

## THE LEADER IN CYBER SECURITY EDUCATION

AUGUST 2017 ADDENDUM



## JUNE 2017 ADDENDUM

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The EC-Council University (ECCU) catalog contains both curricula offered, program and degree offerings, course descriptions, current academic policies and procedures, and other pertinent information. This addendum to the catalog was prepared based on the best information available at the time.

The information in this addendum will be updated as necessary pursuant to the catalog rights policy (The Catalog), because laws, rules, accreditation standards and policies change. EC-Council University assumes no responsibility for editorial, clerical, and programming errors that may have occurred in the publication of the addendum.

This addendum is effective beginning June 2017 and Term 3 and modifies the Catalog 2017 which was effective Jan 1-Dec 31, 2017.

# Admission to the University – Policies and Requirements

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## Application Procedure

### Applicants with a degree from a US institution

Prospective students wishing to attend EC-Council University shall submit a complete application package, including a signed Student Enrollment Application (SEA) form (available online at <http://www.eccu.edu/student-services/admission/>) that lists all prior institutions attended with the application fee. Please see the section entitled Required Documents for the full application package requirements.

Prospective students must provide official transcripts for evaluation of transfer credits prior to a decision on admission will be made. A copy of transcripts may be submitted for provisional admission, but for full admission, an official copy must be submitted.

#### Official transcripts need to be sent to:

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

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

In addition to the above requirements, applicants with degrees from non-US institutions must provide proof of the US equivalency of your foreign degree. In order to have your degree from a non-US institution evaluated, you must submit unofficial transcripts for all degrees earned to either a NACES or NAFSA evaluator. The transcripts must include a list of all classes completed and grades awarded.

For international transcripts you will need to obtain a NACES or NAFSA evaluation. You will need to contact the University where you earned your bachelor's degree and request that they send your official transcript and other official documentation as requested by the evaluating agency.

- ✔ For NACES: A list of evaluators can be found on the NACES website <http://www.naces.org/members.html>. The evaluator must send the results of the evaluation directly to ECCU.
- ✔ For NAFSA: All documents must be sent to ECCU, and the student pays the evaluation fee online.
- ✔ For both NACES and NAFSA evaluations, all documents written and issued in a foreign language must have a certified English translation attached.

#### Official transcripts need to be sent to:

EC-Council University  
ATTN: Registrar  
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# Admission to the University – Policies and Requirements

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## Admittance

Following submission and acceptance of the SEA, a student may be fully, provisionally, or conditionally admitted to ECCU.

- ➔ Fully admitted. Students will be fully admitted to the university following receipt of all official documents required for admission and upon meeting all requirements for admission.
- ➔ Provisionally admitted. Students who have not submitted all the official documents required for full admittance (such as official transcripts) will be provisionally admitted to the university pending receipt of the official documents. All official documents required for full admission must be submitted by the end of the first term. If all required documents are not received by the end of the first term, students will be placed on a registration hold, and may result in the delay in full admission, denial of admission, or administrative withdrawal from ECCU.
- ➔ Conditionally admitted. Students who do not meet all the requirements for admission (for example, GPA less than the required minimum) may be conditionally admitted to ECCU upon approval of an admission appeal by the applicant to the Provost provided that all official transcripts and documents required for admission have been submitted. See Admission Appeals for more information. Conditional admission will be revoked if the student fails to meet Satisfactory Academic Progress or other admissions or academic standards which have been approved as conditions for admission.

Students are also required to review and sign the Student Enrollment Agreement (SEA) form as part of the admission process.

## Admission Appeals

Prospective students who do not meet admission requirements may appeal the admissions decision to the Provost. Prior to the Provost's review, the student should submit a personal statement for consideration in making the decision. Those students whose appeal is successful will be admitted with conditions as set forth by the Provost.

