

# CATALOG 2015

**EC-COUNCIL UNIVERSITY**



## 2015 Catalog Addendum

The purpose of this catalog addendum is to publicly notify all recent changes since the 2015 catalog was released in December 2015. Only changes will appear in this addendum.

### EC-Council University, Albuquerque Campus



ECCU new location/mailling address:

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

info@eccuni.us  
<http://www.eccu.edu>

Tel : 1-505-922-2886  
Fax : 1-505-856-8267

## Accreditation

EC-Council University is accredited by Distance Education Accrediting Commission (DEAC).

The Distance Education Accrediting Commission (DEAC) is a private, nonprofit organization founded in 1926 that operates as a national accreditor of distance education institutions.

Accreditation by DEAC covers all distance education activities within an institution and it provides a single source of nationally recognized accreditation from the secondary school level through professional doctoral degree---granting institutions.

\*The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

\*The Distance Education Accrediting Commission is a recognized member of the Council for Higher Education Accreditation.”



1101 17th Street, NW, Suite 808  
Washington, D.C. 20036  
202.234.5100  
[www.DEAC.org](http://www.DEAC.org)





## Elected Governing Board Member, 2015-2018



**Joan Franklin, Ph.D**

**Doctor of Philosophy, Management and Andragogy, Texas Woman's University; Master of Education, Counseling Psychology, Texas Woman's University; Bachelor of Arts, Texas Woman's University.**

Dr. Franklin was elected as the newest Governing Board Member in April 2015 GOB meeting. Dr. Franklin holds professional licensures in clinical counseling, life counseling, and teaching certifications. She has over 50 years of experience working in an educational setting including but not limited to: graduate faculty, director of counseling, research and planning, delivering effective presentations, curricula design, learning principles, behavior disorders, and collaborative teaching models. She is highly respected and admired by all her fellows.

*Welcome to the Governing Board Dr. Franklin!*

## New Faculty



**Yuri Diogenes, MS**

**Adjunct Faculty**

**Master of Science in Cybersecurity**

**Intelligence and Forensics Investigation from UTICA College; MBA from FGV Brazil.**

**CISSP, E|CEH, E|CSA, CompTIA, Security+,**

**CompTIA Cloud Essentials Certified,**

**CompTIA Mobility+, CompTIA Network+,**

**CompTIA Cloud+, CASP, MCSE and MCTS.**

**Yuri Diogenes, MS** is an ISSA Senior Member at Fort Worth/Texas Chapter, a CSA Member for Brazil Chapter, an author of many information security books including:

- \* Microsoft Press
- \* Syngress
- \* NovaTerra

Yuri has also published in Brazil where he released his Cloud Essentials and Security+ books. Yuri works for Microsoft in Texas for over nine years and currently he works as Senior Content Developer for the CSI Enterprise Mobility Team.



**John Wulff, MS**

**Adjunct Faculty**

**Master of Science in Cybersecurity:**

**Computer Forensics from UTICA College;**

**Bachelor in Information Technology from American Intercontinental University.**

**A+, Network +, MCP, CCNA, CISSP,**

**GIAC, GCFA, and ACE.**

**John Wulff, MS.** is a consultant for Knowledge Consulting Group and is assigned as a Focused Operations Analyst for a government agency in Washington, DC. John advises management of the day-to-day activities of the Forensics Laboratory as well as maintains and develops a biweekly forensic activities report that identifies the Forensic Team accomplishments and goals. John is also the founder of Wulff Media Forensics, LLC in Alexandria, VA since 2009. He is a member and participant in the Directors Guild Of America, The National Association Of Broadcast Engineers And Technicians, The Society Of Broadcast Engineers, The American Society For Information Science And Technology, The Association For Computing Machinery, and The Association Of Certified E-Discovery Specialists. Mr. Wulff is also the holder of the AccessData Certified Examiner's credential as well as the Mobile Phone Seizure Analyst certification from BK Forensics.



## New Faculty



**Carlo Tannoury, Ph.D.**  
**Ph.D. Business Administration and Computer Science; Northcentral University. Master of Science: Information Systems and Information Security; Bellevue University. Bachelor of Business Communications, Rochester College. Associate of Science in Computer Occupations Technology, Mott College. Certificates in: Computer Science, Network Engineering, Computer Programming, and certified to teach over 200 + programs in Microsoft.**

**Carlo Tannoury** is dedicated to education and knowledge. He has earned multiple degrees in Computer Science, Computer Programming, Network Engineering, Computer Occupations Technology, Computer Systems, Business Communication and MIS: Information Security. He has worked, studied, and researched in the fields of Computer and Security Sciences for 17 years including 14+ years of consulting and 11 years of higher learning teaching in numerous areas of information technology and computer systems.

Carlo has consulted for both private and public sectors and the military and received the highest evaluations and feedbacks from my customers, students, and vendors. He is a certified member of Microsoft, Cisco, ISACA, PMI, CompTIA, IIC, EC-Council and other organizations with dozens of valid industry and career certifications in information security, computer forensics, networking, system engineering, VoIP, Messaging, Development, business process reengineering, disaster recover & planning, project management, Infrastructure, and Applications as well as recognitions from the National Security Agency and the Committee on National Security Systems.



**Chanel Suggs**  
**Doctoral candidate with an emphasis in Cybersecurity. Masters of Science in Information Assurance, Capital College; Masters in Networking and Communications with concentration in Information Security, Keller Graduate University; MBA; Keller Graduate University; Bachelors of Science in Computer Science with a minor in Psychology, University of North Carolina.**

**Chanel Suggs** is an IT security manager for MBL Technologies and is focused on securing all of the locations for Veterans Affairs. Chanel advises clients regarding their security posture as well ensure proper guidance of vulnerability and risk assessments. Chanel provides training for staffs between three different organizations to ensure policies and critical threats are assessed. Additionally she provides reports to clients and staff of current risk foreseen within the organization. Chanel has worked in the IT field for over 15 years for large firms such as EMC, Cisco Systems and Verizon. . Chanel currently holds certification as an Access Data Certified Examiner, Security +, FEMA: ICS – 100: Incident Command Systems, FEMA: ICS-200: Single Resources and Initial Action Incidents, FEMA: ICS – 700: Incident Management Systems and Business Intelligence & Analytics Management. Chanel has received the following certifications from the National Security Agency which are Senior Systems Manager (CNSSI-4012), System Administrator (CNSSI-4013), Information Systems Security Officer (CNSSI-4014), Information Systems Security Professional (NSTISSI-4011), Systems Certifier (NSTISSI-4011) and Risk Analysis (CNSSI-4015).

## New Faculty



**Sierra Netz**  
**Master of Science in Biology, University of New Mexico; Bachelor of Science in Biology, University of New Mexico, Albuquerque, NM.**

Sierra Netz is lifelong New Mexico resident with a passion for adult STEM education. After graduating with her MS in Biology from the University of New Mexico, she worked to share her love of science with the public through the Albuquerque Biopark and also expanded a summer environmental service-learning program for low-income youth, before finding her calling in adult education. She is currently developing and teaching a variety of online and face-to-face college-level biology, environmental science and statistics courses.



**Georgia Brown, MS**  
**Master of Science in Information Technology, Strayer University; Bachelor of Science in Computer Information Systems, Excelsior College.**

Georgia Brown has been in the information technology field for more than 15 years working for various government facilities worldwide. She has primarily focused on cyber network defense, but has worked in various organizational positions to include system administration and incident response. She currently holds the following degrees and certifications; MS Information Systems, Strayer University; BS Computer Information Systems, Excelsior College; Homeland Security Certificate, Excelsior College; Senior System Managers, System Certifier Certificate, Naval Postgraduate School; Master's Certificate Information Security Professional, Naval Postgraduate School; MCP:70-210, 70-215, SSCP, GCIA, Network +, Security +, CE|H, DoD Security Specialist, SNORTCP 2.9.2, VMWare-Cloud, VMWare-Workforce Mobility

## Region updates: For tuition purposes.

### Explanation of Regional Changes

In accordance with the University's mission, goals, and objectives, the Governing Board met in April 2015 to review current GDP per capita and approved adjustments (+/-) of regions for tuition purposes to better suit the financial needs of our students.

Below is the break-down of regions, with the approved changes in red.

#### Region 1: \$473 USD per credit hour

Algeria, Australia, Austria, Belgium, Canada, Croatia, Cyprus, Denmark, France, Germany, Greece, Hungary, Ireland, Italy, Kingdom of Saudi Arabia, Korea, Kuwait, Malta, Netherlands, New Zealand, Oman, Poland, Portugal, Qatar, Singapore, Slovenia, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, and United States of America.

#### Region 2: \$405 USD per credit hour

Bahrain, Cambodia, Central and South America, Estonia, Hong-Kong, Indonesia, Japan, Jordan, Latin America, Latvia, Lebanon, Lithuania, Macedonia, Malaysia, Philippines, Taiwan, Thailand, and Vietnam.

#### Region 3: \$338 USD per credit hour

All of Africa, India.





## **New Courses added to MSS program**

### **MGMT 502: Business Essentials**

#### *Three Credit Hours*

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

## Prior Learning Portfolio

As a prospective EC-Council University student, you may be awarded appropriate credit for your demonstrated knowledge gained from experiential learning. This learning may result from an industry certification, in-service training, and/or employment experiences.

To request credit based on experiential learning, you are required to provide documentation of the learning experience (certificates, employment records) and demonstrate acquired knowledge, skills, and competencies linked to the learning outcomes for the course(s) for which you are seeking credit. Credit for experiential learning is awarded based on portfolio assessment by ECCU administrative team.

