



## **College of Information and Cyberspace Frequently Asked Questions**





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# Frequently Asked Questions: Prospective Students

## PROGRAM OFFERINGS QUESTIONS

What types of programs does the College of Information and Cyberspace (CIC) offer?

Graduate Certificates	Master of Science Degree	Professional Development	Leadership Development Program
<ul style="list-style-type: none"> <li>• Chief Data Officer (CDO)</li> <li>• Chief Financial Officer (CFO)</li> <li>• Chief Information Officer (CIO)</li> <li>• Chief Information Security Officer (CISO)</li> <li>• Cyber Leadership (CYBER L)</li> </ul>	Strategic Information and Cyberspace Studies (SCIS)	Non-Program Seeking	Chief Information Officer (CIO) Or Cyber Leadership (CYBER L)

What is the Non-Program Seeking track?

The non-program seeking status allows students who meet College of Information and Cyberspace program eligibility requirements to enroll in courses without declaring an intent to complete a particular CIC program. Students may take up to 9 credits before they must select a program or be withdrawn from the CIC. All courses must be taken for a letter grade and will be recorded on student academic transcripts. Completed courses with grades of B or higher may be applied to the applicable requirements of the student's selected program.

Can any of the CIC programs be completed remotely?

The five (5) certificates, M.S. Degree, and the Non-Program Seeking track can be completed remotely via Distance Learning (a fully online format) courses. Please note, choosing a format occurs when students request course enrollment and not when applying for admission.

What are the differences between each of the programs?

The CIC has a program comparison chart that can be found here: [CIC Program Comparison Chart \(PDF\)](#).

Can I enroll in more than one program?

Students may apply for, and be admitted to, more than one CIC academic program at a time; however, applicants should only apply to the programs they can feasibly complete within their desired programs' time completion limits (From Date of Acceptance: 5 years for M.S. degrees & 4 years for certificates). Students can avoid time completion limit issues by stagger starting their programs.

Do I have to be admitted to a program in order to attend a CIC course?

All CIC courses are taken for graduate credit, which means all students are required to be admitted to a program prior to registering for a course.

Can CIC programs be completed on a part time basis?

The CIC Certificate, M.S. degree, and Non-Program Seeking track are all part time programs that allow students to enroll in up to 2 courses a semester. Students are not required to take a course each semester if they have other obligations that will interfere with their ability to focus on coursework. However, students

must successfully complete at least one course every 12 months to maintain an active status in their program and avoid administrative withdrawal.

## *COURSE OFFERINGS QUESTIONS*

*Will I earn graduate credit for all courses, even certificate ones, completed at the CIC?*

The National Defense University is accredited by the Middle States Commission on Higher Education (MSHE), which is an institutional accrediting agency recognized by the U.S. Secretary of Education and Council for Higher Education Accreditation. Thus, all CIC courses are accredited and taken for graduate credit.

*Does the CIC accept transfer credit towards the completion of its programs?*

The CIC does not accept credits earned from outside institutions. All coursework applied toward the completion of a certificate or M.S. degree must be earned at the CIC and completed within the completion time limit.

*What course formats are offered by the CIC?*

The CIC offers all its courses in Distributed Learning (DL) and e-Resident formats. The DL format engages students and faculty virtually in preparation, seminar, synthesis, and assessment over 12 weeks via Blackboard. Whereas the e-Resident format uses a blended model in which students and faculty engage in both online and resident activities that ensure high quality interaction and feedback, student learning and assessment, and academic rigor. Each e-Resident offering runs five weeks and consists of four components: Preparation, five-day in-person Seminar, Synthesis, and Assessment. More information regarding course formats can be found [HERE](#).

*Can credits earned at the CIC be transferred to any programs offered by other institutions?*

Since the CIC is a regionally accredited institution other colleges and universities may accept CIC courses for transfer credit purposes. In addition, CIC has developed specific academic partnerships with regionally accredited universities whose degrees align well with our academic vision and educational programming. For more information on CIC's Academic Partners, please visit our website [HERE](#). To obtain information on how credits will transfer to a specific institution, please reach out to that institution.

## *ELIGIBILITY QUESTIONS*

*Who is eligible to attend CIC programs?*

The CIC Minimum Eligibility Requirements can be found on our website by clicking [HERE](#).