## Admission to the University – Policies and Requirements

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### Admission Is Not Guaranteed

Full admittance to the university is predicated upon students' submission and the university acceptance of all official documents required for admission, and prospective students acknowledge that just because they have submitted an application or unofficial transcripts, or been enrolled in a course under provisional admission, that their full admission to the university is not guaranteed.

It is the student's responsibility to provide all information required for admittance to the university, including clearing any holds placed on transcripts from previous universities attended. Students who do not submit all official documents by the end of their first term will be placed on enrollment hold pending their submission and acceptance, and may result in their being denied admittance to the university.

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

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



# Admission to the University – Policies and Requirements

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## Admission Requirements

The following admission requirements apply:

### Bachelor's Degree Programs

Students requesting admittance to undergraduate degree programs shall:

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

OR

➔ Have completed 60+ semester credit hours (90+ quarter credit hours) or foreign equivalent from an appropriately accredited institution that is listed in the International Handbook of Universities, accredited by an agency recognized by the US Secretary of Education, and/or the Council for Higher Education Accreditation (CHEA)

➔ Submit proof of High School Diploma or foreign equivalent

➔ Have a cumulative grade point average (CGPA) of 2.0

➔ Have completed a college level English and Math class with a grade of C or higher

➔ Demonstrate proof of English proficiency (international students only; see section on English Requirements for International Students)

### Master's Degree Programs and Certificates

➔ 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 minimum CGPA of 3.0 on the transcript of the most recently conferred Bachelor's or Master's degree for full admission. GPAs of 2.5 or higher may be considered for conditional admittance as adjudicated by the Provost.

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

# Admission to the University – Policies and Requirements

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## Required Admission Documents

The following documents are required for admission:

### Bachelor's-Degree-Seeking Students

- ➔ Student Enrollment Application
- ➔ Official government ID or passport (international students)
- ➔ Official transcript(s) of all prior academic work
- ➔ Official evaluation of international credits (for students with international transcripts only)
- ➔ Proof of High School Diploma or foreign equivalent
- ➔ Proof of completion of 60+ semester credit hours (90+ quarter credit hours) or foreign equivalent
- ➔ Proof of English proficiency (international students only; see section on English Requirement for International Students)
- ➔ Application fee

### Master's-Degree-Seeking Students

- ➔ Student Enrollment Application
- ➔ Official government ID or passport (international students)
- ➔ Official transcript(s) from the institution where student received Bachelor's or most recent Master's Degree.
- ➔ Official evaluation of international credits (for students with international transcripts only)
- ➔ Proof of English proficiency (international students only; see section on English Requirement for International Students)
- ➔ Application fee

### Military Students

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

## Admission to the University – Policies and Requirements

### English Requirement for International Students

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

➡ If your degree is earned in a country where English is the official language, you do not need to provide additional proof. For example, if your degree was earned in the UK, Canada, Australia, Ireland, New Zealand or Nigeria.

➡ If English was the language of instruction at the University where you earned your bachelor's degree then you can provide a letter from the institution stating that English was the language of instruction, and/or you can also request that the NACES or NAFSA evaluator state the language of instruction on the degree evaluation.

Here is a list of countries where Higher Education is commonly conducted in English:

Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Cayman Islands, Dominica, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, New Zealand, Papua New Guinea, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, Vanuatu, Zambia and Zimbabwe.

➡ You can show English proficiency by taking a recognized English proficiency test.

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

Degree Level	TOEFL Internet- Based Test (IBT)	TOEFL Paper- Based Test (PBT)	IELTS
Undergraduate	61+	500+	6.0+
Graduate	71+	550+	6.5+



# Admission to the University – Policies and Requirements

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## Technology Requirements

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

- ➔ Personal computer with Windows Operating System
- ➔ Standard Web browser like Microsoft Internet Explorer (IE), Firefox, or Chrome
- ➔ Microsoft Office applications, including, as a minimum: PowerPoint, Word, and Excel
- ➔ Adobe PDF reader
- ➔ Webcam
- ➔ Internet connectivity
- ➔ Headphones with microphone (required in some programs)

## Transferring Credit

### Course Transfer Credits

EC-Council University accepts college-level courses for consideration of transfer from accredited US or foreign equivalent institutions on a case by case basis. Computer technology courses (including cybersecurity academic credits) must have been earned within the last 10 years for consideration. Credits must be from institutions accredited by an agency recognized by the US Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities. The classes must closely correspond with EC-Council University courses and the student must have earned a grade of “B” or higher.