A Prior Learning Portfolio template is available for you to use in our website at <https://eccu.edu>. Submit your portfolio and all supporting documents to [registrar@eccuni.us](mailto:registrar@eccuni.us). The University Dean, Registrar, and/or a qualified instructor will review your portfolio for experiential learning credit. Within 5 business days you will be notified of what, if any, credit you will receive and how it will apply to your degree plan.





## THE CATALOG

### **The Catalog Addendum**

This catalog addendum articulates the changes made to the 2015 catalog regulations, policies, programs and procedures and applies to students enrolled between January 1, 2015 and December 31, 2015. Students inactive (not enrolled) for one calendar year must be readmitted and will move forward to the catalog current at the time of their readmission. The addendum 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 wide diversity of the faculty, staff and students at ECCU. The University reserves the right to change/edit the contents of the catalog as it deems appropriate at any time by means of publicly announcing.

### **EC-Council University**

101 C Sun Ave Ne  
Albuquerque, New Mexico 87109 USA

Tel : 1-505-922-2886

Fax : 1-505-856-8237

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<http://www.eccu.edu>

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## President's Message

At EC-Council University, we have high aspirations for our students. We want them to be tomorrow's technology leaders.

We strive to prepare our graduates to embrace the challenging positions of Information Security and Information Assurance Specialists in international organizations worldwide. We consider this to be a school where Chief Security Officers and e-Business Architects of world-class stature are born and trained.

We have built this institution on four 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 learning contents and materials that are highly relevant and fresh out of many research and development labs. Finally, we believe in a caring and dedicated faculty who openly share their experience and knowledge with our students.

It is these principles and sense of mission that drive 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 of EC-Council University to learn, and lead in the digital age.



**Sanjay Bavisi**  
President



# The University

## Mission Statement

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

## 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 information security professionals. Information security involves in-depth knowledge of a wide array of hard and software systems as well as the skills and techniques to negotiate them. EC-Council, the parent company of EC-Council University, is a world leader in certifying professionals in the skills and techniques. However, EC-Council University President Sanjay Bavis believes that Information security 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 Security Science program.

## Institutional Values

ECCU places particular value on the qualities of ethical behavior, innovative thinking, critical thinking, leadership, and the students. In a field as narrow and yet far-reaching as information security, these values promote and advance the ultimate goal of educating information security 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 multi-dimensional 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 2048 Galisteo Street, Santa Fe, New Mexico, USA, 87505-2100, 505-476-8400; The Indiana Commission for Higher Education, Indiana Board for Proprietary Education, 101 W. Ohio Street Ste 670, Indianapolis, IN 46204-1984

## CNSS Standards

ECCU courseware for ECCU 500, 501, 502, 503, 506 and 513 map to Committee on National Security Standards (CNSS).

## Contact Information

EC-Council University  
6330 Riverside Plaza NW, Suite 210  
Albuquerque, NM 87120 USA

info@eccuni.us  
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Tel : 1-505-922-2886  
Fax : 1-505-341-0050

Hours of Operation  
Monday-Friday  
8am-4pm MST







## **Institutional Goals and Objectives**

### **Strive to strengthen institutional effectiveness and collegial governance.**

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

### **Ensure excellence in Information Assurance**

- Providing high quality programs that meet the evolving needs of Information Assurance
- Retaining an up-to-date database of advanced 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
- Online implementation of ilabs for student engagement
- Promoting Information Assurance educational programs and webinars at no cost to the public
- Offering annual tuition scholarships in geographical areas of need
- Preparing our students to be socially responsible in leadership roles

### **Provide a supportive and welcoming environment to a diverse academic community**

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

## EC-Council University 2015 Academic Calendar

Term	Start Date	End Date
1	January 5	March 29
2	March 30	June 21
3	June 29	September 20
4	September 28	December 20
Winter Break	December 21, 2015	January 4, 2016

**EC-Council University offices will be closed in observance of the following holidays:**

New Year's Eve & Day	Closed December 31, 2015 and January 1, 2016
Martin Luther King Jr. Day	Closed January 19, 2015
President's Day	Closed February 16, 2015
Memorial Day	Closed May 25, 2015
Independence Day	Closed July 3, 2015
Labor Day	Closed September 7, 2015
Columbus Day	Closed October 12, 2015
Thanksgiving Day	Closed November 26-28, 2015
Winter Break	Closed Dec 23, 2015- Jan 1, 2016

## Registration and Payment Deadlines for the 2015 Academic Year:

	Start Date	End Date
<b>Registration for Term 1</b>	Dec 1, 2014	Dec 19, 2014
<b>Term 1 Tuition Payment Deadline</b>	December 19, 2014	
<b>Registration for Term 2</b>	March 9, 2015	March 27, 2015
<b>Term 2 Tuition Payment Deadline</b>	March 27, 2015	
<b>Registration for Term 3</b>	June 8, 2015	June 26, 2015
<b>Term 3 Tuition Payment Deadline</b>	June 26, 2015	
<b>Registration for Term 4</b>	Sept 7, 2015	Sept 25, 2015
<b>Term 4 Tuition Payment Deadline</b>	Sept 25, 2015	

## EC-Council University Board of Directors



**Sanjay Bavisi, Chairman**

President and CEO of EC-Council  
LLB (Hons), Middle Temple [United Kingdom]



**Allan Berg**

Master of Education, The American University  
Bachelor of Science, Towson State University



**Dr. Sharon Caballero**

Ed.D. and Master of Arts, US  
International University; Bachelor of Arts,  
San Diego State University



**Michael Tamasi**

Master Business Administration, Western  
Governor's University; Bachelor of Science,  
Western Governor's University



**Dr. David Ward**

Ph.D. Capitol College; JD, Pace University  
School of Law; MS Pepperdine University;  
BA Queen's College, City University of  
New York



## EC-Council University Advisory Council



**Christine Ettehad**

Bachelor of Arts in Art History and Communication, University of Maryland College Park; Master of Science in Higher Education and Student Affairs, Indiana University



**Steve Graham**

EC-Council Vice President, Chair



**Yakov Goldberg**

Bachelor of Science, ITT Technical Institute; Master of Science, Capella University



**Michael Podolsky, Ph.D**

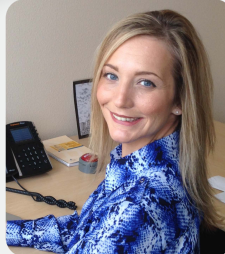
Bachelor of Science, Old Dominion University; Master of Science & Doctorate in Systems Engineering, George Washington University

## EC-Council University Staff



**Michael H. Goldner  
Dean**

CISSP, CISM, CEH, CHFI, MCSE/Security Juris Doctorate, Stetson University College of Law, St. Petersburg Florida; Bachelor of Arts Miami University, Oxford Ohio



**Jessica Kimbrough M.Ed  
Associate Dean**

Master of Arts, Educational Administration: Emphasis in Higher Education, New Mexico State University; Bachelor of Arts, Psychology, University of New Mexico



**Deborah Geoffrion MBA  
Director of Admissions | Registrar**

Master of Business Administration, University of New Mexico; Bachelor of Arts in Journalism and Communication, University of New Mexico



**LaToya Turner-Delgado  
University Advisor**

Master of Arts, Educational Administration: Emphasis in Higher Education, New Mexico State University; Bachelor of Arts, Criminology and Psychology, University of New Mexico

## Faculty



### **Kevin Cardwell**

*Adjunct Faculty*

Master of Science in Software Engineering, Southern Methodist University, Dallas, Texas;  
Bachelor of Science, Computer Science, National University, La Jolla, California



### **Jessica Kimbrough**

*Adjunct Faculty*

Master of Arts, Educational Administration: Emphasis in Higher Education, New Mexico State University;  
Bachelor of Arts, Psychology, University of New Mexico



### **William J. McBorrough, MSIA, CISSP, CISA, CEH**

*Adjunct Faculty*

Master of Science, Information Security and Assurance, George Mason University;  
Bachelor of Science, Computer Engineering, George Mason University



### **Jean N. McKay**

*Adjunct Faculty*

Master of Science Computer Information Systems, University of Phoenix; Bachelor of Science, Management of Computer Training, University of New Hampshire



### **LaToya Turner-Delgado**

*Adjunct Faculty*

Master of Arts, Educational Administration: Emphasis in Higher Education, New Mexico State University; Bachelor of Arts, Criminal Justice and Psychology, University of New Mexico



### **Sandro Tuccinardi**

*Adjunct Faculty*

Juris Doctorate, McGill University;  
Master of Science, Computer Science, Dalhousie University;  
Bachelor of Arts, Social Science, University of Ottawa



### **Arnold Webster**

*Adjunct Faculty*

Master of Science, Network Security, Capitol College, Laurel, Maryland;  
Bachelor of Science, City University, Bellevue, Washington



### **Blaine P. Dooley**

*Adjunct Faculty*

Master of Business Administration, Johns Hopkins University;  
Bachelor of Arts, American University



### **Joan Franklin, Ph.D**

*Adjunct Faculty*

Doctor of Philosophy, Management and Andragogy, Texas Womans University;  
Master of Education, Counseling Psychology, Texas Woman's University;  
Bachelor of Arts, Texas Woman's University

**John Lowry King***Adjunct Faculty*

Master of Education, Eastern New Mexico University; Master of Religious Education, New Orleans Baptist Theological Seminary; Bachelor of Arts, Eastern New Mexico University

