ECCU portal. To be considered a full-time student, a graduate student must take two courses in each term, and undergraduate students must take three courses per term. Students that are taking fewer courses a term will be considered part-time. All degree requirements must be completed within one and a half times the program length as measured by course completion rate of 67% of course work from the first term the student enrolls in the University and begins the program to graduation.

## Course Delivery

All classes are delivered online and are asynchronous. Course materials may include discussions, readings, videos, case studies, virtual labs, and games. EC-Council University uses a variety of educational methods to maximize student learning outcomes. The courses are built around the central components of the instructional processes: presentation of content; interaction with faculty, peers, and resources; practical application; and assessment. Each EC-Council University course uses technologies in various ways to address some or all of these components.

Students are provided a variety of materials for each course, including a detailed syllabus, the list of textbooks, labs and reference materials, and information on how to communicate with the faculty member assigned for the course. The faculty member provides guidance, answers questions, leads online discussions, and evaluates the student's work.

Contact between the student and the faculty member is achieved through one or a combination of the following methods: website, email, EC-Council University's web portal, telephone, voicemail, and/or video-conferencing.

# STUDENT SERVICES

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## Grades

Grades and credits awarded become official once they are recorded on the student's permanent record in the University's administrative office. At the end of each academic period, students can check their grades and credits earned on our student information system, Populi. Credits are awarded only upon successful completion of course requirements.

## Textbooks

Applicable textbooks are used for each course. Required texts are indicated in the course outline and in the course syllabus by title, author, publisher, and ISBN. Some texts are provided to the student in a digital format. However, some will have to be purchased separately by the student.

# ENGLISH REQUIREMENT

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There are several ways to show proof that you meet the English requirement.

- » If your degree is earned in a country where English is the official language, you do not need to provide additional proof. The following countries do not require additional proof to meet the English requirement: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada (except Quebec), Cayman Islands, Dominica, England, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland (Northern and Republic of), Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, New Zealand, Nigeria, Papua New Guinea, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Scotland, Seychelles, Sierra Leon, Singapore, Solomon Islands, South Africa, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Wales, Zambia, or Zimbabwe.
- » If English was the language of instruction at the university where you earned your degree, then you must provide a letter from the institution stating that English was the language of instruction. Or you can also request that the NACES, NAFSA or evaluator appointed by the university states the language of instruction on the degree evaluation.
- » You can show English proficiency by taking a recognized English proficiency test.

Present official documents with an appropriate minimum total score for one of the following exams:

- 1) A passing score as indicated here on one of the following approved English Proficiency tests (presented as an official document with the appropriate minimum total score for one of the following exam options):

Degree Level	TOEFL	iBT (new TOEFL ed.)	IELTS	Pearson	Duolingo	MET	ECCE	ECPE
Undergraduate	57	61	6.0	44	95	53	650/LP	650/LP
Graduate	60	71	6.5	50	100	55	650/LP	650/LP

\*This refers to any prospective student wishing to enter an undergraduate level course and/or program.

\*\*This refers to any prospective student wishing to enter a graduate level course and/or program.

# ENGLISH REQUIREMENT

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2) A minimum score on the College Board Accuplacer ESL Exam Series as follows

ESL Language Use:  
**Score of 85**

ESL Listening:  
**Score of 80**

ESL Reading:  
**Score of 85**

ESL Sentence Meaning:  
**Score of 90**

ESL Writeplacer:  
**Score of 4**

**Comprehensive Score for all exams of 350**

2) A minimum grade of Pre-1 on the Eiken English Proficiency Exam

3) A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge

4) Undergrad & Graduate: A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher (an average grade of B or higher is required for master's degree) at an institution accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) where the language of instruction was English.

Please note: Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

# TECHNOLOGY REQUIREMENTS

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In order to run your online courses properly, the following technical requirements are necessary. Please read the information carefully and ensure that you have all the elements itemized. Please note, some courses require the use of software that may not be Mac compatible. If you use a Mac, you may need to find an optional way to complete required course activities that run software designed exclusively for Windows.

## Basic computer requirements

A fully functional Windows computer or Mac computer capable of running Windows is required. Additionally a high-speed/broadband internet connection is strongly recommended.

**Windows:** Intel Core i5 current generation or higher; memory 8GB of RAM or higher; Windows 10; 500GB hard drive.

**Mac:** Intel Dual Core i5 current generation or higher; 8GB of RAM or higher; OSv10.12 Sierra or newer; 500GB hard drive; Virtual machine ability to run Microsoft Windows.

## Web browser requirements and other items

- Current versions of Firefox or Google Chrome are the preferred browsers.
- Flash may be a required plug-in or software. You can upload the most current version at: <http://get.adobe.com/flashplayer/>.
- Adobe Reader may also be needed to read PDF files; this can be downloaded free at: <http://get.adobe.com/reader/>.
- Your courses will require the use of Microsoft Office products such as Word, PowerPoint, and Excel accessed via Microsoft 365.
- Antivirus software is highly recommended to protect your computer and files.
- Specific courses require live classroom sessions and assessments that require audio and webcam connections. Students are required to have working microphone/speaker (audio connection for speaking and listening) as well as a webcam.

# TECHNOLOGY REQUIREMENTS

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To benefit from the unique features that ECCU provides, students will need to possess or have access to a computer with the following:



**Personal computer with Windows Operating System**



**Standard Web browser like Microsoft Edge, Firefox, or Chrome**



**Microsoft Office Web Browser applications including at a minimum PowerPoint Word and Excel via Microsoft 365**



**Adobe PDF reader**



**Webcam**



**Internet connectivity**



**Headphones with microphone (required in some programs)**

# ADMISSION REQUIREMENTS

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## Application Procedure

### Applicants with a degree from a US institution

Prospective students wishing to attend EC-Council University shall submit a complete application package, including a list of all prior institutions attended with the application fee. Please see the section titled Required Documents for the full application package requirements. In order to advance through the enrollment process, students will be required to sign a Student Enrollment Agreement (SEA).

Prospective students must provide official transcripts for evaluation of transfer credits before an official decision on admission is made. A copy of your unofficial transcripts may be submitted for provisional admission, but for full admission, an official copy must be submitted.

### Applicants with a degree from a Non-US institution

In addition to the above requirements, applicants with degrees from other than US institutions must provide proof of the US equivalency of their foreign degree. In order to have a degree from a non-US institution evaluated, applicants must submit unofficial transcripts for all degrees earned to EC-Council University. EC-Council University will send the copies of your transcript to be evaluated by an independent evaluator appointed by the University for a fee of \$115 USD. ECCU will also accept an evaluation of the transcripts completed by an authorized globally recognized agency. EC-Council University will maintain the student transcript evaluation record for a maximum of one year. If a student does not attend the University within one year of enrollment a new transcript evaluation will be required. The transcripts must include a list of all classes completed and grades awarded.

Prospective students will need to contact the University where they earned their degree and request that the official transcript and other official documentation be sent to the evaluating agency.

**You may request that your transcripts be mailed to**

#### **Electronically -- Preferred Method**

Transcripts can be submitted electronically. Electronic transcripts must be received directly from the institution or an electronic transcript exchange service to be considered official. If your institution requires an email address to send transcripts, you may use [registrar@eccu.edu](mailto:registrar@eccu.edu).

#### **Mail**

EC-Council University  
ATTN: Office of the University Registrar  
101-C Sun Ave NE  
Albuquerque, NM 87109

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**For NACES:** A list of evaluators can be found on the NACES website: <http://www.naces.org/members.html>. The evaluator must send the results of the evaluation directly to ECCU.

**For NAFSA:** All documents must be sent to ECCU, and the student pays the evaluation fee online.

**For both NACES and NAFSA evaluations,** all documents written and issued in a foreign language must have a certified English translation attached.

Students also have the option of utilizing ECCU's NAFSA evaluation service, Strategy Consultants. Transcripts can be evaluated for a fee of \$115. Documents can be translated for an additional fee upon request. Please contact your Enrollment Advisor for more information. For rushed requests, an additional \$25 charge will be applied to obtain the report in 48 working days."

You may request that your transcripts be mailed to:

#### **Electronically -- Preferred Method**

Transcripts can be submitted electronically. Electronic transcripts must be received directly from the institution or an electronic transcript exchange service to be considered official. If your institution requires an email address to send transcripts, you may use [registrar@eccu.edu](mailto:registrar@eccu.edu).

#### **Mail**

EC-Council University  
ATTN: Office of the University Registrar  
101-C Sun Ave NE  
Albuquerque, NM 87109

# ADMISSION REQUIREMENTS

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## Levels of Admission

Following submission and acceptance of the Student Enrollment Agreement (SEA), a student may be fully and provisionally to ECCU.

### » Fully admitted

Students will be fully admitted to the university following receipt of all official documents required for admission and upon meeting all requirements for admission.

### » Provisionally admitted

Students who have not submitted their official transcript required for full admission will be provisionally admitted to the university pending receipt of this document.

By the end of the first term, the official transcript must be received. If by the end of the first term we do not receive the official transcript, students will be placed on a registration lock. This may result in the delay of full admission, denial of admission, or administrative withdrawal from ECCU.

### **EC-Council University reserves the right to refuse or revoke admission to the University if:**

- » The prospective student does not meet the University's requirements for admission.
- » There are discrepancies to the provided admission documents that cannot be resolved, including false or missing information.
- » The student is a threat or disruptive to the University's community or its operations, including breach of EC-Council University's code of conduct and/or other inappropriate actions.

# ADMISSION REQUIREMENTS

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## Admission Appeals

Prospective students who do not meet admission requirements may appeal the admissions decision to the Academic Appeals Committee at [academicappeals@eccu.edu](mailto:academicappeals@eccu.edu). Before the Committee's review, the student should submit a personal statement for consideration in making the decision. Those students whose appeal is successful will be admitted with conditions as set forth by the Academic Appeals Committee.

# PROGRAM ADMISSION REQUIREMENTS

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## Admission Requirements

The following admission requirements apply:

### Bachelor's Degree Programs

Students requesting admission to undergraduate degree programs shall:

- » Have earned an associate's degree or foreign equivalent from an appropriately accredited institution that is listed in the International Handbook of Universities, accredited by an agency recognized by the US Secretary of Education, and/or the Council for Higher Education Accreditation (CHEA)

**OR**

- » Have completed 60+ semester credit hours (90+ quarter credit hours) or foreign equivalent from an appropriately accredited institution that is listed in the International Handbook of Universities. Accredited by an agency recognized by the US Secretary of Education, and/or the Council for Higher Education Accreditation (CHEA), of which 25% must be general education credits
- » Submit proof of High School Diploma or foreign equivalent OR have an earned degree of an associate's degree or higher
- » Have a transcript which indicates a passing grade for a college-level English and Math class (requirement only for applicants to the Bachelor Completer degree program)
- » Demonstrate proof of English proficiency (international students only; see the section on English Requirements for International Students)

### Master's and Graduate Certificate Programs

Students requesting admission to master's and graduate certificate programs shall:

- » Have earned their bachelor's degree or foreign equivalent from an appropriately accredited institution that is listed in the International Handbook of Universities, accredited by an agency recognized by the US Secretary of Education, and/or the Council for Higher Education Accreditation (CHEA)

Proof of English proficiency (international Students only; see the section on English Requirement for International Students)

*For information on transfer credit options, please see the "Transferring Credit" section.*

*Please see the Master of Computer Science section of the catalog under 'Admission Requirements' for details for this specific program.*

# PROGRAM ADMISSION REQUIREMENTS

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## Non-Degree Status

EC-Council University (ECCU) supports a population of students who are considered Non-Degree Seeking (NDS). Upon enrollment, NDS students must possess a high school diploma or its recognized equivalency.

NDS students who enroll in these courses are not enrolled in a specific program. Courses taken as a NDS student can only be transferred after completion into Master of Science in Cyber Security or Bachelor of Science in Cyber Security, not a related Graduate Certificate Program.

Each time a NDS student completes or drops a course, the student will be required to fill out a new Student Enrollment Agreement to reapply for each course taken. Students can earn up to a maximum of 12 non-degree credits.

If students wish to register for courses not listed in the catalog, they are encouraged to contact the Office of the University Registrar at [registrar@eccu.edu](mailto:registrar@eccu.edu) who will review the request and inform the student of eligibility options in accordance with our admission policies. Please note, academic credit for undergraduate courses cannot be transferred into graduate programs.

### NDS Course Options:

CIS 302	- Managing Risk in Information Security
CIS 304	- Auditing IT Infrastructures for Compliance
ECCU 500	- Managing Secure Network Systems
ECCU 501	- Ethical Hacking and Countermeasures
ECCU 502	- Investigating Network Intrusions and Computer Forensics
ECCU 503	- Security Analyst and Vulnerability Assessment
ECCU 506	- Conducting Penetration and Security Tests
ECCU 510	- Secure Programming
ECCU 513	- Disaster Recovery
ECCU 522	- Incident Handling and Response
ECCU 523	- Executive Governance and Management
ECCU 524	- Designing and Implementing Cloud Security

# PROGRAM ADMISSION REQUIREMENTS

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## Admission Requirements for Non-Degree Status

To qualify for a course with non-degree status, applicants must:

- » Have earned and submitted proof of high school diploma or equivalent, or college degree or certification
- » Completed Student Enrollment Agreement
- » Official government ID or passport (see other details under the admission requirements section of the catalog)
- » Application Fee

## **Required Admission Documents**

The following documents are required for admission:

## Bachelor's Degree Seeking Students

- » Student Enrollment Agreement
- » Official government ID or passport (international students)
- » A photo of yourself (selfie) holding your official government ID
- » Official transcript(s) of all prior academic work
- » Official evaluation of international credits (for students with international transcripts only)
- » Proof of High School Diploma or foreign equivalent OR have an earned degree of an associate's degree or higher
- » Proof of completion of 60+ semester credit hours (90+ quarter credit hours) or foreign equivalent
- » Proof of English proficiency (international students only; see the section on English Requirement for International Students)
- » Application Fee

## Master's Degree Seeking Students

- » Completed Students Enrollment Agreement
- » Official government ID or passport (international student)
- » A photo of yourself (selfie) holding your official government ID
- » Official transcript(s) from the institution where the student received a bachelor's or most recent master's degree.
- » Official evaluation of international credits (for students with international transcripts only)
- » Proof of English proficiency (international students only; see the section on English Requirement for International Students)
- » Application fee

## Military Students

- » LES or DD 214 (if separated from the military)
- » VA Certificate of Eligibility (COE)
- » Transfer of Program Form (if transferring student)
- » Joint services transcripts
- » Any additional transcripts from accredited academic institutions

Applicants who are denied admission can appeal the decision to the Manager of Student Affairs

# STUDENTS ELIGIBLE FOR VA EDUCATION BENEFITS

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U.S. Military veterans, active-duty service members, and their dependents can avail VA education benefits when they enroll in a bachelor's, master's, or graduate certificate program at EC-Council University. Be sure to reach out to the VA regarding any questions about your benefits.