To begin the process, submit an official transcript or NACES/NAFSA evaluation. ECCU will evaluate all transcripts for potential transfer credit. The transfer credit must come from classes equivalent to the same level of education and learning outcomes as the degree coursework.

Students may receive a maximum of 18 graduate credit hours of transfer credit in the graduate program and 90 credits of transfer credit in the Bachelor’s program. Transfer credits are not considered in the calculation of the student’s ECCU cumulative GPA.

## Admission to the University – Policies and Requirements

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### Bachelor's Degree Graduation Requirements

In addition to the specific degree requirements, each candidate for graduation must meet the following requirements:

- ➔ Completion of 60 credit hours of 300/400 level courses in which the candidate earned a cumulative GPA of 2.0 or better
- ➔ Completion of 120 + total credit hours including all transfer credit awarded
- ➔ 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.

## Academic Policies And Guidelines

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### Mode and Duration of Study:

All courses are offered in twelve-week terms using an online format via the myECCU portal. The Master's and Bachelor's programs are designed to be completed in a maximum of 4 years.

### Academic Load:

To be considered full-time, MSCS students must take 6 semester hour credits per term and BSCS students must take 9 semester hour credits per term. Half time is considered one course per term for both master and bachelor students (3 semester hour credits) and three-quarter time is two courses per term (6 semester hour credits) for bachelor students. There is no three-quarter time for Master students.

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 credit hours a student can take per term in the MSCS program is 9 and in the BSCS program the maximum is 15.

### Minimum Academic Achievement:

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

### Maximum Program Length:

A student must complete the entire program within one-and- one-half times the program length or 4 years for both the Master's and Bachelor's degrees.

### Attendance and Participation:

Students are expected to participate weekly in all class sessions and assigned activities. Extenuating circumstances which are beyond the control of the student may occur, however, if a student will miss assignments or discussions he or she must contact the instructor in advance. At the faculty member's discretion, the student may be required to make up the work to achieve the allotted points. In extreme cases due consideration will be given.

## Academic Policies And Guidelines

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### 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:

A leave of absence (LOA) is an interruption in a student's pursuit of degree at EC-Council University. A LOA could be a minimum of one term, or at most, 5 consecutive terms. LOA's will not exceed 2 granted requests.

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

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, they 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 continuously maintain satisfactory academic progress (SAP) toward completion of their degree program to remain in good academic standing, regardless of their course load.

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

## Academic Policies And Guidelines

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### Criteria for maintaining continual SAP:

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

- ➔ Bachelor program students are required to maintain a CGPA of 2.0 or higher. A “D” (1.0) is considered passing for a course, but a student’s CGPA must not be below 2.0 or they will be placed on academic probation or suspension. Additionally, students must have successfully completed (received As, Bs, or Cs) fifty percent (50%) of all courses attempted in the program after the first two grading periods (Percentage of Credit Completion-PCC).
- ➔ Master’s program students are required to complete each graduate course with a grade of “C” (2.0) or higher and maintain a cumulative GPA of 3.0 (B) or higher for all graduate-level coursework applying toward the degree. A letter grade of “D” is not passing for Master level programs and will require the course to be retaken. Additionally, students must have successfully completed (received As or Bs) fifty percent (50%) of all courses attempted in the program after the first two grading periods (Percentage of Credit Completion-PCC).