**Yakov Goldberg***Adjunct Faculty*

Bachelor of Science, ITT Technical Institute; Master of Science, Capella University

**Darren Spencer***Adjunct Faculty*

MBA with concentration in Computer and Information Security, Nov 2008, Northcentral University, Arizona; Bachelor of Science, Computer Information Systems, Bellevue Univ. NE, CEH, CHFI, CCDA, Comptia Security +

**Pamela Garrett***Adjunct Faculty*

MBA, Concentration in Supply Chain Management, Strayer University; Master of Engineering Management Old Dominion University; Bachelor of Science, Industrial Engineering, Louisiana State University. PE, Professional Engineer Licensed in Virginia

**Steven Zeligman***Adjunct Faculty*

**CISSP, MCP**  
Master of Science, Norwich University  
Bachelor of Science, Park University

**Willie Session***Adjunct Faculty*

Applicant: Doctorate of Philosophy: Public Policy and Administration, Walden University; Master Business Administration, National University; Bachelor of Science, Southern Illinois University



## Admission Requirements

Applicants must:

- \* Be at least 18 years old prior to the beginning of requested term
- \* 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)
- \* Have a cumulative grade point average (CGPA) of 2.5
- \* English Proficiency- one of the following must be met for international degrees:
  - TOEFL (Test of English as a Foreign Language Paper Based Test): 550 or higher
  - IBT (Test of English as a Foreign Language Internet-Based Test): 71 or higher
  - IELTS (International English Language Test): 6.5 or higher
  - Official transcript indicating completion of at least 30 semester hours of credit with an average grade of B or higher at an appropriately accredited college or university where the language of instruction was English

**Applicants with a degree from a non-US institution** must have their highest degree evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) <http://www.naces.org/members.htm>. Evaluations and transcripts received directly from the evaluation service will be accepted as official documents. Foreign post-secondary transcripts that have not been evaluated will not be accepted by the ECCU Office of Admissions. All documents issued in a foreign language must have a certified English translation attached.

*Applicants who are denied admission can appeal the decision to the Dean.*

## Technology Requirements

**To succeed in our program, you must have the following technology capabilities:**

1. Personal Computer with Windows Operating System\*
  2. Internet Connection
- Access to (for proctored exams):
1. Webcam
  2. Microphone

\*

MAC OS is not supported by many of the online ilabs.

## Application Procedure for the Master of Security Science or the Graduate Certificate Program

### Submit the following documentation for a complete application for admission:

1. ECCU Application for Admission Form
2. Official transcripts from the earned undergraduate degree\* with a 2.5 cumulative gpa or better. The requirement of official transcripts can be fulfilled by Academic transcripts issued by the institution(s) attended for all post-secondary programs of study and mailed directly to ECCU
3. Photocopies of any professional certifications earned.
4. If the undergraduate degree was earned at an institution where English was not the primary language of instruction, provide proof of proficiency in English by satisfying one of the following requirements:
  - a. Official TOEFL PBT (Test of English as a Foreign Language Paper-Based Test) score of 550 or better; OR Official TOEFL IBT (Test of English as a Foreign Language Internet-Based Test) score of 71 or better; OR Official IELTS (International English Language Test) score of 6.5 or better.
  - b. A transcript indicating completion of at least 30 semester credits with an average grade of B or higher at an appropriately accredited \* college or university where the language of instruction was English. \*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

5. Authorization to transmit electronically
6. Copy of government issued identification
7. \$75.00 USD application fee must be paid at time of submission. The application fee can be paid by a US bank draft or with a credit card online or with ECCU Registrar | Director of Admissions.

Wire transfer or credit card authorization instructions are available upon request.

\* Any applicant with a degree from a non-US institution must have his or her academic credentials evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES): <http://www.naces.org/members.htm>.

ECCU requires a "Highest Degree Earned" evaluation be completed by the credentialing service for each foreign institution the student has attended. Evaluations and transcripts received directly from the evaluation service will be accepted as official documents. Foreign post-secondary transcripts that have not been evaluated will not be accepted by the ECCU Office of Admissions. All documents written and issued in a foreign language must have a certified English translation attached.



### **International Student Admission and Visa Services**

The University does not provide any immigration status sponsorship or any type of 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.

### **Student Enrollment Agreement**

After the student is admitted to ECCU, s/he will receive a Student Enrollment Agreement which sets out the rights, responsibilities, tuition/ refunds and expectations of the student and the University. Prior to registering for classes, the student must complete and return the Student Enrollment Agreement with their first term tuition and any fees. Upon receipt of these items, the student will receive her/his login ID for myECCUNI online learning portal, Books 24/7 and Academia.com. The student enrollment agreement may be found on the website at: "<http://www.eccuni.us>."



## Academic Services

Students enrolled in the institution have access to academic consultation services. Students are able to interact with academic advisors 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 8am-4pm MST, and by email outside regular business hours. Instructor virtual office hours are posted on the course syllabus.

Students have access to individual 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. In addition, students have access to the online library.

## Transfer Credits

Professional industry certifications will be reviewed for consideration and if awarded, will transfer in as one elective credit per certification, not to exceed 6 credits. All certifications must be received prior to beginning your first semester at ECCU. Acceptance of certifications is entirely at the discretion of the University and not guaranteed. Certifications must be dated within **three years** of enrollment start date to be considered. Guidelines for the acceptance course or certification credit can be found on the following page.



## Course Transfer Credits

EC-Council University accepts transfer credits for college-level courses taken within the last **five years** 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.

**Step 1:** Submit the Admission Application with the application fee, complete the online transfer credit request form and submit to University Administration.

**Step 2:** Demonstrate that the class to be transferred is equivalent to a class in the EC-Council University MSS program. To do this, the student must submit a copy of the course description and syllabus with the online transfer credit request form.

**Step 3:** EC-Council University will evaluate and process the credit transfer request recording the transfer credits on the student transcript.

**Step 4:** Notification of the University’s decision regarding the request will be sent to the student via email within 5 business days..

Students must request transfer credit upon initial admissions application to ECCU. Transfer credits will not be considered after completion of first term.

Students may receive a maximum of 12 graduate credit hours of transfer credit. Transfer credits are not considered in the calculation of the student’s ECCU cumulative GPA.

## Certification Credits

Credit may be awarded for professional information assurance certifications from recognized and verified certification agencies.

**Certifications older than three years will not be accepted.**

**Step 1:** Submit an Admission Application with the application fee and complete the online transfer credit request form and submit to University Administration.

**Step 2:** Submit copies of the certifications for consideration of transfer credit.

**Step 3:** EC-Council University will evaluate and process the credit request recording the credits on the student’s transcript.

**Step 4:** Notification of this action will be sent to the student via email within 5 business days.

## 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 credits or degrees earned at ECCU will be accepted by the receiving institution. 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 that the other institution will accept.

Students may receive a maximum of 6 credit hours of transfer certification credits. Transfer/Certifications credits are not considered in the calculation of the student’s ECCU cumulative GPA.

## Program Costs and Payment

It is the responsibility of the student to ensure tuition, fees, and all other expenses relating to the program are paid. The tuition and fees amounts are made available to the student on the University website, [www.eccuni.us](http://www.eccuni.us) 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 fees, the refund of tuition in the event of termination of the student's studies, and the consequences of non-payment.

Application fee \$75

Tuition:\*

Region 1 \$473 per credit hour

Region 2 \$405 per credit hour

Region 3 \$338 per credit hour

Lab fees \$50 (3 Required)

Proctor Now \$15 per exam (5 Required)

Graduation fee \$100

Other fees:

Transcript fee \$10+shipping\*

Transcript w/Apostille \$20+shipping\*

### Total Program Price (estimated)

Region 1 \$17,478 + books

Region 2 \$15,030 + books

Region 3 \$12,618 + books

### Explanation of Regions:

Regions have been defined by the ECCU Governing Board in accordance with university values. Student tuition rates are based on their official government photo ID that was submitted with application.

#### Region 1:

Algeria, Australia, Austria, Belgium, Canada, Croatia, Cyprus, Denmark, Estonia, France, Germany, Greece, Hungary, Ireland, Italy, Korea, Latvia, Lithuania, Macedonia, Malta, Netherlands, New Zealand, Poland, Portugal, Slovenia, Spain, Sweden, Switzerland, United Arab Emirates, United Kingdom, and United States of America.

#### Region 2:

Bahrain, Cambodia, Central and South America, Hong-Kong, Indonesia, Japan, Jordan, Kingdom of Saudi Arabia, Kuwait, Latin America, Lebanon, Malaysia, Oman, Philippines, Qatar, Singapore, Taiwan, Thailand, and Vietnam.

#### Region 3:

All of Africa, India.

**While many textbooks are available through academia.com and books 24x7, students may elect to purchase textbooks. Depending on the course choices students make, they can expect to spend between \$900 and \$1300 USD for textbooks.**

**\*There is not charge for shipping, with ground US Postal Service to students residing in the United States. Expedited shipping is available for an additional charge.**



## Fees

### **Application Fee \$75 (Program Fee)**

The application fee covers the administrative cost associated with processing an application. An application is not considered complete without the accompanying, one-time, non-refundable application fee.

### **Tuition (Course Fee) Region 1: \$473 Region 2: \$405 Region 3: \$338**

Tuition costs are payable in USD and vary based on geographic location and international currency values. Students outside the United States may inquire about program cost at [info@eccuni.us](mailto:info@eccuni.us) or by calling 1-505-922-2886.