For more information, please visit: <https://www.eccu.edu/veterans/>

## Important Information

### Professional Licensure Disclosure

EC-Council University does not have any programs that lead to professional licensure.

This information is provided in compliance with the [State Authorization Reciprocity Agreement \(SARA\)](#) Manual version 20.3. Section 5.2 Programs leading to Professional Licensure.

### Points of Contact for VA Students

Dr. Chandra Davis, Manager of Student Affairs & Registrar, SCO - [chandra.davis@eccu.edu](mailto:chandra.davis@eccu.edu)

Dr. April D. Ray, Chief Academic Officer and Dean, SCO - [april.ray@eccu.edu](mailto:april.ray@eccu.edu)

### 38 U.S. Code § 3679(e) - Pending/Delayed Payment Policy

Effective August 1, 2019, the State Approving Agency (SAA), or VA when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

§ Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

§ Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

§ However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies
- Note - Please ensure your students are aware of any additional information you require

**NOTE:** For purposes of the section above, a *covered individual* is any individual who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

# TRANSFERRING CREDIT

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## Course Transfer Credits

EC-Council University accepts college-level courses for consideration of transfer from accredited US or foreign equivalent institutions on a case by case basis. Computer technology courses (including academic cybersecurity credits) must have been earned within the last ten years for consideration. Credits must be from institutions accredited by an agency recognized by the US Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities. The classes must closely correspond with EC-Council University courses, and the student must have earned a grade of "B" or higher for the master's and Graduate Certificate Programs. All course transfer credits for the bachelor's program must be a C or better. As a part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. ECCU will not award transfer credit after a student has begun their program.

EC-Council University reserves the right to accept or deny transfer credit based on the guidelines below:

- Students who wish to transfer credit to EC-Council university must first apply for admission to the university.
- Students must request that official transcripts for continued course work for review to be emailed directly to [registar@eccu.edu](mailto:registar@eccu.edu).
- As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Official transcripts are required for transfer credits to be applied. Students may be withdrawn if official transcripts are not received within 90 days of acceptance into the University.
  - *The university understands that special circumstances may exist. If you are experiencing special circumstances regarding your official transcripts, contact the Office of the University Registrar directly at [registar@eccu.edu](mailto:registar@eccu.edu)*
- Any transfer credit conditionally awarded in fulfillment of a prerequisite or co/requisite through the use of an unofficial transcript will be rescinded if an official transcript is not received by EC-Council University within the 90 days of acceptance.
- Students will receive notification regarding the total number of credits accepted for transfer and the equivalent EC-Council University courses.
- Students may receive a maximum transfer credit of 3 graduate semester credit hours towards a Graduate Certificate.
- For undergraduate programs students may receive a maximum of 30 transfer semester credit hours in addition to the required 60 credits needed for admission for a total of 90 semester credit hours in a bachelor's degree. Of the 30 maximum transfer semester credit hours, only 15 can be allocated from industry certifications.
- Students may receive a maximum transfer credit of 18 graduate semester credit hours towards a master's degree. Of the 18 maximum transfer semester credit hours, only 9 can be allocated from industry certifications.

*\*If accepted, industry certifications will waive the requirement to take certain courses but will not appear on transcripts as the transfer of course credit.*

Transfer credits are not considered in the calculation of the student's ECCU cumulative GPA.

Transfer credits accepted will count for both attempted and completed credits for the Satisfactory Academic Progress calculation of pace of completion (Percentage of Credit Completion - PCC).

All transfer credits must map to ECCU program course requirements to be utilized as transfer credit. General education course requirements are 25% of the total transfer credit and the total of the undergraduate program requirements. Minimum Math and English requirements are considered a part of the General Education requirement for undergraduate students. EC-Council University may also accept transfer credits from military and other non-traditional sources such as credits recommended by American Council on Education (ACE) or National College Credit Recommendation Service (NCCRS) as well as other sources may be considered; all non-traditional credits will be considered on a case by case basis.

# TRANSFERRING CREDIT

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As a prospective EC-Council University student, you may be allowed a course waiver from demonstrated knowledge gained from industry certifications. Students are required to provide documentation of the certificates for the course(s) for which you are seeking a course waiver. Course waivers for industry certificates are awarded based on assessment by ECCU administrative team. Certifications must not be older than one year past the expiration date. Certifications will not be considered for course waivers after the student has begun their program. Certifications can only be used in one program, e.g., if a student started in the Bachelor's program and applied their CEH (Certified Ethical Hacker) as a course waiver for the CIS 404 Course. Should the student wish to complete a new degree such as the MSCS after completing the BSCS degree, they are not able to use the CEH certificate as another waiver for the ECCU 501 (Master's equivalent) course. Course waivers will not appear as course credit on transcripts.

Submit all supporting documents to [registrar@eccu.edu](mailto:registrar@eccu.edu). You will be notified of any course waivers that you are eligible to receive, and this will be reflected in your degree plan accordingly.

## Transferability of EC-Council University Credit

Decisions concerning the acceptance of credits or degrees earned at EC-Council University are at the discretion of the receiving institution. Students considering continuing their educations at or transferring to another institution must not assume that the receiving institution will accept credits or degrees earned at ECCU. An institution's licensure or accreditation does not guarantee that credits or degrees earned at that institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits or degrees earned at the other institution will accept.

# PROGRAM COSTS AND PAYMENT

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It is the responsibility of the student to ensure tuition, fees, and all other expenses relating to the program are paid. The tuition and fee amounts are made available to the student on the University website [www.eccu.edu](http://www.eccu.edu), prior to each term and are subject to review and revision each academic year. The student is bound by the University's regulations on the payment of tuition and fees, the refund of tuition in the event of termination of the student's studies, and the consequences of non-payment.

## Bachelor's Program Tuition

The total cost estimate is based on completing 60 semester credit hours with tuition rates, plus required fees.

To be considered full-time in the Bachelor of Science in Cyber Security program, students must be enrolled and complete at least 9 credits per term.

Additional costs may be incurred by the student with the purchase of textbooks, shipping, electronic equipment, and connectivity charges.

\*While many textbooks and resources are provided within the course and are available online through LIRN, students may elect to purchase textbooks for personal benefits. Depending on the course, optional additional textbook purchases could cost between \$250 and \$900 USD.

Tuition Costs	
<b>\$465</b>	Per Semester Credit Hour
Application Fee: \$35	
Technology Fee: \$50 per term	
Labs Fee: \$50 per certification course	
Graduation Fee: \$400	
Transcript Fee: \$15+ shipping**	

\*\*Students must have all financial obligations met prior to transcripts being released.

ECCU reserves the right to withhold transcripts and other similar documents when students, for example, have unmet obligations to ECCU.

# PROGRAM COSTS AND PAYMENT

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## Master's and Graduate Certificate Programs

The total cost estimate is based on completing 36 semester credit hours (MSCS or 9-15 semester credit hours (Graduate Certificate with tuition rates applied based on the student's government photo ID plus required fees. To be considered full-time, students must be enrolled and complete six credits (2 courses per term and three credits per term is considered half-time for the Master of Science in Cyber Security program or Graduate Certificate program.

Additional costs may be incurred by the student with the purchase of textbooks, shipping, electronic equipment, and connectivity charges.

\*Most textbooks are embedded digitally in courses; students may elect to purchase textbooks. Depending on the course choices students make, they can expect to spend between \$250 and \$900 USD for textbooks.

*This fee is also applicable for Master's of Science in Computer Science (MCS)*

Tuition Costs	
	<b>\$540</b>
	Per Semester Credit Hour
	Application Fee (One Time): \$65
	Technology Fee: \$50 per term
	Graduation Fee: \$400 (One Time)
	Labs Fee: \$50
	Transcript Fee: \$15+ shipping**
	Specialization: Security Analyst C PENT Exam Fee: \$799
	Specialization: Executive Leadership in Information Assurance C CISO Exam Fee: \$999

\*\*Students must have all financial obligations met prior to transcripts being released.

ECCU reserves the right to withhold transcripts and other similar documents when students, for example, have unmet obligations to ECCU.

# PROGRAM COSTS AND PAYMENT

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## Fees

### Application Fees

The application fee is a one-time, non-refundable fee due at the time of application.

- » Bachelors Application Fee - \$35
- » Graduate Certificate Application Fee - \$65
- » Masters Application Fee - \$65
- » Non-Degree Application Fee - \$100

### Additional Fees

- » Lab Fee (applicable to any course that has an Lab) - \$50 per eligible course
- » Technology Fee - \$50/term
- » Wire Transfer Fee (charged to those paying by wire transfer) - \$15 per transfer
- » Graduation Fee (due in the student's final term of their program with the graduation application) - \$250 per application
- » International Shipping for Diploma (also comes with two copies of official transcripts) - \$150
- » Official Transcripts - \$15
- » Administrative Fee (assessed against each prorated refund) - \$50

### Tuition

All tuition and fees are subject to change by notification from the University. Some students may qualify for a Region Scholarship, please contact an Enrollment Advisor for more information.

- » Master's and Graduate Certificate Program - \$540/semester credit hour
- » Bachelor's Program - \$465/semester credit hour

Tuition and fees are payable in USD.

Students outside the United States may inquire about program cost at [info@eccu.edu](mailto:info@eccu.edu) or by calling

1-505-922-2889.

# PROGRAM COSTS AND PAYMENT

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## Payment of Tuition and Fees

Financing your education is one of the most important responsibilities to understand as you begin your higher education experience. Planning in preparation to fund your education is the responsibility of the student. It is important to ensure you have a financial plan in place prior to beginning your courses with EC-Council University. Failure to pay all outstanding charges (tuition, fees, and other institutional charges) by the due date(s) or in full prior to the term end date may result in collection attempts and the inability to continue courses and withdrawal from the University. As you approach graduation, please ensure your account balance is paid in full prior to graduating, or you will not receive your official transcript and diploma.

## Course Lock Policy

It is the responsibility of the student to ensure tuition, fees, and all other expenses relating to the program are paid. The tuition and fee amounts are made available to the student on the University website [www.eccu.edu](http://www.eccu.edu), prior to each term and are subject to review and revision each academic year. Each student's individual financial information and any approved payment plans can be found in the student information system. Failure to pay all outstanding charges (tuition, fees, and other institutional charges) by the due date(s) or paid in full prior to the end of the term may result in collection attempts and the inability to access courses or possible withdrawal from the University. The student is bound by the University's regulations on the payment of tuition and fees, the refund of tuition in the event of termination of the student's studies, and the consequences of non-payment.

# FINANCIAL ASSISTANCE

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## Corporate Reimbursement

EC-Council University is accredited; therefore, tuition is eligible for many corporate tuition reimbursement plans. Our student advisors will be happy to work with your company to provide the necessary documentation of academic progress to facilitate reimbursement or payment of tuition under such programs. Please refer to your company's benefits policy for the most up to date details.

## Veterans Benefits

Please refer to the Veterans Page on our website (<https://www.eccu.edu/veterans/>) or see the **Students Eligible for VA Education Benefits** section on Page 56 of this catalog.

You can also send your queries to EC-Council University's points of contact for VA students, as provided on Page 56 of this catalog.

## Title IV Federal Student Financial Assistance

EC-Council is not currently approved by the US Department of Education as an eligible Title IV institution. While we do not currently participate in Title IV funded student loan programs, no-interest institutional payment plans are available.

## Monthly Payment Plans

EC-Council University offers monthly payment plans that divide the tuition into three equal payments. The initial payment is paid before the start of the first class of the term, Second payments due the 1st day of 2nd month/Third by 25th day of 2nd month of term. There is no interest charged for this payment plan. Good standing on payment plans will ensure continued eligibility for program participation.

# FINANCIAL ASSISTANCE

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## University Scholarships

EC-Council University provides direct tuition assistance through the provision of scholarships. These programs are directed to specific eligibility criteria that are merit-based on diversity criteria, background experience, prior academic achievement and excellence, industry leadership recommendation, and/or submitted writing essays. At a minimum, all criteria for admissions to a program of study at the university must be met to be deemed eligible for any scholarship funds. As scholarship funding is limited, merit criteria basis and adherence to established scholarship program application deadlines will determine actual awards. Example programs include:

**Cybersecurity Dean's Scholarship** -- The Cybersecurity Dean's Scholarship is dedicated to students who demonstrate significant academic and merit-based achievement. The award will be continuous through the program of study. The scholarship will award the total amount of 10% deduction in tuition for recipients. Please visit our website scholarship page to see detailed information and criteria required to apply for this scholarship.

**Cybersecurity Veteran's Scholarship** -- This scholarship is for new or continuing students who are either on active duty in the U.S. military or are a veteran of the U.S. military who are self-paying and not receiving VA funding options. The award will be continuous through the program of study. The scholarship will award the total amount of 20% deduction in tuition for recipients. Please visit our website scholarship page to see detailed information and criteria required to apply for this scholarship.