*Can applicants who do not meet the paygrade/rank minimum eligibility apply?*

Applicants who do not meet the minimum paygrade/rank eligibility are encouraged to apply for admission. For their application to be considered they must complete an additional section, questions 5a-5c, of the CIC Employment Verification & Recommendation Form that will act as a paygrade/rank waiver. Please note, waiving the paygrade/rank minimum requirement does not guarantee acceptance.

*Are admissions waivers available for applicants who do not meet the minimum GPA eligibility?*

In cases where the undergraduate GPA is below 3.0, a cumulative GPA of 3.3 in 6 or more graduate credit hours (from the NDU CIC or other accredited graduate program) may be used to determine eligibility. If

an applicant does not meet the undergraduate GPA and has not completed any graduate they are still encouraged to apply. Applicants are evaluated on their whole admissions package and may still be considered for full or provisional acceptance.

**If I do not meet the minimum eligibility criteria as a civilian, can I apply under my National Guard/Reserve status?**

Students may use their Reserve/Guard status to qualify for admission if they do not meet the paygrade criteria as a civilian but meet the minimum Rank requirement (E-7/CW3/O-4). Please note, your application must be completed with your Reserve/Guard status information in the Employment Section, and your Reserve/Guard supervisor must be the one to complete your “CIC Employment Verification & Recommendation Form”. Students who provide their civilian information will be asked to correct their application and provide a new form.

## *ADMISSIONS PROCESS QUESTIONS*

**What are the required documents needed to apply to the CIC?**

For detailed information on what documents are required by program type please visit our website [HERE](#).

**How do I apply to a CIC program?**

The CIC accepts applications electronically. Instructions on how to create an admissions account and provide an application can be found [HERE](#).

**What are the application deadlines and when are decisions delivered?**

The CIC Admissions Calendar is published on our website and can be found [HERE](#). Each term has a defined admissions period of when applications open, close, and the date decisions are delivered.

**Can I apply to more than one program an admissions cycle?**

Students may apply for, and be admitted to, more than one CIC academic program at a time, although separate application packages are required for each program. Please note, the same supplemental materials can be submitted as part of each application package, and official transcripts only need to be submitted once and will be matched to the application packages received.

## *TUITION QUESTIONS*

**What does it cost to attend the CIC?**

There are no fees for Department of Defense (DoD) students in CIC courses or programs. This includes DoD civilian, Active U.S. Military & Uniformed Services, Active Military Reserve and National Guard. Tuition for Civilian students employed by Non-DoD Federal, State and Local Government Agencies is \$1,100 per course. Private Sector students have a tuition cost of \$2,200 per course. Additional details on CIC tuition can be found on the CIC website [HERE](#).

**I do not qualify for admission under my Reserve/Guard status and must apply as a non-DoD Civilian/Private Sector student. Will I be required to pay tuition?**

Tuition is invoiced according to the employment status under which the applicant was admitted. If the applicant does not qualify for admission under their Reserve/Guard status, then they will be considered a non-DoD Civilian/Private Sector student and invoiced tuition accordingly.

## *RETURNING STUDENT QUESTIONS*

I previously attended the College of Information and Cyberspace (CIC) and would like to re-enroll. Do I need to submit a new application for admission?

Any student who requested withdrawal, was administratively withdrawn, or successfully graduated from a CIC program and wishes to be reinstated must re-apply following the CIC's regular application process. The CIC accepts applications electronically. Instructions on how to create an admissions account and provide an application can be found [HERE](#). For detailed information on what documents are required by program type please visit our website [HERE](#).

Does the CIC allow Alumni to audit its courses?

The CIC does not offer courses for audit. All CIC courses must be taken for graduate credit, which means all students are required to be admitted to a program prior to registering for a course. The CIC offers a Non-Program Seeking option for students who wish to enroll in CIC courses for professional development. The non-program seeking status allows students who meet College of Information and Cyberspace program eligibility requirements to enroll in courses without declaring an intent to complete a particular CIC program. Students may take up to 9 credits before they must select a program or be withdrawn from the CIC.



# Frequently Asked Questions: Current Students

## *COURSE REGISTRATION QUESTIONS*

Where can I find a copy of the most recent CIC Schedule of Courses?