### **Lab Fee \$50 (Course Fee) ECCU 501, 502, 503, 506, 513**

This fee is assessed for every class which is accompanied by a lab.

### **Remote ProctorNow Exams (\$15 per exam)**

Some courses may require a proctored exam. Payment per proctored exam is the responsibility of the student. Students will be notified in the course syllabus and instructor.

### **Graduation Fee \$100**

The graduation fee is due at the time a student enrolls in the capstone course and submits the graduation application to the Registrar. The Registrar will verify the student has completed all necessary requirements for graduation including payment of the graduation fee. The Registrar will approve the graduation request form and submit it to the Dean. When the Dean verifies a student's graduation application, s/he will confer the earned degree and send the student two (2) official and one (1) unofficial transcript with a Congratulatory letter, degree, and memorabilia in the graduation packet.

### **Total Cost of the Degree**

The total cost of the 36 credit degree with fees and tuition is between \$12,618 and \$17,478 depending on the geographical residence of the student.

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

## Refund Policy

Effective January 2015

Tuition refunds are paid when a student pre-pays a portion or all of the tuition for a course or program and then withdraws from the course or program. Tuition refunds are made within 30 days of notice of withdrawal. The student is notified if a balance is due to the University. Tuition refunds are based on the following schedule and policies:

### Five day cooling off period

The student has five days after signing the enrollment agreement to cancel the agreement and receive a full refund of all monies paid. The withdrawal may be done in any manner: writing, personal appearance at the institution, phone, or e-mail.

### After the five day cooling off period

Refunds are calculated on a per class basis. If a student withdraws during their first term a registration fee will be charged of \$200. The registration fee is deducted prior to calculating the refund percentage.

Percentage of tuition refunded to the student minus the application and registration fee:

Week Withdrawn	% refunded
1st week	80%
2nd week	70%
3rd week	60%
4th week	50%
5th week	40%
6th week	30%
7th week	20%
8th week	10%
9th week	0%

All fees are in USD. All refunds are based on the amount of tuition and lab fees paid less scholarships or fellowships. If a student withdrawals during their first term of attendance a \$200 registration fee will be charged. The University will refund 100% of any overpayment or pre-payment for future courses.

Examples (in USD):

Bob returned his enrollment agreement, paid Region 1 tuition for a three credit class with a lab, Totaling \$1469. Three days later he withdrew from the program. Because he withdrew during the "5 day cooling off period" he received a full refund of \$1469.

Sally Returned her enrollment agreement and paid region 1 tuition for a three credit class with a lab fee, \$1469. On the sixth day of class she withdrew from the class. Sally received a full refund less the \$200 registration fee. Total Refund \$1269.

Mohamed returned his enrollment agreement, paid Region 1 tuition for a three credit class with a lab, Totaling \$1469. On the forth week of class he withdrew from the class. After week 3 students receive a refund of 60% of the tuition less the \$200 registration fee. so Mohamed received \$761.74.

Elvis was in his second term of classes. He paid Region 1 tuition for a 3 credit class with a lab for a total of \$1469. On the forth week of class he withdrew from the class. After week 3 students receive a refund of 60% of the tuition. He was not charged the Registration fee because this was not his first term of classes. Elvis received a refund of \$881.40

### Special Circumstances

In the case of a student's illness, accident, death in the family, or other circumstance beyond the control of the student, the student may be entitled to special consideration for extenuating situations; and the University may settle the account for a greater amount than the amount required by the established policy. To be considered for special circumstances, the student should contact the Director of Admissions/Registrar.

## Programs of Study

- **Master of Security Science**
- **Graduate Certificate Program**

### Master of Security Science (MSS) Program Description

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

### MSS Program Objectives

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

1. Application of technical strategies, tools and techniques to secure data and information for a customer or client.
2. Adherence to a high standard of ethical behavior.
3. Use of research in both established venues and innovative applications to expand the body of knowledge in information assurance.
4. Application of principles of critical thinking to creatively and systematically solve the problems and meet the challenges of the ever-changing environments of cyber security.
5. Mastery of the skills necessary to move into leadership roles in companies, agencies, divisions, or departments.

### Master's Degree Graduation 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;
- All degree requirements must be completed within **four years** from the date the student enrolls in the University and begins the program.



### Core Requirements 18 credits - required for graduation

ECCU 500	Managing Secure Network Systems .....	3 credits
ECCU 501	Ethical Hacking and Countermeasures .....	3 credits
ECCU 502	Investigating Network Intrusions & Computer Forensics ...	3 credits
ECCU 503	Security Analysis and Vulnerability Assessment .....	3 credits
ECCU 504	Foundations of Organizational Behavior .....	3 credits
ECCU 505	Intro to Research and Writing for the IT Practitioner .....	3 credits

### Information Assurance Emphasis 15 credits from:

ECCU 506	Conducting Penetration and Security Tests .....	3 credits
ECCU 507	Linux Networking and Security .....	3 credits
ECCU 509	Securing Wireless Networks .....	3 credits
ECCU 510	Secure Programming .....	3 credits
ECCU 512	Beyond Business Continuity .....	3 credits
ECCU 515	Project Management in IT Security.....	3 credits
ECCU 516	The Hacker Mind: Profiling the IT Criminal .....	3 credits
ECCU 517	Cyber Law .....	3 credits

### Management Emphasis 9 required credits

ECCU 511	Global Business Leadership .....	3 credits
ECCU 512	Beyond Business Continuity: Managing Organizational Change .....	3 credits
ECCU 514	Quantum Leadership .....	3 credits

### 6 credits from courses listed below

ECCU 506	Conducting Penetration and Security Tests .....	3 credits
ECCU 513	Disaster Recovery .....	3 credits
ECCU 515	Project Management in IT Security.....	3 credits
ECCU 516	The Hacker Mind: Profiling the IT Criminal .....	3 credits
ECCU 517	Cyber Law.....	3 credits

### Final Course 3 credits

ECCU 519	Capstone.....	3 credits
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**Total credit hours required for the MSS program:.....36 credits**



## Course Descriptions

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

This course focuses on evaluating network and Internet security issues, designing, implementing successful security policies and firewall strategies, exposing 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. CNSS 4011

### **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. CNSS 4013A

### **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. CNSS 4012

### **ECCU 503 Security Analysis and Vulnerability Assessment 3 credits**

This course focuses on testing methods and techniques to effectively identify and mitigate risks to the security of a company's infrastructure. Topics include penetration testing methodologies, test planning and scheduling, information gathering, password cracking penetration testing and security analysis, social engineering penetration testing and security analysis, internal and external penetration testing and security analysis, router penetration testing and security analysis, and reporting and documentation. *Prerequisite 501.* CNSS 4014

### **ECCU 504 Foundations of Organizational Behavior for the IT Practitioner 3 credits**

This foundation course deals with organizational behavior and allows the technology practitioner to experience the basic facets of organizational theory and define the skills required to understand and apply the theory to a real organizational setting. Elements of the course are organizational structure, effective communication, team building, ethics and project management as seen through the organizational lens.

### **ECCU 505 Introduction to Research and Writing for the IT Practitioner 3 credits**

This foundational core course introduces students to basic english writing skills and research methods also 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 continued

### **ECCU 506 Conducting Penetration and Security Tests 3 credits**

This course focuses on mastery of the international standard for penetration testing. Topics include customers and legal agreements, penetration testing planning and scheduling, information gathering, external and internal network penetration testing, router penetration testing, firewalls penetration testing, intrusion detection system penetration testing, wireless networks penetration testing; password cracking penetration testing, social engineering penetration testing, PDA and cell phone penetration testing, and penetration testing report and documentation writing. *Prerequisite* ECCU 503. CNSS 4015

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

This course focuses on configuring a secure Linux network using command line and graphical utilities. Emphasis is placed on file sharing technologies such as the Network File System, NetWare's NCP file sharing, and File Transfer Protocol. Additional topics include making data secure, user security, file security, and network intrusion detection. 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. *Prerequisite* ECCU 500.

### **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, high-speed WLANs and WLAN Security, digital cellular telephone, fixed wireless, and wireless communications in business.

### **ECCU 510 Secure Programming 3 credits**

This course provides the essential and fundamental skills for secure programming. The most prevalent reason behind buggy code and vulnerabilities being exploited by hackers and malicious code is the lack of adoption of secure coding practices. This program will ensure that students are exposed to the inherent security drawbacks in various programming languages or architectures. They will be exposed to exercise secure programming practices to overcome these inherent drawbacks in order to pre-empt bugs from the code.