**New Mexico Cybersecurity Scholarship** -- The New Mexico Cybersecurity Scholarship is a scholarship for students that reside in the state of New Mexico. Proof of residency for the last consecutive 12 months is required. The one-time granting of a total of \$2500 will be provided to scholarship recipients. Please visit our website scholarship page to see detailed information and criteria required to apply for this scholarship.

**President's Scholarship for Women in Cybersecurity** -- EC-Council University is dedicated in closing the inequality gender gap that exists for women leaders in cyber security by providing tuition assistance for women pursuing undergraduate and graduate studies in cybersecurity. The one-time granting of a total of \$2500 will be provided to scholarship recipients. Please visit our website scholarship page to see detailed information and criteria required to apply for this scholarship.

**U.S. Community College and Associate Initiative Scholarship** -- This scholarship is for new students who have achieved the associate degree level in the U.S. or are transferring into ECCU from a U.S. community college or other U.S. 2-year technical school. The award will be continuous through the program of study. The scholarship will award the total amount of 30% deduction in tuition for recipients. Please visit our website scholarship page to see detailed information and criteria required to apply for this scholarship. Please visit our website scholarship page to see detailed information and criteria required to apply for this scholarship.

# FINANCIAL ASSISTANCE

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In order to maintain scholarships, the recipient must remain in good academic and financial standing. Recipients must meet "Criteria for Maintaining Continual Satisfactory Academic Progress (SAP)": Grade Point Average (GPA), course and program completion rate (67%), and weekly attendance/ participation requirements as delineated in the ECCU Catalog. SAP is defined as a 3.0 cumulative GPA for Master's and Graduate Certificate and a 2.0 cumulative GPA for Bachelor's students. Any student who fails to maintain SAP will receive a notification by the Office of the University Registrar and be placed on Academic Probation (AP). The notice will state the requirements to be met by the student to be reinstated. If not considered seriously, a copy of the notice will become part of the student's permanent file. In case the awardee does not maintain good academic and financial standing, the scholarship will no longer be awarded. Once the student returns to good standing, the scholarship can be reapplied for and reinstated based on availability.

For a full list of scholarships and additional application requirements, please visit <https://www.eccu.edu>. Once there, select the scholarship tab and then choose the scholarship you are interested in.

**Tuition payment is the responsibility of a student; if alternative sources of funding are not qualified for, the student remains responsible for tuition payment.**

# REFUND POLICY

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## CANCELLATION OF ENROLLMENT AGREEMENT

The student has five days after signing the enrollment agreement, prior to the beginning of the term, to cancel the agreement and receive a full refund of all monies paid. Student request of cancellation should be sent by email to their Enrollment Advisor. The documentation of student cancellation will be placed in the student's record. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution. A student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid minus: an application/transfer credit evaluation fee of up to \$75, and a one-time registration fee per program of no more than 20 percent of the tuition and not to exceed more than \$200.

## REFUND POLICY

Tuition refunds are paid when a student pre-pays a portion or all of the tuition for a course or program and then is withdrawn prior to the predetermined deadline. A student may withdraw from a course or program by notifying their Academic Advisor by email. The documentation of student withdrawal will be placed in the student's record.

Refunds are to be made within 30 days of the date of determination of withdrawal if the student does not officially withdraw. The refund policy is not linked to compliance with the University's regulations or rules of conduct.

Refunds may also be applied to the cost of future courses. The student is notified if a balance is due to the University. Application and registration fees are non-refundable.

The effective date of any withdrawal is the date that the student notifies the University. If a student is dismissed or removed for attendance purposes, the effective date will be the last date of attendance plus three weeks for the attendance policy.

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the University must give written notice to the University. Date of withdrawal is the last day of recorded attendance.
- The University will acknowledge in writing any notice of cancellation within 10 business days after the receipt of the request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, emailed, stamped, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the University. The University may use the last day of recorded attendance to determine the date of withdrawal for refund purposes.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the University and prior to the start of the period of instruction for which they have been charged ("Period of Instruction"), all tuition and fees paid will be refunded. All prepaid tuition is refundable.

- If a student has been accepted by the University and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged but before completion of 60% of the Period of Instruction, the amount charged for tuition and awarded for institutional scholarships/grants for the completed portion of the Period of Instruction shall be prorated based on total tuition charges and institutional scholarships/grants awarded and the portion of the Period of Instruction completed. There is a \$50 administrative fee assessed against each prorated refund. After the completion of 60% of the Period of Instruction, no refund of tuition or of institutional scholarships and grants will be made.

ECCU is a semester credit awarding institution.

# REFUND POLICY

## REFUND DETERMINATION ON A PER-CLASS BASIS:

Time Frame:	Percent Return:
Withdrawal prior to the 1st day of classes	100%
Withdrawal after the completion of Week 1	80%
Withdrawal after the completion of Week 2	60%
Withdrawal after the completion of Week 3	40%
Withdrawal after the completion of Week 4	20%
Withdrawal after the completion of Week 5	0%

**Important:** Tuition and fees will not be recalculated or reversed after the refund deadline seen in the chart. No refunds will be processed for payments made more than six months after the term of enrollment.

## Institutional charges to students are as follows (calculated in USD):

Institutional Charge:	Amount:
Tuition – Undergraduate (3 semester credit Course)	\$1,395
Technology Fee	\$50 (non-refundable)
One-time Application Fee	\$35 (non-refundable)
Registration Fee	\$50 (non-refundable. To be paid before the issuance of the Student Enrollment Agreement)

OR

Tuition – Graduate (3 semester credit Course)	\$1,620
Technology Fee	\$50 (non-refundable)
One-time Application Fee	\$65 (non-refundable)
Registration Fee	\$50 (non-refundable. To be paid before the issuance of the Student Enrollment Agreement)

# REFUND POLICY

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## Sample Refund Calculation:

Undergraduate Student Sample Refund Calculation – A undergraduate student requests to withdraw after the first weekend after the 7-day cancellation period from the time of enrollment. Using the information in the charts above, we can calculate as seen here in this example:

Institutional Charge:	Eligible Refund:
Tuition – Undergraduate (3 semester credit Course)	\$1,395 (USD)
Refund Percentage	80%
Eligible Refund	$\$1,395 * 80\% = \$1,116$ (USD)

Graduate Student Sample Refund Calculation – A graduate student requests to withdraw after the third week of classes. Using the information in the charts above, we can calculate as seen here in this example:

Institutional Charge:	Eligible Refund:
Tuition – Undergraduate (3 semester credit Course)	\$1,620 (USD)
Refund Percentage	40%
Eligible Refund	$\$1,620 * 40\% = \$648$ (USD)

All refunds are calculated in USD and are based on the amount of tuition paid. The University will refund 100% of any payment received for the overpayment or pre-payment of courses in future terms. ECCU is a semester credit awarding institution.

# ACADEMIC POLICIES AND GUIDELINES

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## Course Drop Policy

Students may drop courses through the sixth business day of the term. The sixth business day of the term is the close of the drop period for all programs. For courses dropped prior to the seventh business day of the term, the student will be unregistered from the course and no grade will be assigned. Tuition is billed on the seventh business day of the term for all courses remaining on the schedule. If tuition billing has occurred, the student may drop a course through the sixth business day and the student will not receive a grade and there will not be an academic impact. It may, however, have a financial impact. Anticipated graduation dates may be adjusted for a student who drops registered courses.

Beginning on the seventh business day of a term, a dropped course in the current term will receive a withdrawal grade per the Course Withdrawal policy. A student who has already been billed tuition may swap courses for an equivalent credit-value course up through the third day of the Term. The student cannot add courses to their schedule if tuition has already been billed.

Business days are defined as Monday through Friday, excluding any University holidays.

## Drop Policy Statement

This policy establishes the procedures and timelines for student withdrawals from EC-Council University (ECCU) courses, distinguishing between Pre-Census and Post-Census periods to ensure compliance with academic and financial regulations. Census date is the official enrollment date (7th day of each academic term). Pre-census period includes days 1-6 of the academic term, whereas Post-census period includes day 7 to the end of the academic term. The Add/Drop period is prior to census on days 1-6 of the academic term.

## Pre-Census Drop Policy (Days 1-6)

### Student-Initiated Drop,

- Students may drop from the courses before census without academic or financial penalty during the Pre-Census period by notifying their academic or enrollment advisor by e-mail
- No notation will appear on the student's academic transcript
- Full tuition refund will be processed according to the refund schedule (if applicable)

### Administrative Requirements

- Drop requests must be submitted by 11:59 PM on the census date
- Written confirmation of drop will be sent to the student's official email address

## Post-Census Withdrawal Policy (Day 7 and beyond)

### Student-Initiated Withdrawal

- Students may withdraw according to the standard EC-Council University Withdrawal Policy
- Post-Census by notifying their academic advisor and completing a Withdrawal Request via Populi
- Academic and financial penalties may apply as outlined in the Student Handbook
- Transcript notation will reflect withdrawal status
- Refund calculations will follow the institution's published refund schedule

# ACADEMIC POLICIES AND GUIDELINES

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## Automatic Withdrawal Procedures

### Payment-Based Automatic Withdrawal

**Applicable Students:** All new students enrolled in courses

**Timeline:** Last day of census (Day 6)

**Criteria:** Students who have not made any payment toward their account balance will be automatically withdrawn from all courses – unless otherwise notified

#### Process:

1. Finance office reviews payments status on census date
2. Students with zero payments are flagged for automatic withdrawal
3. Withdrawal notification is sent to student's official email
4. Academic records are updated to reflect withdrawal status

## Special Circumstances: Late Registration

### Students Registered On or Before Census Date

Students who complete registration on the last day of census day 6 remain subject to all policy requirements:

- **Payment Responsibility:** Must make payment arrangements or face automatic withdrawal
- **NSE Assignment:** Must complete attendance assignment if enrolled in NSE course
- **Exception Process:** Students may request exceptions through their Academic or Enrollment Advisor

### Notification Requirements

- Students will be notified of policy requirements upon registration
- Reminder notifications will be sent 48 hours before census date
- Final warning notifications will be sent 24 hours before census date

## Course Withdrawal Policy

Course withdrawal dates vary depending on the scheduled length of the course. Once the Course Drop period has passed, students are permitted to withdraw from a course until 60% of the scheduled course length has elapsed. A student who withdraws from all courses will be withdrawn from the University and will be subjected to the Institution's refund policy as described in the University Catalog. Anticipated graduation dates may be adjusted for students who withdraw from registered courses during a term. A student who withdraws from a course is no longer allowed to attend or participate in that course.

During the withdrawal period, the student will receive a withdrawal grade (W) on their transcript for any classes from which they have been withdrawn. See the Satisfactory Academic Progress Policy to understand the impacts of withdrawing from one or more courses. Tuition will continue to reflect the tuition billed at the close of the course drop period.

# ACADEMIC POLICIES AND GUIDELINES

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Once 60% of the scheduled course length has passed, the student will receive a failing grade (FD) on their transcript for any classes from which they have been withdrawn. See the Satisfactory Academic Progress Policy to understand the impacts of withdrawing from one or more courses. Tuition will continue to reflect the tuition billed at the close of the course drop period. To meet program completion requirements, a student will need to register for any failed or withdrawn courses in a future term, which may also impact the anticipated graduation date.

Anticipated graduation dates may be adjusted for students who withdraw from registered courses during a term. Students who fail to notify the University that they have stopped attending and wish to withdraw from a class are still scheduled in the class. Students who do not attend for 21 days will be Administratively withdrawn per the Attendance Policy. See the Satisfactory Academic Progress Policy to understand the impacts of being withdrawn from one or more courses. Tuition will continue to reflect the tuition billed at the close of the drop period.

## Leave of Absence

A leave of absence (LOA) is an interruption in a student's pursuit of a degree at EC-Council University. An LOA could be a minimum of one term, or at most, four consecutive terms. LOA's will not exceed two granted requests.

Many circumstances may hinder students' educational progress: health, work, family problems, personal difficulties, natural disasters, and civil unrest. EC- Council University recognizes the trials and tribulations that our diverse student population may encounter; therefore, we have developed a policy that allows students to take an LOA from their studies and return to pursue their education without penalty. It is the students' responsibility to notify the ECCU administration when requesting an LOA. Scholarship students should consult with the Office of the University Registrar prior to requesting an LOA, as it may result in loss of scholarships and affect their rate of tuition. Documentation may be requested by ECCU administration, demonstrating the extenuating circumstances.

## Leave of Absence Policies

EC-Council University (ECCU) encourages continuous enrollment to students. However, the university recognizes that extenuating circumstances may arise that cause students to require additional time between terms. A student with extenuating circumstances may apply for a specified leave of absence, as described below.

# ACADEMIC POLICIES AND GUIDELINES

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## Stop-Out Policy

Students who are experiencing extenuating circumstances may apply for a "Stop-Out" leave of absence. This option would be considered for the period of only one consecutive term. A student may request a Stop-Out leave of absence for the current term if requesting prior to the last day of withdrawal, or for the next term by the last day of their current term. Students are required to meet with their academic advisor to make an informed plan and to obtain the Stop-Out leave of absence request form. The form must be signed and processed by the academic advisor on or before the last U.S. business day to withdraw from courses in that term. Forms received after the last day to withdraw from a course will not be accepted.

Students are eligible to request a Stop-Out leave of absence if the following are true:

1. The student is actively enrolled
2. The student is meeting Satisfactory Academic Progress (SAP) standards
3. The student successfully completed the term prior to the Stop-Out term
4. The student has not had an approved Stop-Out leave of absence in the term prior to the term requested (no consecutive Stop-Out leaves)
5. The student commits to returning to the term immediately following the approved Stop-Out term (or the student will be withdrawn from the university)

If a student is experiencing extenuating circumstances during the course, it is recommended that they reach out to their academic advisor for additional assistance and guidance.