The CIC Schedule of courses can be found on the CIC Student Registration webpage that can be accessed by clicking [HERE](#).

When does the next semester's Schedule of Courses get posted to the website and when can I register for courses?

The Schedule of Courses for the upcoming term is typically posted on the First of the Month that Course Registration is scheduled to open. However, registration opening and closing dates can fluctuate depending on course offering dates and holidays/weekends. Below is a chart of dates that are used as a guideline when determining CIC Registration Periods each Academic Year:

Semester	Course Offerings	Schedule Posted	Registration Opens	Registration Closes
Fall	September – December	July 1	July 15	September 1
Spring	January – March	October 1	October 15	January 2
Summer	April - July	February 1	February 15	April 15

For an exact schedule of Registration Periods for this Academic Year, please refer to the CIC Student Registration webpage [HERE](#).

I reviewed the most recent Schedule of Courses and there are no courses being offered that apply to my program's curriculum. Will I be able to take a course this coming semester?

There are several factors (ex. Faculty availability) that go into building a course schedule, and unfortunately, we may not be able to accommodate courses for all programs each semester. Please contact your Academic Advisor if you would like to see if one of the courses being offered can be substituted for one of your program requirements.

How do I withdraw from my current course(s)?

Students who wish to drop a course before the Course Start Date can do so by sending an email to the CIC Office of Student Services at [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu). Please include the Course Name, Course Number, and Section number of the course(s) you wish to withdraw from in the body of your email.

Students who wish to withdraw from a course after the Course Start Date but before 25% of the course is complete must submit a "[CIC Course Withdrawal Request Form](#)" to the CIC Office of Student Services at [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu). Please note, students who withdraw after the Course Start Date and before 25% of the course is completed will receive a "W" for the course. Students cannot withdraw from a course after 25% of that course has been completed. Students who no longer wish to participate in a course after 25% of it has been completed will receive an "F" for that course.

## *TUITION QUESTIONS*

### *What does it cost to attend the CIC?*

There are no fees for Department of Defense (DoD) students in CIC courses or programs. This includes DoD civilian, Active U.S. Military & Uniformed Services, Active Military Reserve and National Guard. Tuition for Civilian students employed by Non-DoD Federal, State and Local Government Agencies is \$1,100 per course. Private Sector students have a tuition cost of \$2,200 per course.

### *How do I submit my tuition payment?*

Detailed instructions for submitting payment are provided to the student by e-mail in the form of an invoice roughly 30 days prior to the course start date. Tuition will only be accepted once these invoices have been distributed. Please note, the CIC cannot accept cash payments. Valid forms of payment are ACH/EFT or WIRE. Additional details on CIC tuition can be found on the CIC website [HERE](#).

## *ELIGIBILITY CHANGES QUESTIONS*

### *I have recently switched jobs. Do I need to update my student record to reflect this change?*

If a student's eligibility changes, they must notify the CIC Office of Student Services immediately. Please complete a [Student Employer Change Form](#) and submit it via email to [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu). Upon receipt, your record will be updated accordingly. Please note, you may be asked to provide additional documentation (i.e. a new CIC Employment Verification & Recommendation Form) if deemed necessary.

### *I recently changed jobs and I am no longer a Department of Defense (Civilian or Military) employee. Will I now have to pay tuition?*

If you are switching from a DoD status (Civilian or Military) to a Non-DoD Government/Private Sector Organization, you will be subject to CIC's tuition fees for any courses taken after your eligibility changed. Please review the CIC Fees and Payment Instructions [HERE](#) for more information.

### *I am planning to retire from the Government/Private Industry/Military soon. Will I still be able to continue taking courses at the CIC?*

Student program enrollment is contingent on having a current/active Government Affiliation. If a student retires from their current employer before completing their program(s) and will not be seeking employment with another Government affiliated organization (DoD, Non-DoD, Private Sector, etc) then the student must submit a CIC Program Withdrawal Form. To download a copy of the "CIC Program Withdrawal Form" click [HERE](#).

## *PROGRAM ENROLLMENT CHANGES*

### *I am enrolled in the Non-Program Seeking track and have taken my allotted 9 credits (3 courses). How can I continue to take courses at the College of Information and Cyberspace (CIC)?*

Non-Program Seeking students who wish to enroll in a CIC Certificate Program can do so by completing a [Non-Program Seeking: Certificate Program Enrollment Form](#) and submitting it to [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu). Upon receipt, you will be enrolled in the program of your choice and a corresponding Program Plan will be sent to you by your Academic Advisor.