### **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 shared vision, maintaining a competitive advantage, integrity and leading for change. This is a study of current and historical leadership theories with emphasis on viewing the leadership function in the context of global organizational behavior and organizational designs. *Prerequisite* ECCU 505



## Course Descriptions continued

### **ECCU 512 Beyond Business Continuity: Managing Organizational Change 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. *Prerequisite: ECCU 505*

### **ECCU 513 Disaster Recovery 3 credits**

This course focuses on disaster recovery principles including assessment of risks to an enterprise, development of disaster recovery policies and procedures, the roles and relationships 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. CNSS 4016

### **ECCU 514 Quantum Leadership 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 of understanding the process of leadership. The study describes the roles, functions and impact of global leadership concepts. The speed at which leadership must work is provided by many team exercises. Research and views into how most cultures respond to this area of management are provided. *Prerequisite: ECCU 505*

### **ECCU 515 Project Management in IT Security 3 credits**

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

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

Cyber space 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. Those negative aspects are explored and developed by everyone from the high school challenge hacker to the international terrorist. Businesses, governmental agencies, militaries, and organizations of every kind are threatened by the IT criminal. This course will survey the spectrum of psychological attributes which may make up the profile of the IT criminal. *Prerequisite: ECCU 505*

### **ECCU 517 Cyber Law 3 credits**

This course focuses on the legal issues affected by on-line criminal conduct and electronic evidence and the legal ramifications of neglecting trademarks, copyrights, patents, and digital rights. Topics include: laws, regulations, and international standards; privacy laws governing law enforcement investigations in cyberspace; implications of cyber crimes upon the traditional notions of sovereignty; and current events that affect cyber laws. *Prerequisite ECCU 505*

## Course Descriptions continued

### **ECCU 518 Special Topics 3 credits**

Special topics courses will be offered from time to time to pilot a course or to respond to a particular trend in information assurance. These courses will be considered as electives. *Prerequisites ECCU 500 and 505*

### **ECCU 519 Capstone 3 credits**

The Capstone is the summative experience designed to allow students to demonstrate all program objectives and draw on the knowledge and skills learned throughout the entire program. Students can enroll in the Capstone after of successful completion of all core degree requirements; must be within 6 credit hours of graduation and the attainment of a 3.0 cumulative grade point average.



## Graduate Certificate Program

The EC-Council Graduate Certificate Program provides the opportunity for students to start advanced education and complete it in two or three terms instead of the two or three years required by the full master's degree. These course focused certificates allow students to sharpen skills, deepen knowledge, and develop a specialty. The certificates can be added to a student's professional portfolio and used for career change or advancement. Graduate certificate courses are the same courses required for the Master of Security Science, simply bundled in highly focused groupings. Additionally, specific courses in the certificate requirements satisfy program requirements for the federal NSTISSI (National Security Telecommunications and Information Systems Security Committee) 4011, 4012, 4013A, 4014, 4015, and 4016 standards for Information Systems Security Professionals, Designated Approving Authorities, System Administration in Information Systems Security, Information System Security Officer, Systems Certifier, and Information Security Risk Analyst respectively.

There are five EC-Council University Graduate Certificates - Information Security Professional, IT Analyst, Digital Forensics, Disaster Recovery, and Executive Leadership in Information Assurance. Please see the specific course requirements for each certificate listed in this catalog. The specified courseware has been certified at the highest level by the Committee on National Security Standards (CNSS) and maps to the NSTISSI standards listed above. The CNSS is a federal government entity under the U.S. Department of Defense that provides procedures and guidance for the protection of national security systems. CNSS is chaired by the Department of Defense, and it was re-designed from the previous National Security Telecommunications and Information Systems Security Committee (NSTISSC) in 2001, under the executive orders of the President. The CNSS provides a forum for the discussion of policy issues, sets national policy, and promulgates direction, operational procedures, and guidance for the security of national security systems. For more information about CNSS, please visit their website at [www.cnss.gov/welcome.html](http://www.cnss.gov/welcome.html).

Students desiring to pursue a graduate certificate must meet the same admission requirements as those seeking the Master of Security Science and are subject to all University policies and procedures. Course work completed as a part of a graduate certificate can be applied to the MSS degree within five years of completion.





### I. ECCU Graduate Certificate – Information Security Professional

Required Courses:

ECCU 500 Managing Secure Network Systems - CNSS 4011  
ECCU 501 Ethical Hacking and Countermeasures - CNSS 4013A  
ECCU 505 Research and Writing for the IT Practitioner

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

### II. ECCU Graduate Certificate – IT Analyst

Required Courses:

ECCU 504 Foundations of Organizational Behavior for the IT Practitioner  
ECCU 506 Conducting Penetration and Security Tests - CNSS 4015  
ECCU 513 Disaster Recovery - CNSS 4016

*ECCU Graduate Certificate – IT Analyst is designed to prepare an Information Security Professional specializing in Risk analysis and certification of information systems to meet a designated skill set of security standards. A holder of this graduate certificate would be qualified to perform risk assessment and analysis, business impact analysis and participate in a business continuity planning team. Holders would also be qualified to conduct certification and accreditation tasks as well as create and enforce security policies relating to that task.*

### III. ECCU Graduate Certificate – Digital Forensics

Required Courses:

ECCU 502 Investigating Network Intrusions and Computer Forensics - CNSS 4012  
ECCU 515 Project Management in IT Security  
ECCU 516 The Hacker Mind: Profiling the IT Criminal

*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.*

#### **IV. ECCU Graduate Certificate – Disaster Recovery**

Required Courses:

ECCU 503 Security Analysis & Vulnerability Assessment - CNSS 4014

ECCU 512 Beyond Business Continuity

ECCU 513 Disaster Recovery - CNSS 4016

*ECCU Graduate Certificate – Disaster Recovery is designed to demonstrate a skill set level for a leader in Disaster recovery planning and performance. A holder of this graduate certificate would be qualified to lead a Business Continuity and/ or Disaster Recovery team.*

#### **V. ECCU Graduate Certificate – Executive Leadership in Information Assurance**

Required Courses:

ECCU 511 Global Business Leadership

ECCU 514 Quantum Leadership

ECCU 512 Beyond Business Continuity OR

ECCU 515 Project Management

*ECCU Graduate Certificate – Executive Leadership in Information Assurance is designed train Chief Information Security Officers the skill set required to lead an efficient and productive team environment. Holders of this graduate certificate could be candidates for C-Level positions with private industry or the equivalent of a government level position.*

## Registering for Courses

Students must register each term for courses for the next term. Registration is completed with the Registrar. It is recommended that students read the course descriptions in this catalog to ensure that they meet the prerequisites of the next course and carefully plan their schedule.

Upon the first registration, students will be assigned an ECCU log-in and myECCUNI password, and access to the online library, Books 24/7, and reference resource, academia.com by the Registrar/Librarian. Payment or arrangement for payment completes the registration process and admits students to classes. Students are required to accept the terms of the Student Enrollment Agreement and arrange for payment to EC-Council University before they are able to register for courses.

## Mode and Duration of Study

All courses are offered in twelve-week terms in an online format via the myECCUNI portal. To be considered a full-time student, a student must take two courses in each term. Students taking fewer than two courses a term will be considered part-time. The master's program is designed to be completed in a maximum of four years.

## Course Delivery

EC-Council University uses a variety of educational methods to maximize student learning outcomes. As with all types of education, 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.

The various distance education modules differ not only in the types of technologies that are used but also in the focus of control over the pace and place of instruction. In some models, the faculty and

institution have primary control-as is the case in a traditional classroom environment. In other cases, the control rests jointly with the student and the instructor.

Students are provided a variety of materials for each course, including a course outline an 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, 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, fax, and/or video-conferencing.

## Credits

All credits awarded by EC-Council University are semester hour credits and equate with the formula of 45 clock hours of student work per credit. 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, grades and credits earned will be sent to the student at the email address specified by the student. Credits are awarded only upon successful completion of course requirements.

## Textbooks

Appropriate textbooks, course syllabi, and course outlines are used for each course. Required texts are indicated in the course outline and on the website by title, author, publisher, and ISBN. Students are required to obtain their own texts. Some texts are provided to the student in a digital format in the online library, however, some will have to be purchased by the student.

## Academic Policies and Guidelines

## Academic Load:

Students usually take 6 credits per term. It is expected that a student will spend about 45 hours of time per credit in class preparation and assignments making the expected time spent by the student per 3 credit course 135 hours per 12-week term or about 13.5 hours per week per class. The maximum number of credits a student can take in a term is 9, although 6 credits per term is recommended.

### Minimum Academic Achievement:

Master's degree candidates must maintain a cumulative GPA of 3.0 or higher. Failure to maintain this GPA will result in being placed on academic probation or suspension.

### Maximum Program Length:

A student must complete the entire program within one-and-one-half times the program length or 4 years for the master's degree.

## Leave of Absence Policy (LOA)

A LOA is an interruption in a student's pursuit of degree at EC-Council University. A LOA could be a minimal of one term or at most, 5 consecutive terms, not to exceed 2 granted requests. See detailed description on the following page.





## **Attendance and Participation:**

Students are expected to participate in all class sessions and assigned activities. Extenuating circumstances may occur, however, which are beyond the control of the student. If a student will miss a virtual session, he or she must contact the instructor. At the faculty member's discretion, the student may be required to make up the absence with extra assignments to achieve the allotted participation points.

## **Missed or Late Assignments:**

Missed 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.

## **Leaves of Absence:**

There are many reasons that could hinder students' education due to health, work, family problems, or personal difficulties. EC-Council University recognizes the trials and tribulations that our diverse student population may encounter, therefore we have developed a policy to allow students to take a leave of absence (LOA) from their studies and return to pursue their education without penalty. It is the students responsibility to notify ECCU administration when requesting an LOA. Scholarship students should consult with the registrar prior to requesting an LOA, as it may result in ineligibility. Documentation may be requested by ECCU administration.

Students who are absent from the program for one calendar year without requesting a LOA will be considered inactive students. Upon return to the University, s/he will be required to update their student enrollment agreement and will continue their program under the most current catalog which includes tuition/fee changes and program degree requirements.

## **Satisfactory Academic Progress**

A student must continually maintain satisfactory academic progress (SAP) toward completing their degree program, regardless of their course load. SAP is defined as a 3.0 cumulative GPA. A student must satisfy the criteria listed below to make continual SAP. Any student who fails to make SAP will be notified by the Director of Admissions | Registrar and be placed on Academic Probation (AP).