\*If a student is receiving financial aid: During the Stop-Out leave of absence, a student remains continuously enrolled and is not eligible for financial aid at any other institutions during this time. When applicable, the student is eligible to receive financial aid only for the term when they return. For students receiving Title IV funds, the student must take at least six credits in the term immediately following the approved Stop-Out term

## Medical Leave Policy

Students who are unable to complete a term in which they are currently enrolled due to health or medical reasons can apply for a "Medical" leave of absence. This request can also be made for students who are the primary caregiver for someone with a medical issue. Up to two consecutive terms may be requested for a Medical Leave, but for no more than six months in total length including break weeks. Students must return to active enrollment following an approved Medical Leave or they may be withdrawn from the university. There is no limit to the number of Medical Leaves a student applies for non-consecutively. A student may request a Medical Leave anytime during the term; that entire term will be counted as the Medical Leave term.

Students will undergo the drop/withdrawal process due to the inability of a student to resume course progress and may need certain adjustments to their schedule (\*at times due to financial aid if applicable). The student will be notified if there is a tuition refund and will receive it; tuition refunds are paid to appropriate funding agencies within 30 business days and the student is billed for any remaining unpaid balance (see the Tuition Refund Policy). Official transcripts are not released until all financial obligations have been met. During a Medical Leave, any student with federal financial aid or military tuition assistance must contact their lender specialist to determine loan repayment. If a student that received financial aid returns after a Medical Leave, will have their aid reinstated but the funding package may have changed due to the withdrawal status.

# ACADEMIC POLICIES AND GUIDELINES

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\*If a student is receiving financial aid: The amount of aid earned for the term and the student's tuition obligation for the same time period will be calculated according to federal guidelines, which may result in unearned federal aid funds that need to be returned to the university or student, or in the form of a tuition refund.

Students are required to meet with their academic advisor to obtain the Medical Leave of Absence request form. It is the student's responsibility to notify the academic advisor of the drop/withdrawal from their term classes for the term in which they are requesting the Medical Leave to return from Medical Leave, students need to contact the academic advisor to obtain a Medical Leave Return request form. The request form must be received prior to the start of the term in which they wish to restart coursework. Additionally, the student needs to supply a signed note from their physician or licensed therapist clearly indicating that the student is capable of returning to the university. A student returning after Medical Leave will return under the program and catalog that were implemented during the term in which they took the coinciding Medical Leave.

Specific policy regarding Medical Leave of Absence requests:

1. The student is actively enrolled when requesting the leave.
2. If the Medical Leave request form is submitted prior to the close of the withdraw date, the course will not be recorded on the student's transcript and tuition will not be charged. If the request is received after the withdraw date is closed, the student receives a "WX" grade for medical withdraw and the student will need to repeat the course.
3. All academic probations, warnings, and dismissals related to Satisfactory Academic Progress remain for students taking Medical Leave of Absence.
4. If a student completes academic work or wishes to transfer credit during a Medical Leave of Absence, it will be completed using university transfer policies.
5. If a student is withdrawn from the university due to more than two consecutive Medical Leave of Absence terms, they will need to re-enroll as a new student at the university.
6. Students seeking Accommodations that are qualified with a disability under the Americans with Disabilities Act (ADA) should refer to the Accommodations Policy. Temporary medical situations are not considered a disability under ADA unless their severity results in substantial limitation of one or more major life activities. These determinations are made individually per The Accommodations Policy.

If a student has any questions or concerns about this process, it is recommended that they reach out to their academic advisor for assistance and guidance.

## Short-Term Leave Policy

Short-Term Leave status is granted to students as an administrative decision. Initiation of this form of withdraw occurs when the following is true:

1. A student has indicated an intent to return the next term following the Short-Term Leave.
2. A student has completed their courses in the term prior to the Short-Term Leave.
3. The university initiated the decision to stop the student's progress due to a course cancellation, a temporary suspension in a program's operation, or another institution-approved situation.
4. A student has no other viable options for coursework to maintain at least a part-time status through the indicated term.

Students will be withdrawn if they are eligible for Short-Term Leave status. Students placed on Short-Term Leave may return to course work on the next scheduled term to continue their course and program progress. If the student does not resume program/course progress by the sixth business day of the next term, they will be withdrawn from the university.

\*If a student is receiving financial aid: Students will be withdrawn for financial aid purposes, and outstanding loans will enter applicable grace period/repayment period. Student who are placed in Short-Term Leave status may have financial aid recalculations per Federal Return of Title IV Funds Policy if applicable. This recalculation may result in the return of federal financial aid funds to the Department of Education and result of a balance owed to the university.

# ACADEMIC POLICIES AND GUIDELINES

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## Military Leave Policy

EC-Council University supports our military students and veterans, and their families. Students or prospective students with service requirements such as deployment, mobilization leading to deployment, or mandatory training, are eligible to apply for Military Leave.

### Military Leave Process:

1. Students contact their academic advisor to request a Military Leave and supply a copy of military orders. If the student has not yet received orders, they can supply a memo from their commanding officer supporting the request.
2. It is the responsibility of the student to request military leave and to withdraw from their classes for the term in which they need military leave.
3. Students receiving benefits under GI Bill® will have enrollment certifications terminated for the initial term of the military leave and all subsequent terms of the approved leave.
4. If the student takes Military Leave prior to the last day to withdraw from the term, they will be withdrawn without record on the transcript and tuition is not charged. If the student takes Military Leave after the last day to withdraw, a grade of "WL" is given, and they will need to retake the course.
5. All academic probations, warnings, and dismissals related to Satisfactory Academic Progress remain for students taking a leave of absence.
6. If a student completes academic work or wishes to transfer credit during a leave of absence, it will be completed using university transfer policies.

Long-term Military Leave may occur if a military student cannot complete academic terms for more than two terms in length due to deployment. They may withdraw from classes without penalty, even if the deadline for withdrawal has passed. A full refund of tuition and mandatory fees for the term will be given (subject to applicable laws of federal state financial aid programs where applicable). Students in good standing may be readmitted and reenroll into the same program under the catalog that is current at the time of re-enrollment without penalty or redetermination of admission eligibility, within one year following their release from active military service with the submission of military orders showing completion of the deployment, unless the program has specialized or additional admission requirements. Short-term Military Leave may occur if a military student cannot complete academic terms for up to two terms in length due to official orders for mandatory training. They may withdraw from classes without penalty, even if the deadline for withdrawal has passed. The leave is limited to two consecutive terms, but there is no limit to how many leaves a student may acquire during their time with the university. Students in good standing may return into the same program under the catalog that the student was enrolled in prior to the military leave, without penalty or redetermination of admission eligibility, within one year following their release from active military service with the submission of military orders showing completion of the training, unless the program has specialized or additional admission requirements. The tuition rate will be the same as the original program or the new tuition rate, whichever is lower. The student is required to contact their academic advisor at least 7 business days prior to the first day of the returning term to provide the military orders showing the completion of the military training.

Financial Aid and tuition/books/fees may be impacted by military leaves if applicable:

- Students are treated as a withdrawal from the university for financial aid purposes due to the inability to normally return at the same point in their academic progress upon return which result in certain scheduling adjustments.
- If students are receiving federal financial aid for the term of withdrawal will receive a calculation that are performed according to the federal guidelines of the amount of aid earned for the term of withdrawal and of the student's tuition obligation for the same period. As a result, the student may have a tuition balance, have unearned federal aid funds that must be returned to the university or student, or have a tuition refund due. Students will be notified of the results.
- If students are to receive a tuition refund, they are paid to the appropriate funding agencies within 30 business days and the student is billed for any remaining unpaid balance (see the Tuition Refund Policy).
- If students are receiving financial aid and return from Military Leave will have federal financial aid reinstated, but the funding packages may have changed due to changes in the student's eligibility. Students receiving federal funding aid or military tuition assistance must contact their lenders and specialists to ascertain their loan repayment status during the time of leave.

# ACADEMIC POLICIES AND GUIDELINES

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## Academic Load

To be considered full-time, Master's students must take a minimum of 6 semester credit hours per term, and Bachelor's students must take a minimum of 9 semester credit hours per term. Three-quarter time is 6 semester credit hours per term for Bachelor's students. There is no three-quarter time for Master's students. Half-time is considered 3 semester credit hours per term for Master's students. The maximum number of semester credit hours a student can take per term in any Master's program is 9, and in the Bachelor's program, the maximum is 12. The Dean must approve additional semester credit hours.

## Minimum Academic Achievement

Graduate degree candidates must maintain a cumulative GPA of 3.0 or higher. Undergraduate degree candidates must maintain a cumulative GPA of 2.0 or higher. Failure to maintain this GPA will result in students being placed on academic probation or suspension. See the below section entitled Satisfactory Academic Progress for more details.

## Maximum Program Length

A student must complete the entire program within one-and-one-half times the program length as measured by a successful completion rate of 67% of courses attempted.

## Attendance and Participation

The basic requirement for employment in any organization is regular, on time attendance. EC-Council University students are expected to be on time and in regular attendance for all courses. Workplace etiquette also requires a notification to be made if an absence is necessary. EC-Council University students are expected to notify the university if an extended absence is necessary. It is the student's responsibility to contact the instructor to get missed information, course work, and assignments.

Students are expected to participate weekly in all classes. Substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner according to the posted due dates is required.

### First-Week Attendance

Students are expected to meet the attendance requirements in their course(s) on or before the 6th business day after the start of the term. Completion and submission of a gradable assignment will be required to fulfill the first week attendance requirement in all courses. Students who have not met the attendance requirement in at least one scheduled university course within 6 business days of the start of a term may be administratively withdrawn from the University.

### Course Attendance

If a student has not attended a course within 21 days of their last date of attendance in that course he or she may be administratively withdrawn from the course. If the student has not attended any courses within 21 days of their last day of attendance, he or she may be administratively withdrawn from the university. Upon withdrawal, the student will be subject to the university's refund policy and will be assigned grades according to EC-Council University course drop policy.

# ACADEMIC POLICIES AND GUIDELINES

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## E-mail Use for Official University Communication

The University must be able to communicate quickly and efficiently with employees and enrolled students in order to conduct official University business. E-mail is an available and appropriate medium for such communication.

Unless otherwise prohibited by law, the University may send official communications to employees and students by e-mail to an email account assigned by the University with the full expectation that such e-mails will be read by the recipient in a timely fashion.

### Assignment of E-mail Accounts

Students and employees will be assigned an EC-Council University email account in the eccu.edu domain. The account will be designated as their ECCU email account. The University will send email communications to this official address. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). Data sent via email is public information unless deemed private or confidential by New Mexico data privacy statutes. Official email addresses are considered as "directory data" under FERPA.

First term, newly enrolled students who withdraw from courses prior to or during the add/drop period will have their ECCU email access revoked upon withdrawal. Continuing students who become inactive, withdraw, or graduate, will have access to their ECCU email for up to one year after their last date of attendance. Students who are expelled or terminated from the University will have their ECCU email access revoked immediately. Access to other support services (i.e. Grammarly) will cease upon the students' last date of attendance with the University.

### Responsibilities

Students and employees are expected to review messages received through their ECCU e-mail account on a frequent and consistent basis. Individuals must ensure that there is sufficient space in their accounts to allow for e-mails to be delivered. Communications may be time critical. Individuals should use ECCU e-mail accounts for all University-related e-mail communications. Students should only access their ECCU emails via Microsoft Office Online. To avoid technical complexities, using the website instead of the app may be more beneficial.

### Forwarding of E-mail

Individuals who choose to forward e-mail received on an ECCU e-mail account to a different e-mail address do so at their own risk. The University is not responsible for the privacy and security practices in handling email by outside vendors that are not University contractors. Students or faculty who elect to redirect their email remain responsible for the content of any information sent to their official University email address.

### Instructional Use of University E-mail Accounts

Faculty should use University e-mail accounts for e-mail communication with students. For students, all Microsoft Office Applications should be accessed solely via Microsoft Office Online-- Microsoft Office applications for desktop download utilizing ECCU credentials will be inaccessible.

### Late Assignment Submission Policy

Students may submit assigned work up to seven days after the stated deadline. A 10% grade penalty is assessed for work up to 24 hours late; an additional 10% penalty is assessed for each additional day the work is late. In some cases (such as late discussion postings), students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty. Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/ module will not be accepted. Instructors may waive the late penalty or time frame in the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the course unless an incomplete grade has been requested and granted beforehand. or late assignments will only be accepted with prior approval from the instructor. Acceptance of missed or late assignments is solely at the discretion of the faculty member, within their established guidelines.

# ACADEMIC POLICIES AND GUIDELINES

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## Incomplete Grade Policy

An "I" indicates an incomplete grade and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the Term. An incomplete may be granted to a student at the end of a Term at the discretion of the instructor under the following conditions:

An incomplete form is completed by the instructor that identifies:

- The work to be completed.
- Qualifications for acceptable work.
- The deadline for completing the work is seven calendar days for the term.
- The grade to be entered should the student not complete the work by the deadline (the calculated grade).
- Instructors will have one week for grading, recalculation of grades, and processing of all documents required. Incomplete records will be maintained in the student's file.

Incomplete records will be maintained in the student's file.

The student's Dean must be informed of all incompletes granted by instructor. Incompletes will be granted rarely, and instructors will take the following into consideration when granting an incomplete:

- The work to be completed must be regularly assigned work, identified in the course syllabus.
- The student can reasonably be expected to complete the work by the deadline.
- The student's grade will be substantially improved.
- The student has demonstrated a commitment to completing work in a timely fashion.
- Granting the incomplete is truly in the best interest of the student.
- By completing the work, the student is able to demonstrate their ability to meet the course outcomes.

Allowing the student extra time compensates for events or conditions not within the student's control (e.g., illness, emergencies, etc..)

Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.

Incomplete grades must be completed within seven calendar days of the last day of the term in which the course was attempted. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the Incomplete Form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average. See Satisfactory Academic Progress Policy.