If you are interested in pursuing the M.S. Degree in Strategic Information and Cyberspace Studies, you must apply for admission during a period of open enrollment. Please follow the regular admissions process and provide a complete application for admission to be considered. For detailed information on what documents are required by program type please visit our website [HERE](#).

**I am currently enrolled in one or more programs at CIC and want to enroll in additional course(s) of study. How do I do this?**

Students who wish to enroll in more than one program must provide a complete application package for each program. Please follow the regular admissions process and provide a complete application for admission to be considered. For detailed information on what documents are required by program type please visit our website [HERE](#).

**How do I withdraw from my current program(s)?**

Students can be granted withdrawal when they no longer wish to actively pursue an academic course of study at the CIC. To request program withdrawal please complete a “[CIC Program Withdrawal Form](#)” and submit it to [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu) for processing. When a student withdraws the Office of Student Services will withdraw the student from their program and cancel any future course enrollment(s) if applicable. Please note, a student who formally withdraws from a program, but who subsequently wishes to be reinstated, must re-apply following the CIC’s regular application process.

## *PROGRAM COMPLETION QUESTIONS*

**How do I request a copy of my transcript (official or unofficial)?**

All official and unofficial transcripts requests should be made via the Transcript Request Form and submitted to the National Defense University Registrar’s Office for processing. More information and a copy of this form can be found on the NDU Registrar website [HERE](#).

**I finished all my program’s requirements. How do I officially complete the program and receive my certificate/diploma?**

Please complete an “[Application for Graduate Program Completion](#)” and email it directly to the CIC Office of Student Services at [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu). Upon receipt, your Academic Advisor will conduct a review of your program status by verifying your enrollment in the program, completion of all course requirements, and verify that final grades are accurate and eligible for program completion. If your Application for Graduate Program Completion is approved, you will then receive a Program Completion Letter and a certificate/diploma marking your graduation from your program.

**When can I expect to receive my certificate/diploma?**

Certificates are printed once a student’s completion has been certified by their Academic Advisor via the Application for Graduate Program Completion process. Certificates can take 4 – 8 weeks from receipt of your Application for Graduate Program Completion to be delivered. Certificates are mailed to the address listed on your Application for Graduate Program Completion. If your address changes, please contact the Office of Student Services at [CICOSS@ndu.edu](mailto:CICOSS@ndu.edu) to provide your new mailing address.

Master of Science Degree diplomas are mailed the week following the National Defense University (NDU) commencement each June. Students who attend graduation in person will be able to pick up their diploma from the Office of Student Services following the ceremony.

## *ACADEMIC POLICIES*

### *How long do I have to complete my program?*

All coursework applied toward a certificate must be completed within four years of acceptance. Master of Science Degree students must complete all coursework within five years of acceptance.

### *Can I transfer coursework from one CIC program to another?*

CIC Students can transfer up to 9 credits (3 courses) from one program to another.

### *Are there any requirements for Continued Enrollment?*

Students must maintain satisfactory progress by completing at least one (1) course every 12 months and maintain a 3.0 cumulative GPA by receiving satisfactory grades (A, A-, B+, B) in all coursework attempted. Failure to take at least one (1) course every 12 months will result in administrative withdrawal from your program(s).

### *Why did I receive an Academic Probation Letter?*

Students are automatically placed on probation upon receiving one (1) course grade of F and/or whenever their cumulative GPA falls below the required 3.0. A student on probation must raise their GPA to a 3.0 at a timeline or credit load as defined in their Academic Probation Letter. Students who receive a second course grade of F and/or who fail to raise their GPA within the prescribed timeline or credit load will be dismissed from the college.

### *Can I take a Leave of Absence from my program(s)?*

Students may apply for a leave of absence due to exceptional circumstances. To apply for a leave the student must submit a letter of request to the Dean of Students. The letter should provide a detailed explanation of the circumstances leading to the request and a justification of the time requested. A student may request a leave of absence for up to one academic year. Their request must be approved by their student's advisor prior to submission to the Dean. An approved leave of absence will stop the student's program completion timeline until they resume courses.