### **Criteria for maintaining continual SAP:**

1. The students Overall Cumulative Grade Point Average (OCGPA) is at least 3.0 on a 4.0 grading scale.
2. The student has successfully completed (received A's, B's, C's, or D's\*) fifty percent (50%) of all courses attempted in the program after the first two grading periods (Percentage of Credit Completion-PCC).

\*A letter grade of D is not acceptable for a masters level program.

## Academic Probation:

EC-Council University makes a discerned effort to monitor student progress on a continual basis. A major part of this monitoring process is to review students' overall cumulative GPA (OGPA) every term. Every graduate student admitted to EC-Council University is expected to maintain continual Satisfactory Academic Progress (SAP) every term.

Failure to make SAP in any given term will result in the student being placed on AP for the next term. The student will be required to successfully complete an academic remediation module during the next enrolled term. The student may choose to enroll in a course and undergo the remediation simultaneously. Or the student may choose to simply enroll in the remediation. However, it is mandatory that the academic remediation module be successfully completed the first enrolled term a student is placed on Academic Probation (AP).

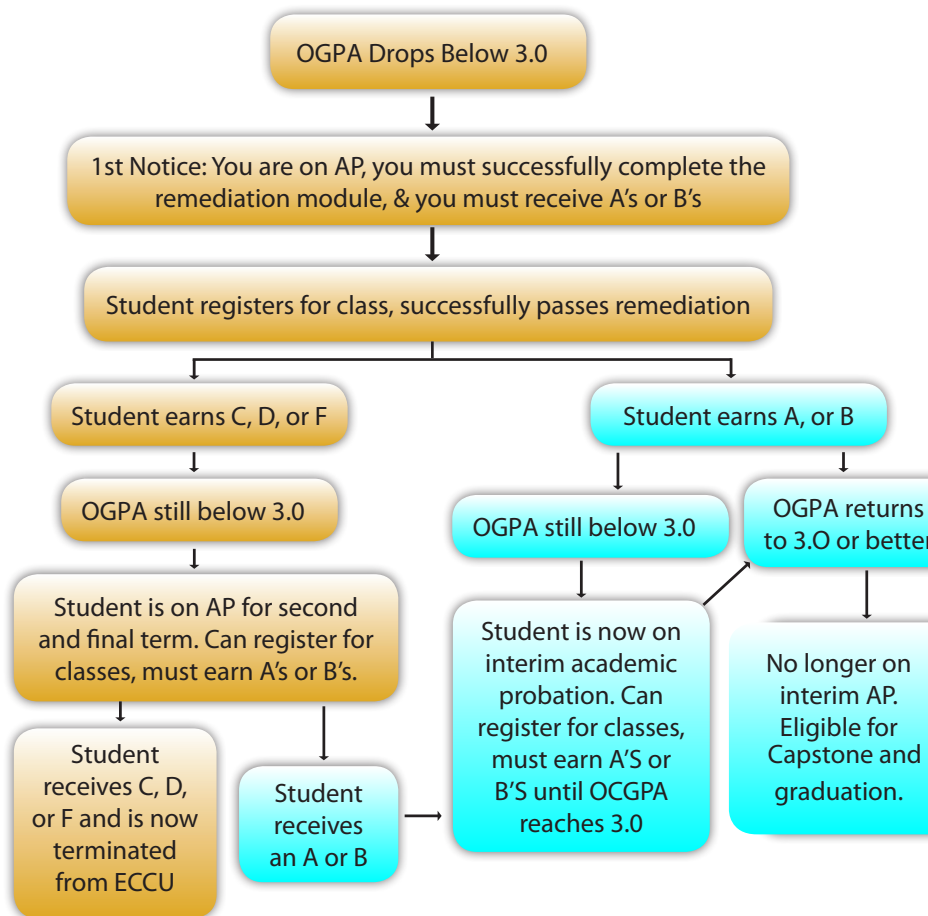
Students may be able to improve their OGPA to the required 3.0 the first term that they are on AP and achieve SAP. Other students who have made improvements, but have not raised their OGPA to the required 3.0 will remain on interim academic probation for each subsequent term until achieving the OGPA required 3.0 to register for the Capstone course and graduate. In order to remain eligible for interim academic probation (IAP) the student is required to continually make OGPA improvements each term. Therefore, students are required to earn A's or B's each successive term while on IAP.

If a student fails to make OGPA improvements for two successive probationary grading periods he/she will be terminated without refund, unless:

1. The student appeals the schools determination in writing to the Dean, in which;
2. The Student Academic Appeals Board (consisting of Dean/ Associate Dean, Registrar, and Advisor) consider a special circumstance and grants the student's appeal.

3. The student is capable of making the required OGPA and percentage credit completion (PCC) within two successive gradir periods.

**Please see the AP chart below:**



## OGPA

The calculation of the students OGPA in their program will be the total number of credits per course (3) multiplied by the grade points earned (A=4, B=3, C=2, D=1, F=0) divided by the total number of credits earned.

## Percentage of Credit Completion

Percentage of Credit Completion (PCC) shall be calculated by dividing the total number of credit hours for which a student receives a grade of "A", "B", "C", "D" by the total number of credit hours the student has attempted in their program of study.

## Maximum Time of Completion

The student's maximum time of completion for their program of study shall be 150% of the attempted credit hours designated in the program outline rounded down to the nearest whole credit hour. The MSS Program consists of 36 credits, so the students' maximum time of completion shall be 54 attempted credit hours ( $36 \times 150\%$ ).

A student not making SAP will be terminated from their program if the school determines that the student is unable to graduate from their program without exceeding their maximum time of completion .







### **Academic Dismissal/Suspension:**

The enrollment of a student who fails to achieve overall satisfactory academic progress (3.0 cumulative GPA) for the program at the end of two successive probationary grading periods will be suspended.

### **Academic Dismissal/Termination:**

If a student does not maintain satisfactory academic progress (3.0 cumulative GPA) during or by the end of this final probationary period, this student will be terminated without a refund.

### **Appeal of Probation and/or Dismissal:**

Students who have been dismissed from the University due to a failure to keep current with financial obligations to the University must pay any outstanding balance due before appealing a probationary or dismissal decision.

Students have the right to appeal any and all academic probation or dismissal decisions by writing to the Dean. The appeal must be in writing and postmarked or emailed no later than 30 days after the student received notification of the academic probation or dismissal. After receiving the student's appeal request, the Student Academic Appeals Board (consisting of Dean/Associate Dean, Registrar, and Advisor) will review the academic probation or dismissal and will make a final decision regarding the appeal. Within 15 days of receiving the student's appeal, the Dean shall render a final decision and notify the student.



## Academic Honesty Policy

### ECCU Course Policies on Cheating and Plagiarism

As an institution of higher-learning, EC-Council University expects its students to conduct themselves with the highest level of honesty and integrity. EC-Council University will not tolerate academic cheating or plagiarism in any form. Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of university policy, of which each student is made aware of when accepted into the program. Student academic behaviors that violate the university policy may result in disciplinary action. University policy can be summarized simply: As a student, you are responsible for your own work and you are responsible for your own actions. Some examples of cheating and plagiarism include but are not limited to:

<b>Cheating</b>	Use of material, information, or study aids not permitted by the faculty
<b>Plagiarism</b>	Use of another's words or ideas without acknowledging the source of the information
<b>Falsification or fabrication</b>	Changing or altering data, quotes, citations, grades or academic records
<b>Unauthorized collaboration</b>	Intentional sharing of information when such collaboration is not approved by the faculty

**EC-Council University will take action in all cases of academic dishonesty. The first instance will result in a failing grade for the assignment, the second instance with a failing grade in the class, and the third instance with dismissal from the university. Record of all instances of academic dishonesty and the action taken will be kept in the individual student file and in the Dean's file of all instances of academic dishonesty for the institution.**

Steps to be taken in the instance of academic dishonesty are:

1. The faculty/staff will inform the student of the allegation and provide evidence, offering the student the opportunity to respond and/or rectify the issue depending on the nature of the dishonesty and the particular assignment.
2. Once the student has had a chance to respond, the faculty/staff will determine if academic dishonesty has occurred. If the faculty/staff concludes that academic dishonesty has occurred and has proof, s/he will report the student's name, the class and assignment, the nature of the academic dishonesty and the proof to the Dean. The type of disciplinary action to be taken will be determined by the student's record of instances identified above and will be applied by the faculty and/or the Dean.

## 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 acknowledgement 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 his or her source either by way of parenthetical citation or footnote. Unfortunately, this is a common form of academic dishonesty, but it will be responded to with failing grades or dismissal.

## Student Identity Verification

EC-Council University takes measures to verify the identity of the students who are applying to the university, completing courses, and taking proctored exams.

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 individual credentials.

EC-Council University implements student identity verification in several ways to ensure proper ID.

1. A Valid Government issued ID is required with admissions application.
2. Login credentials are required for the online LMS portal.
3. Proctored exams require a valid photo ID to be presented at time of exam as well as a screen shot of ID.