# ACADEMIC POLICIES AND GUIDELINES

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## Academic Appeals and Grievance Policy

EC-Council University largely recognizes the rights of students and others who have dealings with the University to present a complaint through the impartial procedures of a grievance or academic appeal. We recommend that students follow the Academic Appeal Procedure when appealing a final grade or an academic policy; however, in some cases, academic appeals are escalated to or start from a grievance, and in some cases, student pursue both avenues. For any situation involving sexual misconduct or gender-based discrimination please reference the Title IX and Policy Against Sexual Misconduct section of the catalog.

For purposes of this policy, the following terms are defined: "complainant" is the aggrieved person or entity that has dealings with the University; "grievance" is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the University or by members of the University community; "student" means a current student.

No retaliatory action may be made by the University or any of its representatives against those who file an academic appeal or grievance, participate in the resolution process, or are the subject of the matter. The University will investigate and attempt to resolve each academic appeal and grievance made under this policy, and associated allegations of retaliation.

### Academic Appeal Procedure

The following procedure must be followed for a final grade appeal or appeal regarding a program-specific academic policy:

- For final grade appeals at the end of a term, the student must submit a written appeal to their instructor's "@eccu.edu" email address. Grade appeals must be submitted within seven days after final grades have been posted at the end of the term to the student's record. Students wishing to submit an appeal related to a program specific academic policy must contact their dean or advisor to begin the process.
  - Please note the instructor's "@eccu.edu" email address can be found in the course syllabus and is different from "course mail."
  - The written appeal must explicitly identify the communication as an appeal and include a detailed explanation as to why an appeal should be considered and must clearly state the student's desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
  - The instructor will consider the appeal and respond to the student via email within seven days from the date the appeal was submitted.
- For program-specific academic policy appeals or an appeal of the instructor's determination of this policy; program-specific academic policy appeals must be submitted within 10 business days after grades have been posted to the student's record. If the student is unsatisfied with the instructor's decision and desires to pursue the appeal further with the Dean, a formal appeal request may be initiated by contacting their Advisor or Dean.
  - An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student's request.
  - The form needs to be completed electronically within seven calendar days.
- The Dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.
- If the student is unsatisfied with the Dean's decision and desires to pursue the appeal further, the student may appeal to the Academic Appeals Committee at [academicappeals@eccu.edu](mailto:academicappeals@eccu.edu). All committee decisions are final.
- A formal appeal request may be initiated by contacting the Advisor or Dean.
  - An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student's request.
  - The form needs to be completed electronically within seven calendar days.

# ACADEMIC POLICIES AND GUIDELINES

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## Grievance Procedure

The following grievance procedure should be followed by the complainant:

- The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity they feel caused their complaint (without placing themselves in harm).
- If a grievance cannot be resolved by a complainant's initial reasonable effort, or if the grievance has not been resolved to the complainant's satisfaction, a request for further action should be made in a detailed writing to the Academic Appeals Committee at [academicappeals@eccu.edu](mailto:academicappeals@eccu.edu) within 10 business days of the grievance. The Academic Appeals Committee will initiate an investigation within 10 business days of receiving the written grievance and will then attempt to resolve the matter and will issue a decision to the complainant.
- If a complainant desires to further appeal a decision, a written statement must be submitted to the University President within 15 business days of the Academic Appeal Committee's decision. A response will be given within 30 business days.

A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the University. Should the student still be dissatisfied, he or she can seek relief from the New Mexico Higher Education Department at New Mexico Higher Education Department, 2044 Galisteo Street Suite 4, Santa Fe, NM 87505-2100, 1-505-476-8400 or <https://hed.nm.gov/students-parents/student-complaints>

From the NMHED website: The Private Postsecondary Schools Division (PPSD) is responsible for the following:

- Enforcing the New Mexico statutes and rules for all private postsecondary educational institutions operating with a physical presence in the state of New Mexico.
- Cooperating with authorities seeking to resolve student complaints against state-authorized postsecondary educational institutions and designated out-of-state proprietary schools.

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is an agreement among member states, districts, and territories that sets national standards for interstate offering of postsecondary distance education courses and programs. EC-Council University (ECCU) is an NC-SARA approved Institution, and the New Mexico Higher Education Department (NMHED) is the NC-SARA Portal Entity for New Mexico. Distance Education students attending ECCU who would like to resolve a grievance should follow ECCU's established Student Complaint Process. However, if an issue cannot be resolved internally, you may file an NC-SARA complaint with the New Mexico Higher Education Department.

Complaints regarding grades and student conduct violations shall not be reviewed by NMHED. Please visit:

<https://hed.nm.gov/students-parents/student-complaints> for more information.

Complaints not addressed can also be submitted to the Distance Education and Accrediting Commission (DEAC) by completing the online complaint form at [www.deac.org](http://www.deac.org).

## The Distance Education Accrediting Commission (DEAC) – Contact information DEAC

1101 17th Street NW, Suite 808  
Washington, DC 20036

# ACADEMIC POLICIES AND GUIDELINES

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## Satisfactory Academic Progress

A student must continuously maintain Satisfactory Academic Progress (SAP) toward completion of their degree program to remain in good academic standing, regardless of their course load.

The University GPA is the official GPA on the student transcript. It is a cumulative GPA for the student's current program (undergraduate or graduate). Grades of I and W are not included in the GPA calculation. SAP is recalculated for changes to GPA after I grades have been updated to a letter grade. Incomplete (I) is changed to an F if not completed within 21 days from the end of the course.

If you retake a course, your GPA for SAP purposes will be calculated based on the highest grade received for the course. However, when calculating your Percentage of Credit Completion, both courses will count towards the 150% of their program length to complete their degree before they become ineligible to receive financial aid (including federal Direct and Plus loans).

SAP is evaluated at the end of every term, regardless if the student receives financial aid for the term. At the end of the first term, the first violation results in the student being placed in SAP Warning. At the end of the second term, the second violation results in the student moved to SAP Suspension and the potential loss of financial aid eligibility. Students will be allowed to appeal and be placed on SAP Probation. After three terms not meeting SAP a student will be suspended from financial aid as well as the University. Students currently receiving financial aid will receive notification of their warning or violation status, to their official university email address, when they are below their required GPA, or get close to meeting their completion date and/or maximum timeframe.

If an undergraduate student has 60 or more non-passing semester credit hours a review will also be done to determine if they can complete their program within the maximum timeframe. If it is determined that a student cannot complete their program within the maximum timeframe, they will be automatically suspended from receiving financial aid without a warning letter.

Transfer credits are not considered in the calculation of the student's ECCU cumulative GPA. Transfer credits accepted will count for both attempted and completed credits for the SAP calculation of pace of completion (Percentage of Credit Completion - PCC).

SAP is defined as a 3.0 cumulative GPA for Master's and Graduate Certificate and a 2.0 cumulative GPA for Bachelor's students. A student must satisfy the criteria listed below to maintain continuous SAP. Any student who fails to maintain SAP will be notified by the Office of the University Registrar and be placed on Academic Probation (AP). The notice will identify the requirements to be met by the student in order to be removed from Academic Probation. A copy of the notice will become part of the student's permanent file.

## Criteria for maintaining continual SAP

Students are expected to remain actively engaged in their academic work, including weekly participation in discussions and handing in assignments. They are expected to maintain the following minimum grade point averages and percentage of credit completion.

- » Bachelor's level students are required to maintain a CGPA of 2.0 or higher. A "D" (1.0) is considered passing for a course, but a student's CGPA must not be below 2.0, or they will be placed on academic probation or suspension. Additionally, students must have successfully completed (received As, Bs, Cs, or Ds) sixty-seven percent (67%) of all courses attempted in the program (Percentage of Credit Completion-PCC).
- » Master's and Graduate Certificate students are required to maintain a cumulative GPA of 3.0 (B) or higher for all graduate-level coursework applying toward the degree. While a "C" grade is considered passing, it will impact a student's CGPA. A letter grade of "D" is not passing for graduate-level programs and will require the student to retake the course. Additionally, students must have successfully completed (received As, Bs, or Cs) sixty-seven percent (67%) of all courses attempted in the program. (Percentage of Credit Completion-PCC).

# ACADEMIC POLICIES AND GUIDELINES

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## Academic Progress and Veteran Affairs Educational Benefits

Students using Veteran education benefits are required to maintain Satisfactory Academic Progress (SAP).

## Academic Probation

EC-Council University makes a discerned effort to monitor student progress on a continual basis. A significant part of this monitoring process is to review the student's Cumulative GPA (CGPA) every term. Every student admitted to EC-Council University is expected to maintain SAP.

Students who fail to meet the Qualitative or Quantitative guidelines at the end of the term/period of review are automatically placed on a warning status for one term and notified of the status. The student continues to receive federal financial aid for this term. If at the end of the term/period of review, the student is now meeting all Satisfactory Academic Progress standards, the warning status is removed, and the student is now in good standing.

Failure to maintain SAP in any given term will result in the student being placed on academic probation and at risk of suspension. A student who does not meet SAP will be referred to the advisor. The advisor will work closely with the student to provide techniques and tools to assist the student in improving their GPA.

## Requirements for Students on Academic Probation

### Bachelor's Students

Students are required to improve their CGPA the first term they are on Academic Probation. Students who have made improvements, but have not raised their CGPA to the required 2.0, will remain on academic probation for each subsequent term until achieving the required 2.0 CGPA. To maintain SAP, the student is required to make SAP and GPA improvements each term. Therefore, students are required to earn As, Bs, or Cs each successive term while on AP to maintain a successful completion (67%) of all courses attempted in the program (Percentage of Credit Completion-PCC).

### Master's and Graduate Certificate Students

Students are required to improve their CGPA the first term they are on Academic Probation. Students who have made improvements, but have not raised their CGPA to the required 3.0 will remain on academic probation for each subsequent term until achieving the required 3.0 CGPA. To maintain SAP, the student is required to make SAP and GPA improvements each term. Therefore, students are required to earn As or Bs each successive term while on AP to maintain a successful completion (67%) of all courses attempted in the program (Percentage of Credit Completion- PCC).

# ACADEMIC POLICIES AND GUIDELINES

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## Satisfactory Academic Progress Review

Students on academic probation will have their records reviewed each term. Once the student has returned to SAP, the student will be removed from academic probation. A formal notice will be sent to the student via email from the Office of the University Registrar. A copy of this notice will become part of the student's permanent file.

## Academic Suspension

A student that does not maintain SAP (2.0 cumulative GPA for undergraduate students and 3.0 cumulative GPA for graduate students and a 67% course completion) upon their return from academic suspension will be terminated and may not continue enrollment. Students may appeal the decision for an academic suspension to the Dean.

The suspension will be based on a number of factors, including (but not limited to) the number of failing grades, past academic performance, level of academic deficiency, and student's probability of success. Notice of academic suspension will be sent to the student by the Office of the University Registrar and will become part of the student's permanent record.

Students suspended from the program are terminated unless the following occurs:

- » The student files an appeal and submits it to the school's Office of the University Registrar at [registrar@eccu.edu](mailto:registrar@eccu.edu).
- » The academic appeals board (consisting of the Dean, Registrar, and Compliance Coordinator) review the appeal. Special circumstances are identified to warrant and grant the student's appeal.

## The appeal of Probation and/or Suspension

Students who have been suspended from the university due to a failure to keep current with financial obligations to the University must pay any outstanding balance due prior to appealing a probationary or suspension decision.

Students have the right to appeal all academic probation or suspension decisions by writing to the Academic Appeals Committee at [academicappeals@eccu.edu](mailto:academicappeals@eccu.edu). The appeal must be in writing and emailed no later than 30 days after the student has received notification of the academic probation or dismissal. After receiving the student's appeal request, the Academic Appeals Committee will review the academic probation or suspension. Within 15 days of receiving the student's appeal, the Academic Appeals Committee shall render a final decision and notify the student.

# ACADEMIC POLICIES AND GUIDELINES

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## **Cumulative Grade Point Average (CGPA)**

The calculation of the students' Cumulative Grade Point Average or CGPA in their program will be the total number of credits per course (3) multiplied by the grade points earned divided by the total number of credits earned. Transfer credits are not used to determine CGPA.

## **Percentage of Credit Completion**

Percentage of Credit Completion (PCC) shall be calculated by dividing the total number of semester credit hours for which a student receives a grade of "A," "B," "C," "D" by the total number of semester credit hours the student has attempted in their program of study. A grade of a "D" is not considered a passing grade for graduate students PCC must be 67% or 2 out of every three courses attempted must be successfully completed.

## **Maximum Time of Completion**

The student's maximum time of completion for their program of study shall be one and a half times the program length. This equates to 150% of the attempted semester credit hours designated in the program outline. The MSCS program consists of 36 credits, so the students' maximum time of completion shall be 54 attempted semester credit hours ( $36 \times 150\%$ ). The BSCS program consists of 60 credits, so the students' maximum time of completion shall be 90 attempted credit hours ( $60 \times 150\%$ ), this equates to a percentage completion rate of 67% ( $36/54$  and  $60/90$ ).

# ACADEMIC INTEGRITY POLICY

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## ECCU Course Policies on Academic Integrity

As a model of the highest ethical standards and as an institution of higher-learning, EC-Council University expects its students to conduct themselves with a certain level of honesty and integrity. Students of EC-Council University are expected to uphold the very highest professional and personal ethics and embrace opportunities for engaging an honest intellectual inquiry by practicing academic integrity. Academic integrity is the commitment to five fundamental values: honesty, trust, fairness, respect and responsibility. The purpose of this policy is to clarify the universities expectations with regard to student academic behavior and provide examples of academic misconduct. Misconduct is a violation of the academic integrity policy, whether intentional or unintentional and includes all forms of academic cheating.

### Academic Misconduct

A violation of the Academic Integrity Policy, including all forms of academic dishonesty. Including but not limited to acts that may result in creating an unfair academic advantage to the student or others.