## Academic Progress and Veteran Affairs Educational Benefits

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

### Academic Probation:

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

Failure to maintain SAP in any given term will result in the student being placed on academic probation for the next term. Student who do not meet SAP will be referred to the advisor. The advisor will work closely with the student to provide techniques and tools to assist the student to improve their GPA.

### Requirements for Students on Academic Probation:

#### Undergraduate Students

Students will be required to improve their CGPA to the required 2.0 the first term that they are on AP to achieve SAP. Students who have made improvements, but have not raised their GPA to the required 2.0 will remain on interim academic probation for each subsequent term until achieving the CGPA required 2.0 to register for the Capstone course and graduate. In order to remain eligible for interim academic probation, the student is required to continually make GPA improvements each term. Therefore, students are required to earn As, Bs, or Cs each successive term while on IAP.

#### Graduate Students

Students will be required to improve their CGPA to the required 3.0 the first term that they are on AP and achieve SAP. Students who have made improvements, but have not raised their CGPA to the required 3.0 will remain on interim academic probation for each subsequent term until achieving the CGPA 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 GPA improvements each term. Therefore, students are required to earn As or Bs each successive term while on IAP.

If a student fails to make CGPA improvements for two successive probationary grading periods, he/she will be required to complete academic remediation module. The student will have their enrollment suspended while they complete the academic remediation module. Students who successfully complete the academic remediation module may return to classes. If the student earns a B or better in Master programs or a C or better in Bachelor programs in the returning term, they may continue on interim academic probation. If they earn a C or lower in Master programs or a D or lower in Bachelor programs they will be terminated from their respective program. Students who do not complete the academic remediation module will be terminated from the program. Students are only eligible for the remediation module one time. If after completing the remediation module and taking a successful term, the student's GPA does not improve each term the student will be terminated from the program.



## Academic Progress and Veteran Affairs Educational Benefits

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### Satisfactory Academic Progress Review

Students on Academic Probation will have their records reviewed each term, and once the student has returned to SAP, the student will be removed from Academic Probation and a formal notice will be sent to the student via email from the Registrar. A copy of this notice will become part of the student's permanent file.

### Academic Suspension:

A student who fails to achieve overall satisfactory academic progress (2.0 cumulative GPA for BSCS students and 3.0 cumulative GPA for MSCS students) for the program at the end of two successive probationary grading periods will have their enrollment suspended while they complete the academic remediation module. Students who successfully complete the academic remediation module may return to classes. If the student earns a B or better in the returning term they may continue, if they earn a C or lower they will be terminated from the program. Students who do not complete the academic remediation module will be terminated from the program.

### Academic Dismissal/Termination:

A student that does not maintain satisfactory academic progress (2.0 cumulative GPA for Bachelor students and 3.0 cumulative GPA for Master students) during or by the end of their final probationary period, the student will be terminated without a refund.

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

Students terminated from the program are terminated without refund unless the following occurs:

- 1.The student appeals the school's determination in writing to the Provost.
- 2.The Academic Appeals Board (consisting of Provost and Manager of Enrollment and Student Services) consider a special circumstance and grant the student's appeal.

## Academic Progress and Veteran Affairs Educational Benefits

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### Appeal of Probation and/or Termination:

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 prior to appealing a probationary or dismissal decision.

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

### Remote Proctor NOW Exams

- ➔ EC-Council University utilizes Remote Proctor NOW (RPN) exam proctoring services for all courses. These exams are presented throughout the program at a minimal cost to the student of \$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 the student's course (myECCU.edu). More instructions and training videos for utilizing RPN can be viewed in the New Student Orientation. A PC or Mac, webcam (external or built in), and an internet connection are required.

# Academic Progress and Veteran Affairs Educational Benefits

## 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).

**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 180 additional days from the end of the term to complete the course and replace the “I” with the assigned letter grade. If, at the end of the normal extension, the student has been unable to complete the course due to extenuating circumstances, s/he may appeal to the Provost for one additional 90-day extension, providing justification as to why they were unable to complete the course. The granting of the Incomplete is at the discretion of the instructor. If the work is not completed before the incomplete expires, the “I” will automatically revert the current earned grade in the course. The student has the right to appeal the instructor’s decision to the Provost.