## Remote ProctorNOW Exams

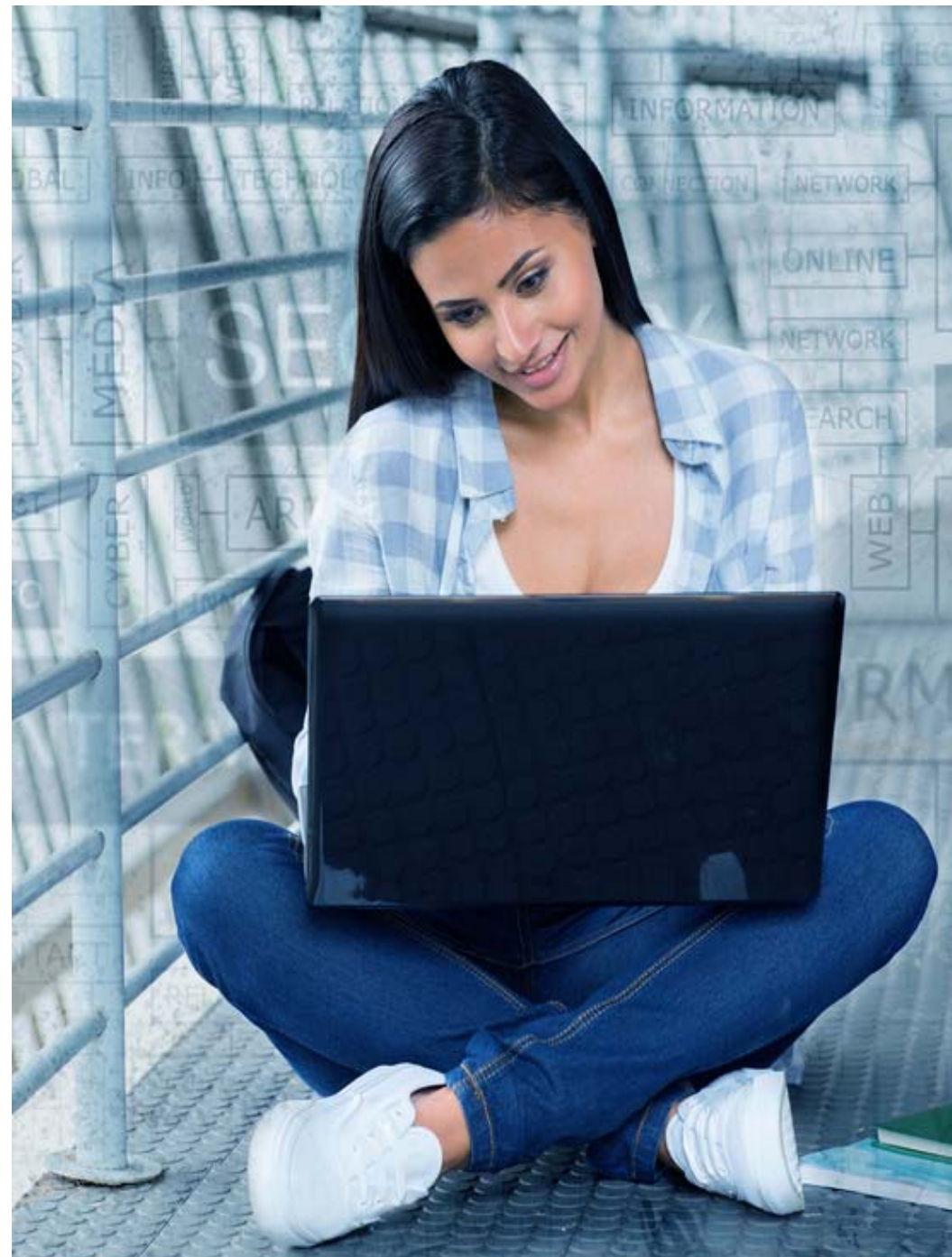
EC-Council University utilizes Remote ProctorNOW (RPN) exam proctoring services for all courses who require a proctored exam. These exams are presented throughout the program at minimal cost to the student at \$15 USD each.

This secure cloud-based proctoring services allows students to take secure exams at their convenience while maintaining university integrity.

The exam can be accessed through [www.myrpintall.com](http://www.myrpintall.com).

More instructions and training videos for utilizing RPN can be ~~SUW~~ viewed in the New Student Orientation ~~a` fZWa` ↑ W>? E badfSž~~

~~4SeUfWVZ` a`aYk dWg[dW W feXad[ UgVW~~ a PC or Mac, webcam (external or built in), and an internet connection



## 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 grade point average (gpa).

A	Excellent	4.00 grade points
B	Good	3.00 grade points
C	Average	2.00 grade points
D*	Poor	1.00 grade points
F	Failing	0.00 grade points

\*A letter grade of D is not acceptable for a masters level program.

**I Incomplete** Under some circumstances (i.e. other than lack of effort and study), if all assignments in a course are not completed before its conclusion, the student may request an Incomplete for the course. If the instructor agrees, an "I" will be placed on the student's transcript. The student will have 6 months to complete the work, to remove the "I", and replace it with the assigned letter grade. The granting of the Incomplete is at the discretion of the instructor. If the work is not completed within 6 months from the time the "I" is assigned, the "I" will automatically become an "F". The student has the right to appeal the instructor's decision to the Dean.

**IP In Progress** applies to special topics, thesis courses, and currently enrolled courses. If a student has not completed the requirements for a course by the end of the 12-week course session but is making progress, the faculty mentor will issue a grade of "IP". Students who receive an "IP" must re-enroll in the course, and pay the additional tuition. Zero grade points will be awarded for the "IP".

**R** **Retaken** course. An “R” grade is indicated on the transcript when the course grade has been superseded by a later grade. Only the later grade will be used in computing the gpa.







**W** **A student may withdraw from a course by notifying the Registrar in any manner.** 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. The student cannot withdraw from the course after the faculty member has submitted their final grades.

**AW** **Faculty members or ECCU staff may initiate an administrative withdrawal** 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 AW but F on the transcript and the protocol described in the Academic Honesty Policy will be employed. Students should never assume that they will be automatically withdrawn for any reason.

**Lack of Attendance/Participation:** During the first two weeks of class, students who fail to attend class meetings or class related activities, or fail to participate, without contacting the faculty member and making special arrangements may be administratively withdrawn from class. The faculty member is under no obligation to allow students to make up work they have missed because they failed to attend or participate. Students should never assume that they will be automatically withdrawn by staff for lack of attendance.

**Lack of Connectivity:** Students having connectivity problems/issues may be administratively withdrawn. It is the student's responsibility to ensure the equipment needed to complete the requirements of the course is connected, current, functional, and utilitarian for class purposes. Faculty are not responsible for the student's lack of connectivity and are not obligated to allow students to make up work because the student could not connect. Students should never assume that they will be automatically withdrawn by staff for lack of connectivity.

**Plagiarism:** Students who plagiarize their work can be withdrawn if it is found that the student knowingly and continually plagiarized his/her work. This will result in a failing "F" grade and will be subject for review by the dean.



### GPA Calculation

Grade point average (GPA) can be calculated by dividing the number of hours in all classes attempted in which a grade of A, B, C, D or F have been received into the number of grade points earned in those hours. For example:

The student has completed five classes with the following grades:  
ECCU 500 B = 3 grade points x 3 credit hours = 9  
ECCU 502 C = 2 grade points x 3 credit hours = 6  
ECCU 503 A = 4 grade points x 3 credit hours = 12  
ECCU 504 B = 3 grade points x 3 credit hours = 9  
ECCU 505 A = 4 grade points x 3 credit hours = 12

Total number of grade points.....48  
grade points divided by 15 (# of hrs) = 3.2 gpa

### Credits

All credits awarded by EC-Council University are semester hour credits. Credits are awarded only upon successful completion of course or project requirements.

### Academic Recognition

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; and
- Summa Cum Laude - for grade point averages of 3.95 and above

### Grade Appeal

A student may appeal a course grade issued by a faculty member. The appeal must be made to the faculty member from whom the grade was received in writing and must be postmarked or emailed no later than 30 days after the student received notification of the grade. If the appeal is denied, or if the faculty member does not respond within 15 days after sending the appeal, the student may appeal directly to the Dean within an additional 15-day period. The Dean will render a final decision on the grade within 15 days after receiving the student’s appeal.

### Withdrawal from Program or Course

The student has the right to withdraw from a course or program by notifying EC-Council University in any manner at:

EC-Council University  
6330 Riverside Plaza Lane, NW, Suite 210  
Albuquerque, New Mexico 87120  
1-505-922-2889  
[registrar@eccuni.us](mailto:registrar@eccuni.us)

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.

## 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 certain responsibilities toward my fellow distance learners, my institution, and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct.

I will observe fully 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.