#### Cheating

Distributing or receiving answers or information by any means other than those expressly permitted by the instructor for any academic exercise. Examples include:

- Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
- Impersonation: Assuming another student identity or allowing another individual to complete an academic exercise on one's own behalf.
- Using or attempting to use unauthorized materials, texts, devices, notes, information, or study aids to gain unfair advantage in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

#### Collusion

Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the University to commit misconduct.

#### Destruction, Theft, Obstruction, & Interference

Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor's materials or another student's academic work.

#### Fabrication, Falsification, Forgery

Deliberately falsifying, altering, or inventing student records, information, or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

#### Plagiarism

Is the act of representing an individual's or organization's words, thoughts, or ideas as one's own. Examples include:

- Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
- Using charts, illustrations, images, figures, equations, etc., without citing the source.
- Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
- Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

# ACADEMIC POLICIES AND GUIDELINES

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## Original content

Students are expected to create their discussion topics, assignments, and essays using the majority of their own personal thoughts and ideas. All works must contain original work. Any work submitted that contains unoriginal work regardless of whether the sources are appropriately cited may be considered a violation of the academic honesty policy, depending on the nature of the assignment, and consent of the assigned instructor.

## Citing Sources

In academic communities, the ethics of research demand that writers be credited for their work and their writing, not to do so is to plagiarize to intentionally or unintentionally appropriate the ideas, language, or work of another without sufficient acknowledgment that such material is not one's own. Whenever a student quotes, paraphrases, summarizes or otherwise refers to the work of another, the student must cite their source either by way of parenthetical citation or footnote. Unfortunately, this is the most common form of academic dishonesty, but regardless it will be responded to with failing grades or dismissal.

## Violations

Students who violate the Academic Integrity Policy (commit academic misconduct) are subject to corrective action in order to deter future misconduct and to hold students accountable for their actions. Academic Integrity violations and corrective actions are documented and cumulative; corrective actions may be increased based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. The University reserves the right to dismiss a student from the University for academic misconduct; students who are dismissed from the University because of academic misconduct may not reenroll. Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities.

## Timeline

Discovery of violation of the Academic Integrity can occur at any time. Issuance of a grade, or even degree, can be changed if it is discovered that an academic honesty violation occurred. The bottom line is this; it's just not worth it.

## Appeal

A student found in violation of the Academic Integrity Policy may appeal a finding of misconduct using the Academic Appeal Policy located in the catalog.

## Student Identity Verification

- » EC-Council University takes measures to verify the identity of the students who are applying to the university, and completing courses.
- » Students access their courses and reference materials through our secure online learning management system, where they are required to enter in their username and password. Each student is responsible for the safeguard of their credentials.
- » EC-Council University implements student identity verification in several ways to ensure proper ID.
  - » A Valid Government issued ID is required with admissions application along with a photo of yourself (selfie) holding your official government ID.
  - » Login credentials are required for the online LMS portal.

# GRADING SYSTEM

The grading system used at EC-Council University is the A-F system (see definitions below). Unless otherwise stated, the University awards letter grades in recognition of academic performance in each course. Grade points are used to calculate the grade point average (GPA).

## Grade Point Average Calculation

The calculation of the students' Grade Point Average or GPA will be the total number of credits per course (3) multiplied by the grade points earned divided by the total number of credits earned. Transfer credits are not included in GPA calculations.

Bachelor's Grading Scale

LETTER GRADE	RANGE OF POINTS	GRADE POINTS
A	93-100 %	4.00
A-	90-92 %	3.75
B+	87-89 %	3.50
B	83-86 %	3.00
B-	80-82 %	2.75
C+	77-79 %	2.50
C	73-76 %	2.00
C-	70-72 %	1.75
D+	67-69 %	1.50
D	63-66 %	1.00
D-	60-62 %	0.75
F	0.00-59	0.00
W	Withdrawal	
AW	Administrative Withdrawal	
I	Incomplete	
IP	In Progress	
R	Retaken Course	
FD	Failure Dropped	

Master's/Graduate Certificate Grading Scale

LETTER GRADE	RANGE OF POINTS	GRADE POINTS
A	93-100 %	4.00
A-	90-92 %	3.75
B+	87-89 %	3.50
B	83-86 %	3.00
B-	80-82 %	2.75
C+	77-79 %	2.50
C	73-76 %	2.00
C-	70-72 %	1.75
F	0-69 %	0.00
W	Withdrawal	
AW	Administrative Withdrawal	
I	Incomplete	
IP	In Progress	
R	Retaken Course	
FD	Failure Dropped	

# GRADING SYSTEM

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**I** An Incomplete "I" is a temporary grade that may be given at EC-Council University's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevents completion of course requirements by the end of the academic term. (see Incomplete Grade Policy)

**IP** In Progress applies to currently enrolled courses.

**R** Retaken course. An "R" grade is indicated on the transcript when a later grade has superseded the course grade. Only the latter grade will be used in computing the GPA.

**W** A student may withdraw from a course by notifying the Office of the University Registrar in a documented manner (mail, e-mail or Fax). If the withdrawal occurs during an active course, the student will receive a refund as per the refund schedule in the refund policy. A "W" will appear on the student's transcript, and the credits for the course will be added to the cumulative credits attempted. Withdrawals will not be included in the GPA Calculation. Refer to the published academic calendar dates and deadlines section for dates when a withdrawal is allowed.

**AW** Faculty members or ECCU staff may initiate an Administrative Withdrawal (AW) of a student from a course based on lack of attendance or participation or lack of connectivity. Please see the description of these items below. Depending on when the AW occurs, the student may be eligible for a refund according to the refund schedule in the refund policy. AW will appear on the student's transcript, and the credits for the course will be added to the credits attempted. If the student is administratively withdrawn from the class because of plagiarism, disciplinary action will occur, resulting in the student receiving not an AW but an F on their transcript, and the protocol described in the Academic Honesty Policy will be employed. Although students can be dropped for lack of attendance or non-participation, the student should never assume that they will be automatically withdrawn for any reason.

**FD** A student will earn an FD grade when they have attended 60% or more of the term but have not attended for at least 21 days. FD grades will count towards total credits attempted for the cumulative credits attempted and will be included in the GPA calculation.

# GRADING SYSTEM

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## Lack of Connectivity

### Student responsibility

It is the student's job to ensure their devices and internet connection are sufficient to participate online courses.

### No make-up work

If a student misses assignments due to connectivity issues, they will not automatically be given the opportunity to make up the work.

### Potential withdrawal

Repeated or significant connectivity issues may lead to the student being administratively withdrawn from the course.

### No assumption of withdrawal

Students should not assume that the faculty will automatically drop them if they have connectivity problems; they should actively address any issues they are facing.

## Credits

All credits awarded by EC-Council University are semester hour credits. Credits are awarded only upon successful completion of a course or project requirements. Students will graduate with honors if they have a cumulative GPA of:

- » Cum Laude - for grade point averages of 3.75 through 3.84
- » Magna Cum Laude - for grade point averages of 3.85 through 3.94
- » Summa Cum Laude - for grade point averages of 3.95 and above

## Honors Lists

After the end of each term, all students in degree-seeking programs who earned a high GPA for the term will be recognized for their high achievement. Those students who have earned a 3.75 to 4.0 GPA for the term are placed on the President's List.

Those students who have earned a 3.25 to 3.749 GPA for the term are placed on the Dean's List.

# RIGHTS AND RESPONSIBILITIES

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## Student Conduct

Students are expected to be familiar with all published policies and procedures of EC-Council University and will be held responsible for compliance with these policies. The following is a code of conduct that has been written by the Distance Education and Training Council.

### A Code of Conduct for the Distance Education Student

I recognize that in the pursuit of my educational goals and aspirations, I have specific responsibilities toward my fellow distance learners, my institution, and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct.

I will fully observe the standards, rules, policies, and guidelines established by my institution, the state education agency, and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Conduct myself with professionalism, courtesy, and respect for others in all of my dealings with the institution staff, faculty, and other students.
2. Present my qualifications and background truthfully and accurately for admission to the institution.
3. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions, and conducting research.
4. Never turn in work that is not my own or present another person's ideas or scholarship as my own.
5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
6. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.
7. Never divulge the content of or answers to quizzes or examinations to fellow students.
8. Never improperly use, destroy, forge, or alter my institution's documents, transcripts, or other records.
9. Never divulge my online username or password.
10. Always observe the recommended study schedule for my program of studies.
11. Always report any violations of this Code of Conduct to the appropriate institutional official and report any evidence of cheating, plagiarism, or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.

# RIGHTS AND RESPONSIBILITIES

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## Student Responsibilities

Students must comply with the obligations outlined in the Student Enrollment Agreement and in accordance with any reasonable instructions issued from time to time by or on behalf of the University, listed below, but not limited to:

- » Attend assigned enrolled classes
- » Submit required course work and other assignments required for the program by the prescribed deadlines
- » Behave appropriately within the University environment
- » Be adequately prepared for any activity required as part of the program outside the University, at all times conducting oneself in a proper manner
- » Comply with any professional standards applicable to the program
- » Abide by any special conditions relating to the program set out in the catalog or student enrollment agreement, unless otherwise notified by the University
- » Provide the Office of the University Registrar with an emergency contact name and details which the University may use at its discretion
- » Notify the Office of the University Registrar of any changes to the information which has been submitted on the application or Student Enrollment Agreement; for example, change of address

## Faculty Responsibilities

The University faculty members will take all reasonable steps to ensure that:

- » Students have access to necessary materials and resources
- » Students know how and when they may contact the faculty member
- » Students are aware of all relevant academic services available to them (particularly the library and information technology services)
- » New students receive appropriate information on procedures, services, and personnel relevant to their introduction to the University and their continued studies.

## Termination of the Student Enrollment Agreement

The Student Enrollment Agreement will end automatically, subject to the student's rights of internal appeal if the student's status in the University is terminated as a result of:

1. The action was taken against the student in accordance with the University's disciplinary procedures

# RIGHTS AND RESPONSIBILITIES

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2. A decision of the faculty, based on the student's academic performance
3. Non-payment of fees, in accordance with the University's regulations on payment of fees.

The date by which the notification is postmarked, phoned, or emailed is the effective date of the withdrawal. Any tuition or fees owed to the student will be refunded within 30 days of the receipt of the withdrawal notice.

All fees owed to the University are due immediately upon termination of the Student Enrollment Agreement. Accounts that have a negative balance will be sent to a 3rd party collection service.

## General

The University cannot accept responsibility, and expressly excludes liability, for:

- Any loss or damage to personal property and/or
- Death or any personal injury suffered by the student

The University will attempt to ensure reasonable levels of security and anti-virus protection for all content and materials that the University has provided for student access or use. The University will not be held liable for loss or damage suffered by the student or their property as a result of the use of any computer programs or software provided by or made available by the University, including any contamination of software or loss of files.

Neither the student nor the University will hold each other liable for failure or delay in performing obligations if the failure or delay is due to causes beyond the party's reasonable control (e.g., fire, flood, or industrial dispute).

## Third Parties

The parties to this Agreement do not intend that any of its terms will be enforceable by any person, not a direct party to it.

## Rights Reserved

EC-Council University reserves the right to add or delete from certain courses, programs, or areas of study as circumstances may require to enhance the quality and delivery of educational services. This includes but is not limited to faculty changes, tuition rates, and fees. EC- Council University will give proper advanced notice in the event of any financial changes affecting students.

# STUDENT RECORDS/RIGHT OF PRIVACY

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## Family Educational Rights and Privacy Act (FERPA) -

Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

- The right to inspect and review the student's educational records within 45 days of the day the university receives a request for access. Students should submit to the Office of the University Registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The student's right to request the amendment of their educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Manager of Student Affairs, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or 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 in order to fulfill his or her professional responsibility.
- The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of this information.

# STUDENT RECORDS/RIGHT OF PRIVACY

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- The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts.
  - Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
  - Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements nor recordation requirements apply.
  - All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
- The Right to Disclose – without the written consent or knowledge of the student or parent – information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger of student or others must be present.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. 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, 20202-4605.

\*A University official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Educational institutions are required to annually notify enrolled students of their rights under the FERPA, as amended. This website fulfills this obligation and serves as the annual FERPA notification to students at the EC-Council University.

For more information on FERPA standards and guidelines that EC-Council University abides by, visit the US Department of Education at <http://www2.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>

For detailed FERPA information provided by ECCU, please visit the ECCU website FERPA tab.

# RIGHTS AND RESPONSIBILITIES

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## Educational Record

A student's education records are defined as files, materials, or documents that contain information directly related to the student and are maintained by the institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility. ECCU maintains records of grades and transcripts for a minimum of three years.

## Directory Information

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Manager of Student Affairs within fifteen (15) days after the student starts classes. In compliance with the Family Educational Rights and Privacy Act (FERPA), the University treats the following student information as directory information, which can be disclosed without a specific release of information from the student: name, date of birth, address(es), EC-Council University issued student email address, personal email address, field of study, degrees/awards, participation in officially recognized activities, last school attended, honors list or equivalent, attendance status, dates of attendance, and level of enrollment.

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Office of the University Registrar at [registrar@eccu.edu](mailto:registrar@eccu.edu). Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

## Non-Directory Information

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the Office of the University Registrar for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

## Electronic Files

The Family Educational Rights and Privacy Act (FERPA) does not differentiate between the medium of storage or the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form.

## Access to Records

Any currently enrolled or former student has a right of access to any and all records relating to the student and maintained by the University. FERPA does not cover individuals who applied to the school but did not attend. The full policy and procedure for review of a student's records are available from the Office of the University Registrar.

» Students 18 years of age or older may examine all records in their name. These records are not available to any other person other than appropriate University personnel unless released by the student. A legal exception is provided to the above regulation, and these exceptions will be explained to any person who requests the information from the Director of Admissions and Office of the University Registrar.