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

**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 a documented manner (mail, e-mail or Fax). If the withdrawal occurs during an active course, the student will receive a refund as per the refund schedule in the refund policy. A “W” will appear on the student’s transcript and the credits for the course will be added to the cumulative credits attempted. Refer to the published academic calendar- dates and deadlines section for dates when withdrawal is allowed.

**AW** Faculty members or ECCU staff may initiate an Administrative Withdrawal (AW) of a student from a course based on lack of attendance or participation, or lack of connectivity. Please see the description of these items below. Depending on when the AW occurs, the student may be eligible for a refund according to the refund schedule in the refund policy. AW will appear on the student’s transcript and the credits for the course will be added to the credits attempted. If the student is administratively withdrawn from the class because of plagiarism, disciplinary action will occur resulting in the student receiving not an AW but an F on their transcript and the protocol described in the Academic Honesty Policy will be employed.

LETTER GRADE	RANGE OF POINTS	GRADE POINTS
A	93.00-100.00	4
A-	90.00-92.00	3.76
B+	90.00-92.00	3.33
B	83.00-86.00	3
B-	80.00-82.00	2.67
C+	77.00-79.00	2.33
C	73.00-76.00	2
C-	70.00-72.00	1.67
D+	66.00-69.00	1.33
D	60.00-65.00	1
F	0.00-59.00	0

*\*A letter grade of D is not acceptable for a Master’s level program.*

## Program Costs And Payment

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### Undergraduate tuition

Application fee \$35

### Total Bachelor of Security in Cyber Security Program Price (estimated)

The total cost estimate is based on completing 60 credit hours with tuition rates, applied based on the geographical region, of the student plus required fees. To be considered full time in Bachelor Science in Cyber Security students must be enrolled and complete 6 courses per term.

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

### Other fees:

FEE	COST
Official Transcript (per copy)	\$10
Official Transcript "Rush Fee"	\$35
Lab Fee for students enrolled in courses with lab portion (see Fees section for specific courses)	\$50
Graduation Fee	\$100
Duplicate Diploma	\$30
Late Payment Fee	\$30
Payment plan arrangement fee	\$30
Remote Proctor NOW (see Fees section for specific courses)	\$15
Other expedited fees	Varies based on region

## Program Costs And Payment

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### Graduate tuition

Application fee \$65

### Other fees:

FEE	COST
Official Transcript (per copy)	\$10
Official Transcript "Rush Fee"	\$35
Lab Fee for students enrolled in courses with lab portion (see Fees section for specific courses)	\$50
Graduation Fee	\$100
Duplicate Diploma	\$30
Late Payment Fee	\$30
Payment plan arrangement fee	\$30
Remote Proctor NOW (see Fees section for specific courses)	\$15
Other expedited fees	Varies based on region

## Program Costs And Payment

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### Total Master of Science in Cyber Security Program Price (estimated)

The total cost estimate is based on completing 36 credit hours with tuition rates applied based on the geographical region of the student plus required fees. Fees include application fee, proctor fee, lab fee, and graduation fee.

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

### Fees

#### Application Fee \$65 Master programs / \$35 Bachelor programs

The application fee partially covers the administrative cost associated with processing an application. An application is not considered complete without the accompanying, one-time, non-refundable application fee. The Application Fee may be waived at the discretion of EC-Council University.

#### Tuition (Course Fee/ credit hour)

- ➔ Master's Program: Region 1- \$473/ credit hour; Region 2- \$405/ credit hour; Region 3- \$338/ credit hour
- ➔ Bachelors Program: Region 1- \$398/ credit hour; Region 2- \$330/ credit hour; Region 3- \$263/ credit hour

#### Lab Fee \$50 (Course Fee) ECCU 500, ECCU 501, ECCU 502, ECCU 506, ECCU513

- ➔ All graduate courses accompanied by a lab will be assessed a lab fee of \$50.