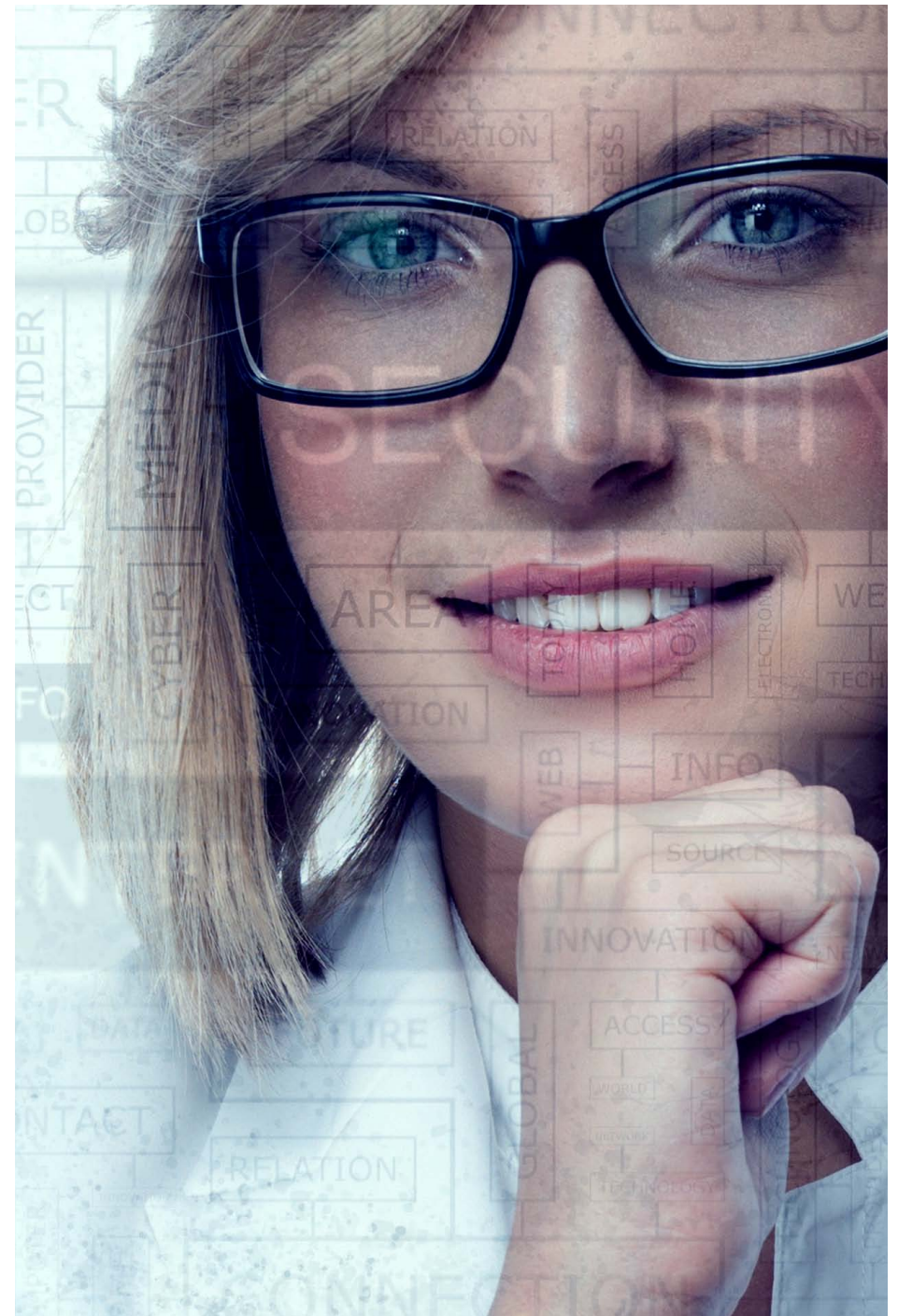
I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

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 institution 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.

## 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 lectures, courses, tutorials, examinations, and other activities which form the pieces of the program, subject to absence for medical or other agreed reasons;
- Submit required course work and other assignments required for the program prior to the prescribed deadlines, subject to exceptional circumstances such as illness;
- Reach the level of academic attainment required for the program by the faculty;
- 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, or otherwise notified by the University;
- Provide the registrar with an emergency contact name and details which the University may use at its discretion;
- Notify the 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); and
- 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:

- A. Action taken against the student in accordance with the University's disciplinary procedures;
- B. A decision of the faculty, based on the student's academic performance; and/or
- C. Non-payment of fees, in accordance with the University's regulations on payment of fees.

In addition, the University may end this Agreement by written notice to the student in the following circumstances:

- A. If, between accepting an offer and starting the program there is a change in the student's circumstances which, in the reasonable opinion of the University, makes it inappropriate for the student to begin the program;
- B. If the University becomes aware of information about a student which was not previously known (for example, criminal convictions) which, in the reasonable opinion of the University, makes it inappropriate for the student to begin the program; and/or
- C. If, in the reasonable opinion of the University, the student has failed to provide the University with all relevant information, or has supplied false or misleading information, relating to the application for the program.



## Student Complaints and Grievances

EC-Council University provides a written procedure which details how students or other parties may register a complaint or grievance, how the institution will investigate the complaint, and how the institution will attempt to resolve the complaint.

The University is committed to handling any student complaint in a way which:

- encourages informal resolution
- is fair and efficient
- treats the student with appropriate seriousness and sympathy
- is quick and consistent with a fair and thorough investigation.

The University defines a complaint as “a specific concern on the part of a student about the provision of education or other service by the University.” Examples include but are not limited to:

- inaccurate or misleading information about programs of study;
- inadequate teaching or supervision;
- insufficient academic facilities;
- service not provided to standard advertised;
- the behavior of a member or staff;
- the behavior of another student.

If a student wishes to make a complaint, he or she must do so within 60 days of the date on which the event occurred.

A complaint may only be made by a student or group of students, not by a third party or a representative. Anonymous complaints will only be accepted if there is sufficient evidence to support it and will be treated with caution.

The student may have reservations about making a complaint, but the University takes complaints very seriously, and regulations provide that the student cannot be put at risk of disadvantage or discrimination as a result of making a complaint when the complaint has been made in good faith.

Students should note that all staff involved in a complaint will be required to respect the confidentiality of information and documents generated in, or as a result of, the complaint and not to disclose such information to people not concerned with the matters in question.

The hierarchy of complaints and grievances are typically as follows: 1) The person/department where the issue occurred, 2) The instructor (if any), 3) The Dean of Academic Affairs, 4) New Mexico Higher Education Department, and 5) The accreditation agencies where the institution holds accreditation. More information on the following page.



EC-Council University maintains open files for inspection regarding all complaints lodged within the past three (3) years against faculty, staff, and students.

EC-Council University encourages individuals to take the following steps when handling complaints:

**Step 1**

If possible, the complaint should be given to the individual directly responsible for the situation. EC-Council University will NOT take adversary action against the student who lodged the complaint.

**Step 2**

If the student is dissatisfied or feels unable to confront the individual who is directly responsible, the student will need to notify the Dean of Academic Affairs at: Michael.Goldner@eccuni.us, who will investigate the matter and report back to the student with a solution within 5 business days. The investigation will be handled in an impartial manner.

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, 2048 Galisteo, Santa Fe, NM 87505-2100, 1-505-476-8400 or <http://hed.state.nm.us/Complaint.aspx>.

From the NMHED website: "In accordance with the new Federal Program Integrity rules effective July 1, 2011, the New Mexico Higher Education Department (NMHED) will review complaints regarding public and private postsecondary institutions in New Mexico as well as New Mexico resident students attending out-of-state institutions."

Complaints not addressed should also be submitted to the Distance Education and Training Council (DETC) by completing the online complaint form at [www.detc.org](http://www.detc.org).

# University Rights and Responsibilities

## 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

Although the University will attempt to ensure that computer programs and software available for the student's use has reasonable security and anti-virus protections, the student should use such computer programs and software provided by the University at his or her own risk. 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 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

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. They are

- the right to inspect and review the student's educational records within 45 days of the day the University receives a request for access;
  - the student's right to request the amendment of their educational records that the student believes are inaccurate or misleading;
  - 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.
1. Students should submit to the Dean/Associate Dean or other appropriate official written requests that identify the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
  2. Students may ask the University to amend records they believe are inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University 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.
  3. Exceptions permitting disclosure without consent is to University officials\* with legitimate educational interests.  
Other known person(s) and agencies are:  
School officials with legitimate educational interest; Schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; a judicial order or lawfully issued subpoena; and, Appropriate officials in cases of health and safety emergencies.

\*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.

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/fpco/ferpa/index.html>



## Directory Information

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, field of study, degrees/awards, participation in officially recognized activities, dates of attendance, level of enrollment.

Students may restrict the release of directory information by written request available from the Director of Admissions/Registrar at registrar@eccuni.us.

## Non-Directory Information

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the 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. Individuals who applied to the school but did not attend are not covered by FERPA. The full policy and procedure for review of a student's records are available from the 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. 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 Registrar.
- Each student has a right to challenge any record, which is kept by the University. The Director of Admissions and Registrar is responsible for all student records. Challenge of records, if any, shall be in writing to the Registrar at registrar@eccuni.us. 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 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

The University uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, 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.

In order to receive accommodations, the student must meet the following criteria:

- have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
- request services from a faculty member or ECCU's administrative staff.

Students are required to provide the professional staff counselor with medical or psychological documentation in order to receive accommodations. All medical information remains confidential and is only released to other University personnel with the student's written permission.

## 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 a long lead time, regular mail service may be an alternative.
- EC-Council University ensures that all students will be treated equally.
- EC-Council University will make available the necessary services for required proctored examinations, however the cost of these services will be borne by the student.

## 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.

## 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 the disciplinary action including, but not limited to, dismissal from the University.







## THE CATALOG

### The Catalog

This catalog articulates the regulations, policies, programs and procedures for the University and applies to students enrolled between January 1, 2015 and December 31, 2015. Students inactive (not enrolled) for one calendar year must be readmitted and will move forward to the catalog current 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 wide 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 by means of producing a catalog addendum.

### EC-Council University

6330 Riverside Plaza Lane, NW, Suite 210,  
Albuquerque, New Mexico 87120 USA

Tel : 1-505-922-2886

Fax : 1-505-341-0050

[info@eccuni.us](mailto:info@eccuni.us)

<http://www.eccuni.us>

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