# RIGHTS AND RESPONSIBILITIES

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- » Each student has a right to challenge any record, which is kept by the University. The Director of Admissions and the Registrar are responsible for all student records. Challenge of records, if any, shall be in writing to the Office of the University Registrar at [registrar@eccu.edu](mailto:registrar@eccu.edu). A decision will be made within five business days to uphold or reject the challenge of any record. When the challenge of a record is upheld, the record shall be amended. If the challenge of a record is denied, the student may appeal this decision to the Dean.
- » The specific regulations governing the Family Educational Rights and Privacy Act are available in the office of the Dean and the office of the Office of the University Registrar.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA rests with the student. The name and address of the office that administers FERPA is:

## **Family Policy Compliance Office**

U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-4605 Disability

# RIGHTS AND RESPONSIBILITIES

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## Non-Discrimination Policy

EC Council University is dedicated to building a diverse and inclusive community in which members of all backgrounds can learn and thrive. EC Council University practices will conform both with the letter and the spirit of federal, state, and local laws, and regulations regarding non-discrimination. EC-Council University is strongly committed to providing equal education and employment opportunities, and does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, gender identity or expression, ancestry, or military service.

## Title IX and Policy Against Sexual Misconduct

### General Provisions

- University policy strongly condemns and expressly prohibits sexual assault, domestic violence, dating violence, sexual harassment, and stalking.
  - References to "University policy" mean the rule outlined in this section.
- Title IX of the Education Amendments of 1972 (see 34 C.F.R. Part 106) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance, and applies to all gender identities. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000e et seq.) prohibits employers from discriminating against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.
- This policy applies to the actions of students and employees, including co-workers, managers, or by any other persons doing business with or for the University.
- Location of the alleged incident that violates this policy:
  - This policy applies to harms against students regardless of where the incident occurred.
  - This policy applies to harms against employees or third parties occurring on property owned or leased by the University, or at any activity, program, organization, or event sponsored by the University, or by a fraternity or sorority.
- Complaints may allege violation of University policy or Title IX, subject to the following:
  - Complaints alleging violations of the University policy are handled by the Human Resources Director, Corporate Counsel, Title IX Coordinator, or a combination thereof, and follow the rules and procedures of this policy.
  - Complaints alleging violations of Title IX are handled by the Title IX Coordinator and follow the rules and procedures of this policy.
  - An employee complaint against another employee will be handled by Human Resources as a violation of University policy, as outlined here and in the Employee Handbook, before the complaint may be pursued under Title IX.
- Nothing in these policies shall prevent anyone from contacting law enforcement or pursuing formal legal remedies or resolution through state or federal agencies or the courts.

# RIGHTS AND RESPONSIBILITIES

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- Academic or other education related complaints are rightly pursued under the Academic Appeals and Grievance Policy. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. A grievance, which is an expressed feeling of dissatisfaction regarding an action taken by the University or by members of the University community, follows the Grievance Procedure. When the Academic Appeals and Grievance Policy process does not resolve an academic or other education-related complaint with an underlying Title IX issue or other violation of this policy, such a complaint may be subsequently pursued under this policy.
- All students and employees shall be informed of this policy by training, the university catalog, or other means.

## Accommodations Policy

EC-Council University seeks to create an accessible university community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. EC-Council University recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities. Students with disabilities do not have to self-disclose or register with the University Accommodations Coordinator, although the University encourages them to do so. Students seeking academic accommodations or adjustments must contact the University Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Academic Advisor.

### Disability

The University uses the definition of disability outlined in Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) Amendments Act (ADAAA), which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities
- Has a record of such impairment
- Is regarded as having such impairment

Students must demonstrate that their need for academic adjustments or other reasonable accommodation is based solely on their permanent disability, after a student submits their documentation, the University Accommodations Coordinator will determine eligibility as well as appropriate and reasonable accommodations. Students need to repeat their request for accommodations every year.

Students at Private post-secondary institutions are protected by the Americans with Disabilities Act as Amended (ADAAA) and Section 504 of the Rehabilitation Act. When serving students with disabilities, institutions must comply with these laws, which stipulate that they:

- cannot discriminate in college recruitment, admission, or after admission based solely on a student's disability;
- are required to make individual, reasonable accommodations at no cost to students with documented disabilities (please note that accommodations which would cause an undue hardship on the College, may not be required);
- provide equal access and participation to students who qualify for an educational program;
- make modifications "as necessary" to ensure that academic requirements are not discriminatory;
- inform students of available services, academic adjustments, and the name of the coordinator of support services (this is the University Accommodations Coordinator or UAC at EC-Council University) and
- provide written information on how to access services or request accommodations.

# RIGHTS AND RESPONSIBILITIES

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Accommodations are services, teaching approaches, compensatory strategies, changes, or modifications in the learning environment that enable students with documented disabilities to demonstrate their ability to perform the essential skills and functions required in a program or course. Accommodations are intended to ensure equal access to learning opportunities and to allow equal program participation. For example, an interpreter provides access to lectures and to discussions for a student who has a disability in Deaf and Hard of Hearing. The knowledge that is to be learned by the student remains the same as for all students.

Post-secondary institutions may provide academic adjustments if they do not change course outcomes or program requirements or place an undue burden on the institution. For example, reducing the acceptable level of skill required to pass an exam may result in a student not mastering a task that is required for safe and competent performance in the student's chosen field. Modifications such as this are not appropriate in preparing students for successful futures. Accommodations are intended to ensure access that allows students with disabilities to compete equally with their non-disabled peers. Not all accommodations are appropriate for every student. Contact [disabilityservices@eccu.edu](mailto:disabilityservices@eccu.edu) to request additional information regarding the accommodations process.

## **Confidentiality**

Services provided are confidential. ECCU does not release information to any persons or agencies without the written consent of the student. Information may be released pursuant to a subpoena or under circumstances that might pose a danger to the student or others, in situations of suspected child abuse, or under circumstances where ECCU officials have a need to know.

## **Evaluative Documentation**

As the first step in the initiation of services, students requesting are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973. ADAAA defines a disability as a substantial limitation of a major

life function. The diagnostic report must document a disability. It is essential to recognize that academic adjustment needs can change over time and are not always identified through the initial diagnostic process. Conversely, a prior history of accommodation, without demonstration of current need, does not in and of itself warrant the provision of a like accommodation.

Those students with no documentation and suspecting they may have a disability may seek an evaluation from community diagnosticians or health care providers. The cost of the evaluation is the responsibility of the student, so please check with your health insurance to see if any of the cost is covered through your health insurance policy.

## **Documentation must**

- » Verify a disability; the ADAAA defines a disability as a substantial limitation of a major life function.
- » Include a specific diagnosis which describes the nature of the permanent disability and its functional limitations in an academic environment as well as other university settings.
- » Include specific recommendations for academic adjustments or accommodations. Academic adjustment needs can change over time and are not always identified through the initial diagnostic process. A prior history of accommodation, without demonstration of current need, does not in itself warrant the provision of a similar accommodation.
- » Be signed by the medical or mental health professional or diagnostician.
- » Be timely and typed/written on professional letterhead stationery.
- » Be given to the Registrar who will begin the intake process.

# RIGHTS AND RESPONSIBILITIES

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## Documentation may include

- » Letter from doctor
- » ECCU Diagnosis Verification Request Form
- » DSM diagnosis
- » Psychological evaluation

## Student Rights

EC-Council University encourages diversity within its student body and strives to provide its students with a secure and safe environment conducive to learning. The student's rights consist of the following but are not limited to:

Students will have the web course materials they need to complete assignments and to participate in group or class sessions. This support may be achieved with one or a combination of the following: courier, overnight delivery (FedEx, UPS, and Express Mail), priority mail, electronic file transfer, and fax. With long lead time, regular mail service may be an alternative.

EC-Council University ensures that all students will be treated equally.

## Anti-Harassment

EC-Council University does not tolerate any form of harassment, sexual misconduct, or inappropriate behavior by students, faculty, instructors, or University staff. Anyone who believes that he or she is the recipient of such behavior must immediately contact the President with a written account and details of the incident(s) so that an appropriate investigation can be made. All communications will be held in the strictest confidence, and the constitutional rights of the individuals involved will be protected.

## Non-Discrimination

The University is in compliance with all requirements imposed by or pursuant to Title VI for the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, sex, color, creed, age, religion, or national origin in its admissions, activities, programs, or employment policies in accordance with federal, state, and local laws.

# RIGHTS AND RESPONSIBILITIES

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## California Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying Institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the Institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your Enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The Institution, a location of the Institution, or an educational program offered by the Institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an Institution or a location of the Institution within the 120-day period before the closure of the Institution or location of the Institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an Institution or a location of the Institution more than 120 days before the closure of the Institution or location of the Institution, in an educational program offered by the Institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The Institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The Institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the Institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an Institution or representative of an Institution, but have been unable to collect the award from the Institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

# CYBER SECURITY ADVANCEMENT ALLIANCE

## Join the Cyber Security Advancement Alliance by EC-Council University

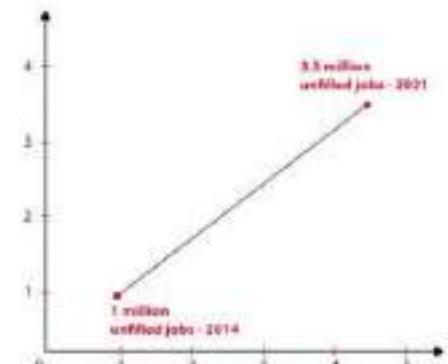
### What is the Cyber Security Advancement Alliance All About?

Since EC-Council's inception, we have continuously overhauled and reprioritized our cybersecurity programs to meet the demand and requirements of the industry, government, and education. The world, however, is continuously in a crisis mode. A Cyber crisis mode. The number of jobs that are being created in cyber is growing at a staggering rate, and the fact is that Universities across the globe are unable to produce a capable and reliable cyber workforce at the speed that the marketplace requires.

The shocking fact is that the cybersecurity community has been unable to reduce the inefficiencies of the cybersecurity workforce, unlike the other tech sectors. As a result, cybercrime is growing at an alarming rate.

As a responsible educator, EC-Council University is calling on industry partners to join its Cyber Security Advancement Alliance to help reverse this problem. Our goal is to ensure that with the input of the industry, we will be able to solidify, improve, and innovate advanced cybersecurity learning programs that are affordable and provide our Alliance members with workforce development opportunities to meet current and emerging cybersecurity requirements.

With the support of our Alliance members, we aim to continue to innovate hand-in-hand with the needs of employers.



### How Do We Plan to Contribute to the Community?

With the support of our Alliance Partners, we plan to contribute to the community in the following ways:



#### 1. Monthly Expert Sessions:

From cybersecurity practitioners across the world, which will be made available as webinars to everyone without any fee.



#### 2. Industry Engagement Sessions:

We plan to invite our members to contribute through Advisory Boards and other forums to the enhancement and development of our cyber programs to ensure that they are relevant to the needs of the industry.

# CYBER SECURITY ADVANCEMENT ALLIANCE

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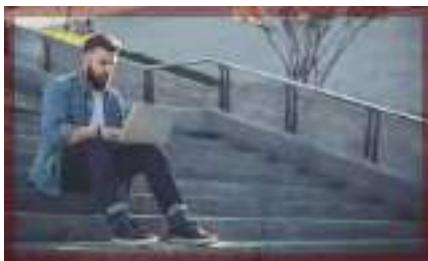
### **3. Events and Conferences:**

We will invite community members to our various events across the globe so that a proper dialogue can be held for the betterment of the industry.



### **4. Applied Research:**

Students will be encouraged to utilize applied research projects in their coursework that support workplace challenges through various methods such as internships, capstone projects, and case studies.



### **5. Scholarships:**

EC-Council University will support 10% tuition scholarship opportunities for member's employees as well as their spouses and children. Plus, members will have access to additional scholarship awards to advisory board recommendations. Application fees will also be waived.

# CYBER SECURITY ADVANCEMENT ALLIANCE

## How Can Your Organization Benefit



When you join our Cyber Security Advancement Alliance program, members receive:

- » 10% Tuition Scholarship of up to \$2000.00 per program (Master's degree, Graduate certificate, or Bachelor's degree) applied by the course. (Available for member employees, spouses and children)
- » Application costs waived.
- » Access to additional scholarship programs.
- » Expedited and customized payment plans that support organizational tuition assistance programs.
- » Applied project assignments (and internships where applicable) that support your working environment and academics.
- » Organizational leadership representation on University Advisory Boards that steer the curriculum to meet the needs of a well-trained cyber workforce.
- » Motivation for academic success as the merit nature of the scholarship is based on maintaining satisfactory academic progress.

## Build a Future Through Research and Scholarship

- » With the Cybersecurity Advancement Alliance program at ECCU, companies and organizations can enhance members and their families' lives with education. More than an employee benefit, education is a strategic investment that will give your organization the edge needed to thrive in today's economy.
- » The Cyber Advancement Alliance seeks to bridge the gap in government/industry and education collaboration to produce better partnering on the ideas, trends, and outcomes needed for an expanding and higher quality cybersecurity talent pool.
- » Organizations, associations, municipalities, and other agencies can give members and employees a Cybersecurity Advancement Alliance Scholarships benefit through EC-Council University
- » A leader in online cybersecurity academic excellence, EC-Council University provides flexible degree and certificate programs designed to move adult learners forward in their careers. With a dedicated faculty and staff, we also offer exceptional service to help students reach their education goals.
- » Become a Cybersecurity Advancement Alliance member and invest in the future of your team with EC-Council University!

# PARTNERS

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# EC-COUNCIL UNIVERSITY BOARD OF DIRECTORS



**Sanjay Bavisi**

CEO, EC-Council Group & Chairman of the Board, EC-Council University, LLB (Hons), Middle Temple [United Kingdom] Mr. Bavisi is the co-founder and president of EC-Council International, Ltd., an international corporation that is ANSI accredited and widely recognized for its member-based and partner-based structure and its certification of information assurance professionals around the world.