#### Lab Fee \$50 (Course Fee) CIS 300, CIS 403, CIS 404, CIS 406

- ➔ All undergraduate courses accompanied by a lab will be assessed a lab fee of \$50.



## Program Costs And Payment

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### Fees (continued)

#### Remote Proctor NOW Exams (\$15 per exam)

➡ ECCU courses require a proctored exam. Payment for a proctored exam is the responsibility of the student.

➡ Remote Proctor NOW is used for the following courses: BIS 403, CIS 300, CIS 301, CIS 302, CIS 303, CIS304, CIS 308, CIS 401, CIS 402, CIS 403, CIS 404, CIS 405, CIS 406, CIS 407, CIS 410, COM 340, ECN 440, ECCU 500, ECCU 501, ECCU 502, ECCU 503, ECCU 504, ECCU 505, ECCU 506, ECCU 507, ECCU 509, ECCU 510, ECCU 511, ECCU 512, ECCU 513, ECCU 514, ECCU 515, ECCU 517, ECCU 519, MGT 450, MTH 350, and PSY 360

#### Graduation Fee \$100

➡ A Graduation Fee of \$100 is due at the time a student is in the final term of their degree 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 Provost. Once the Provost verifies a student's graduation application, the earned degree will be conferred and sent along with two (2) official and one (1) unofficial transcript with a congratulatory letter, degree, and memorabilia in the graduation packet.

### Tuition costs are payable in USD.

Students outside the United States may inquire about program cost at [info@eccu.edu](mailto:info@eccu.edu) or by calling 1-505-922-2889.

## Refund Policy

### Cancellation of Enrollment Agreement

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 prior to the predetermined deadline. Tuition refunds are made within 30 days of notice of withdrawal. Refunds may also be applied to the cost of future courses. The student is notified if a balance is due to the University.

### Refund Policy

DROP/WITHDRAWAL REQUEST DATE	PRORATED TUITION CHARGE	TUITION REFUND (IF APPLICABLE)
Before start of the session	0%	100%
Day 1–4	25%	75%
Day 5–8	50%	50%
Day 9–12	75%	25%
After Day 12	100%	0%

All refunds are calculated in USD. All refunds are based on the amount of tuition and lab fees paid less scholarships or fellowships. The University will refund 100% of any monies received for the overpayment or pre-payment of future courses.

#### Examples (in USD):

- ➔ Bob began class in the Bachelor program and paid Region 1 tuition for a 3-credit class with a lab fee, totaling \$1,244. Three days later he withdrew from the cyber security program. He received a full refund of \$1,244, because he withdrew during the “5 day cooling off period”
- ➔ Sally returned her enrollment agreement for the Master program and paid Region 1 tuition for a 3-credit class with a lab fee, totaling \$1,534. The day before classes began she withdrew from the class. Prior to the beginning of class during a student’s first term, students receive a refund of the tuition less the \$65 application fee. Sally received a refund of \$1,469. Transfer of Program Form (if transferring student)
- ➔ Mohamed returned his student enrollment agreement for the Bachelor program, paying Region 3 tuition for a three-credit class with a lab, totaling \$874. During the third week, he withdrew from the class. In week 3 of class during a student’s first term, students will receive no refund as it is after the 12 days since class began, so Mohamed will not receive any refund.
- ➔ Lakshmi was in her second term of classes in the Master program. She paid Region 2 tuition for a 3-credit class with a lab, totaling \$1,265. During the second week of class, she withdrew from the class due to work issues. In week 2 students receive a refund of 50% of the tuition. She was not charged the registration fee because this was not her first term of classes. Lakshmi received a refund of \$632.50.

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