



Toll Free: 866-660-8996
<http://mil.ecpi.edu> or <http://www.ecpi.edu>

ECPI University, formerly *ECPI College of Technology*, is an independent, private university that is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (SACS) to award Master's, Baccalaureate, and Associate's degrees and diplomas.

Program areas include: Business Administration, Computer and Information Science, Electronics Engineering Technology, Criminal Justice, Health Science and Culinary Arts.

ECPI is a SOC Consortium partner for the following Degree networks: SOCNAV, SOCMAR, and SOCAD. Other military partnerships include: Air Force- AU-ABC, and GEM. Army GoArmyEd/eArmyU. Navy NCPACE and NCPDLP. Marine Corps MCCCCP.

Admission Requirements

Applicants are admitted as *NON-Degree Seeking Students (NDS)* who are eligible to migrate into a matriculating status as they become full time students.

Students seeking enrollment into a course with a prerequisite must complete the course requirement. If completed with another college, it is the applicant's responsibility to provide documentation showing completed status, grade and date of completion.

Credit Transfer

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at ECPI will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

Transcript Ordering

Due to federal privacy laws, a written request with the student's signature is required to release a transcript. **Please note that telephone, email and fax requests for transcripts are NOT accepted.**

Students and alumni may request official transcripts of work completed at ECPI by downloading the Official Transcript Request Form from: <http://www.ecpi.edu/services/pdf/transcriptrequestform.pdf> or by submitting a written request that includes all the required information (*see Required Information on the next page*).

Mail the transcript request form to:

Registrar/NCPACE Transcript Request
ECPI University
5555 Greenwich Road
Virginia Beach, VA 23462

Required Information

If you choose to submit a written request in lieu of the Official Transcript Request Form, the request must be sent to the campus you attended and include the following information:

- Student's name, date of birth, and social security number
- Dates and campus location of attendance
- Student's permanent address and a daytime phone number
- Complete name and address of the person to whom the request is to be sent
- Payment or payment information
- Student's signature and date

Missing information may delay the processing of your request.

Processing Fees and Time

Transcripts: \$5.00 (non-refundable) per copy for normal processing of 7-10 business days or \$10.00 (non-refundable) for expedited processing of 3-5 business days.

Please note that records of individuals who attended prior to 1990 may not be computerized and additional time should be allowed for creation of those records; expedited processing is not available for these records.

Payment Options

Payment can be made in one of the following ways:

1. In person at the student window
2. Check or money order mailed with the written request (**no cash please**)
3. Credit card information provided on the request form

Hold on Accounts

No transcript will be released if the student has a financial hold.

To receive an evaluation of military credits towards a degree from ECPI University please use the "SOC Evaluation Request Form" available in this catalog.

This catalog update reflects the most current revisions to all ECPI courses offered through the NCPACE Program.