**Dr. April D. Ray**

Chief Academic Officer & Dean, Dr. Ray holds a Doctoral degree in Educational Leadership. She also holds a Master's degree in Media Communications and a Bachelor's degree in Communications.



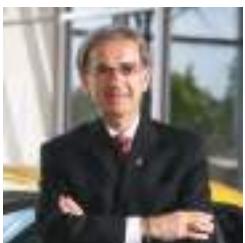
**Lata Bavisi**

President EC-Council University. Over a span of 20 years, Lata Bavisi has had a very exciting career with experiences in different industries across the globe. As a trained attorney, she has been able to help steer many of these organizations. These roles manifested into leadership positions which benefited the organizations greatly as she played a pivotal role in assisting corporate growth.



**Kim Sassaman**

Master's Degree, Computer & Information Systems Security/ Information Assurance, Norwich University; Bachelor of Science, Information Assurance & Security, Capella University



**George Sehi**

Doctorate in Academic Administration, Southern Illinois University at Carbondale; Master of Science in Thermal & Environmental Engineering, Southern Illinois University at Carbondale; Bachelor of Science in Civil Engineering, Southern Illinois University at Carbondale



**David Oxenhandler**

Master of Business Administration, University of Massachusetts; Bachelor of Science, Business, University of Connecticut



**Eric Lopez**

Vice President EC-Council Global, BS in Journalism/Mass Communication  
New Mexico State University



**Sharon Cabellero**

Doctorate in Education, United States International University; Master of Arts, United States International University; Bachelor of Science, San Diego State University

# EC-COUNCIL UNIVERSITY ADVISORY BOARD

**Wesley Alvarez**

Director of Academics,  
EC-Council

Wesley Alvarez is the Director of Academics at EC-Council. He has been working in secondary and post-secondary education environments for over 1 years, focusing on outcome-based Cybersecurity course and program development. His experience includes national and global cybersecurity program design and implementation across leading colleges and universities offering Cybersecurity degrees and stackable credentials. Wesley is the creator of the globally recognised EC-Council Academia Partner program ([www.eccouncil.org/academia](http://www.eccouncil.org/academia)). This program supports a network of over 2,000 secondary and post-secondary institutions across the world that focus on career-based education, certification, stackable credentials, accelerated workforce pathways, hands-on education, disruptive learning environments, cyber competitions, and more. He has guest lectured within Cybersecurity programs across the world at institutions such as National Defense University, University of Washington, Johns Hopkins University, and more. Wesley has authored articles on Cybersecurity education and research, several of which have been published by global media sources

**Jaya Chakravarthy**

Computer Science –  
OSINT Analyst – Educator

Jaya Chakravarthy currently serves as an OSINT Analyst. Professional experience includes specific skills in JavaSE, J2EE Web Services, HTML, JavaScript, SQL, PL/SQL, CSS, and SailPoint. Additional professional experience includes assessing the maturity of identity programs and reporting using cloud platforms.

**Dasha Davies**

Cybersecurity and  
Information Technology and Management

Dasha Deckwerth currently serves as a Sr. Security Consultant & CISO at Stealth - ISS Group Inc. Internationally recognized Information Security Professional and vCISO with 25+ years of progressive Cybersecurity experience at all organizational levels, multiple industries, and with a solid background in business and Cyber Security consulting, audit, and strategy. A results-driven professional adept at balancing business goals with security requirements, delivering complex projects efficiently and cost-effectively.

**Carl Midy**

Information Assurance and Cybersecurity

Carl Midy is an experienced Project Manager with over three decades of experience in Cybersecurity and Information Assurance. Currently leading the Cybersecurity (CS) Information Assurance Division at the USA Signal Network Enterprise Center, he brings a deep understanding of Network Access Control, Computer Security, and UNIX Systems Administration.

Carl has a strong technical foundation and is proficient in tools like ForeScout's CounterAct 7.0, eMASS, ACAS, Nessus, SQL, HTML, C/C++, and Westlaw. His expertise extends to system analysis, design, implementation, testing, debugging, troubleshooting, and training. With a successful career spanning 24+ years as a Technical Educator, Carl's ability to communicate complex technical concepts effectively is an valuable asset.

## Advisory Board Member contributions help us ensure the following:

- Our curriculum reflects the current and future needs of the technology community so that our graduates become significant contribution.
- Our students are exposed in meaningful ways to cybersecurity and other technology related disciplines during their course of study with the appropriate balance of theory and practice.
- EC-Council University provides appropriate mentoring, internship opportunities and job placement opportunities for students
- Our faculty remains current in their fields and have opportunities to contribute to the body of knowledge in these fields through meaningful research projects

# EC-COUNCIL UNIVERSITY ADVISORY BOARD



**Dr. Jose Gomez**

Management and  
Business Administration

Dr. Jose Gomez is an experienced Career Consultant at the American University of the Caribbean (AUC). With a PhD in Business Administration and a diverse background spanning the military, medical research, and medical device sales, he brings a unique blend of expertise to his role.

Dr. Gomez offers personalized career counseling, matching services, application strategies, and specialized workshops. He is dedicated to helping students achieve their career goals by staying abreast of workforce trends, conducting surveys, and bridging the gap between technical and non-technical teams.

Drawing on his experiences as a senior hospital corpsman and navy recruiter, Dr. Gomez fosters a culture of excellence, collaboration, and innovation within the AUC career services team. His ability to leverage diverse perspectives and experiences makes him a valuable asset to the organization.



**Goutama Bachtiar**

Board Member, Global Advisory Board,  
Multi-Fellow, Subject Matter Expert.

Goutama is an accomplished technology advisory leader with over two decades of experience in Governance, Risk and Compliance on IT, Cybersecurity, and Artificial Intelligence.

Awarded as a fellow of multiple global institutes (Royal Society of Arts, Manufactures and Commerce, FINSIA and OneTrust, among others), and recently Cloud Security Alliance Research Fellow, he has over thirty global credentials, is a Global Awards Judge, and an International Advisory Board Member in EC-Council, AICERTs Advisory Board, Packt Publishing Technology Advisory Board, as well as a Global Blockchain Business Council Regional Ambassador and Accredited Member of Australian Institute of Company Directors. In addition, he serves as a Subject Matter Expert for ISACA, CompTIA, the Open Compliance and Ethics Group, and the Project Management Institute.

Moreover, he is also a prolific contributor to the global technology community, having written and reviewed over 350 articles, white papers, and manuscripts for 30+ media outlets, journals, and organisations, including ISACA, COBIT, PMI, PMBOK, CSA, TAISE, CCSK, SSRM, OCEG, AECT, ICEM, and ZDNet Asia.

He has delivered 320+ sessions to a total audience of 13,500+ people, racking up 6,800+ hours as a chairperson, moderator, jury, (keynote) speaker, panellist, trainer & lecturer, in-person & online, notably for World CIO 200 Summit, Asia Finance Forum, ASEAN-JIF, BIG Awards and ACFE International Fraud Awareness Week.

He is also a co-author of three books and 1 Body of Knowledge, and a reviewer of seven books, notably for O'Reilly, Springer, Elsevier, IASA, Packt, and Manning.

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# EC-COUNCIL UNIVERSITY STAFF

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**Lata Bavisi**  
*President EC-Council University*



**Dr April D Ray**  
*Chief Academic Officer & Dean*



**Dr. Chandra Davis**  
*Manager of Student Affairs & Registrar*



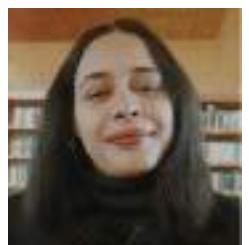
**Nirav Raval**  
*Finance*



**Armina Shaikh**  
*Academic Advisor*



**Renuka Chintalapudi**  
*Associate Registrar*



**Khaoula Errachak**  
*Academic Advisor*



**Christopher Lawrence**  
*Academic/Enrollment Advisor*

# EC-COUNCIL UNIVERSITY FACULTY

<b>Julie Beck, MS</b> <i>Master of Science in Cyber Security, EC-Council University; Master of Science in Information Technology, Kennesaw State University</i>	<b>Adrianna Davis</b> <i>Doctor of Education, Organizational Leadership, Nova Southeastern University; Master of Science, Leadership, Nova Southeastern University; Bachelor of Arts, Psychology, University of South Florida</i>	<b>Brian McDaniel</b> <i>Doctor of Information Assurance Candidate, University of Fairfax, Master of Science in Cybersecurity, EC-Council University; Master of Science in Computer Science, Oklahoma City University</i>
<b>Yuri Diogenes, MS</b> <i>Master of Science in Cybersecurity Intelligence and Forensics Investigation from UTICA College; MBA from FGV Brazil. CISSP, E CEH, E CSA, CompTIA, CompTIA Mobility+, CompTIA Network+, CompTIA Cloud+, CASP, MCSE and MCTS</i>	<b>Kanchan Panta</b> <i>Dr. Kanchan Panta currently works as a Sr. Principal Cyber Engineer at Raytheon Company. Before working at Raytheon, Dr. Panta served in the United States Army and worked for Booz Allen Hamilton and Harris corporation in the cybersecurity field in various capacities.</i>	<b>John Theodore</b> <i>Doctor of Business Administration, International Business, University of South Africa; Doctor of Philosophy, Management; Aristotelian University of Thessalonica; Doctor of Philosophy, Education, University of Kansas; Master of Arts, Education, Business, Western Kentucky State College</i>
<b>Franklin Orellana, DBA</b> <i>Doctor of Business Administration, Northcentral University; Master of Business Administration, American InterContinental University; Master of Information Technology- Internet Security, American InterContinental University; Bachelor of Science, Computer Engineering, Universidad Espíritu Santo</i>	<b>Arnold Webster</b> <i>Doctor of Philosophy focused in Business Administration and Management of Engineering and Technology, Northcentral University; specializing in computer and network security, forensics, management, technical writing, information assurance, and information security.</i>	<b>Warren Mack</b> <i>Ed.D. in Technical Education, Master of Science in Cybersecurity, and Master of Science in Technology Education. Dr. Mack's experience spans two decades and includes both theoretical and application considerations of technology application and information security and assurance strategies.</i>
<b>Sandro Tuccinardi, JD</b> <i>Juris Doctorate, McGill University ;Master of Science, Computer Science, Dalhousie University; Bachelor of Arts, Social Science, University of Ottawa</i>	<b>Joseph Issa</b> <i>Dr. Joseph Issa is a senior software engineer and data scientist with over 25 years of industry and academic experience. Dr. Issa's educational background includes a Ph.D. in computer engineering from Santa Clara University and a Master's degree in Information and Data Science from the University of California at Berkeley.</i>	<b>Abiodun Akinwumi</b> <i>Ph.D. Cyber Security, MS Cyber Technology and Human Resources Management, BS Political Science and System Technology; PMP, Information Systems Security Professional, DevOps Engineer, Solutions Architect, Developer Associate, Scrum Master, Information Security Manager, and Information Systems Auditor.</i>

# EC-COUNCIL UNIVERSITY FACULTY

<b>Yonatan Asher</b> <i>Yonatan Asher is a Cybersecurity Consultant with over 20 years of experience within federal government and private industry. He is a Retired United States Air Force Officer with 25 years of service.</i>	<b>Jason Clark</b> <i>PhD Computer Science, George Mason University; MS Computer Forensics, George Mason University; MS Information Technology, Rensselaer Polytechnic Institute; BS Information Management and Technology, Syracuse University</i>	<b>Leonard Simon</b> <i>Doctor of Information Technology in Information Assurance and Cybersecurity, Capella University; Master of Science in Management Information Systems and Security, Nova Southeastern University; Bachelor of Science in Information Technology, Florida International University</i>
<b>Edgar Guajardo</b> <i>MBA, MS Information Systems, BS Information Technology; Security+, A+, Network+, ITIL 4 Foundation, ISC2 Certified; experience in IT/Cybersecurity and Management, including Instructional System Design and IT development/implementation.</i>	<b>Donnel Hinkins</b> <i>Ph.D. in information technology, Master of Science in Cybersecurity, and MBA with Information Technology. Dr. Hinkins has theoretical and application experience related to information security and cybersecurity situations. His expertise ranges in technical as well as business applications of information security and assurance strategies.</i>	<b>Alan Rodarte</b> <i>DBA/IT for Competitive Advantage, MBA/Management, BBA/Management; technical proficiencies and strategic business development and marketing initiatives related to the IT sector.</i>

# COPYRIGHT

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## Copyright

EC-Council University follows the copyright law of the United States which prohibits the making or reproduction of copyrighted materials except under certain specified conditions. Acts of copyright infringement include, but are not limited to, misusing copyrighted material in one's coursework and misusing material for which the institution owns the copyright (i.e., web site materials, course materials, publications, etc.). Copyright infringements involving students and/or employees of EC-Council University may be subject to disciplinary action including, but not limited to, dismissal from the University.

## The Catalog

This catalog articulates the regulations, policies, programs, and procedures for the University and applies to students enrolled between January 1, 2026, and December 31, 2026. Students inactive (not enrolled) per the University's Leave of Absence Policies who are readmitted will enroll under the new catalog at the time of their readmission. The catalog is not to be construed as a contract between the student and the University. Not all of the images contained in this catalog are ECCU faculty, staff, or students, but they represent the vast diversity of the faculty, staff, and students at ECCU. The ECCU Student Enrollment Agreement includes the terms and conditions of attendance at the University. The University reserves the right to change/edit the contents of the catalog as it deems appropriate at any time employing producing a catalog addendum.

# **EC-COUNCIL** **UNIVERSITY**

EC-Council University 101 C Sun Ave NE Albuquerque, NM 87109



[info@eccu.edu](mailto:info@eccu.edu)



[www.eccu.edu](http://www.eccu.edu)



(888) 512-6153



1-505-856-8267