MASTER'S IN CYBERSECURITY

Student Handbook

(Revised August 2022)

THE UNIVERSITY OF ARIZONA
Eller MIS

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PROGRAM INTRODUCTION

The Online Master of Science in Cybersecurity program is designed for working professionals and students who wish to purse a cybersecurity master's degree. The program's multidisciplinary curriculum draws courses from Departments of Management Information Systems (MIS,) Electrical and Computer Engineering (ECE,) and Systems & Industrial Engineering (SIE). The degree focuses on effectively applying analytical and critical thinking to plan and execute security measures to shield an organization's computer systems, network, and network devices from infiltration and cyberattacks.

Consisting of 11 courses, the 100% online MS Cybersecurity degree was designed for those with technical experience. Students engage in theoretical and hands-on approach to learning the critical components of cybersecurity. Expected learning outcomes for cybersecurity students are:

- Understand the breadth and scope of security issues on personal, corporate, national, and global levels;
- Assess, prevent, and manage information or systems security related risks;
- Perform system hardening, vulnerability testing, and forensic investigation procedures;
- Apply data analytics to develop threat intelligence for current and future information or systems security endeavors.

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The Departments of Management Information Systems (MIS,) Electrical and Computer Engineering (ECE,) and Systems & Industrial Engineering (SIE) at the University of Arizona (UA) offer a Master of Science degree in Cybersecurity. This handbook only includes the additional policies, procedures and information that apply specifically to the Cybersecurity graduate program. Therefore, students must also refer to the documentation provided by the UA Graduate College for the policies and procedures that apply to all graduate students.

Graduate Students are expected to follow the policies and procedures for both the UA Graduate College and for the Departments of MIS, ECE and SIE. Policies are updated frequently and it is the student's responsibility to comply with current policies. Graduate College policies can be viewed online at http://grad.arizona.edu/new-and-current-students; university policies can be found at http://catalog.arizona.edu/.

WHAT IS UACCESS?

UAccess is a password-protected service which allows students to access personal and academic information via the Web. Your UA NetID and password are required for login. UAccess Student, link is http://uaccess.arizona.edu/.

UAccess enables students to view and make changes to their academic and personal information as well as enroll for classes and check on financial aid status. This system has dozens of useful features, which are housed under four major categories: Academic, Financial, Personal and Self-Service.

More at http://advising.arizona.edu/content/online-tools/uaccess-student

STUDENT RESOURCES

University Information Technology Services

University Information Technology Services (UITS) offers many services besides their 24/7 IT support center available by phone (520) 626-8324 or online at http://uits.arizona.edu/departments/the247.

Students have access to numerous free training resources to help you learn. To access UA tutorials visit https://softwarelicense.arizona.edu/training and log in using your NetID and password.

Software

University of Arizona's students are able to download one copy of the current version of Microsoft Office (for a PC or Mac) and one copy of Microsoft Windows upgrade (for PC or Mac) at no charge. Students are also eligible to download new product release and upgrades when they become available. Visit http://uabookstore.arizona.edu/technology/campuslicensing/default.asp and log in using a NetID and password for access.

Cybersecurity students have access to additional free or deeply discounted software products though the MicroAge Lab, Department of MIS, Eller College, and UA. Visit https://www.microagelab.arizona.edu/software-licensing and review the information provided.

Career Services

Career Services offers a variety of services to all University of Arizona students. Visit the career services website, http://www.career.arizona.edu/student, to learn all the services the department offers.

Handshake **–**

Handshake is the University of Arizona's official job board with employers recruiting UA students and alumni. Information such as career fairs, workshops, and other career events can also be found on Handshake. Every current, degree-seeking UA student and recent graduate from within the past years has an account on Handshake ready and waiting. To learn more and how to sign in, visit https://career.arizona.edu/jobs/handshake.

All students seeking employment may have their resume reviewed by the MIS Department's Career Management team. Contact the Director of MIS Online Programs to discuss your resume and schedule an appointment.

Advising

Each student should meet with their Academic Advisor a minimum of 2 times per semester though it is recommended to meet more often. Building a strong relationship and open rapport is highly encouraged to enable the team to guide you in your academic and career options.

PROGRAM REQUIREMENTS

The MS Cybersecurity course work consists of 11 classes (33 units,) comprised of four (4) common core classes and seven (7) courses of their selected track. Courses from either track can fulfill elective requirements within both tracks. Each course is three (3) credits.

A Master's in Cybersecurity Information Systems (IS) track student must complete all four (4) common core courses, all six (6) core classes, and one (1) elective in either the IS or PS tracks.

A Master's in Cybersecurity Physical Systems (PS) track student must complete all four (4) common core courses and seven (7) elective courses in either the IS or PS tracks.

For students that have programming and statistics knowledge, the program can be completed in one year. However, most students in the program are working professionals, and therefore, part-time students. Part-time students typically take 2 years to complete the program. Per Graduate College policy, all coursework must be completed within 6 years maximum.

Please refer to the Cybersecurity website to review course descriptions and to view the current course calendar. https://cybersecurity.arizona.edu/program/

Table 1: Common Core Requirements /courses for IS & PS Track Students

Requirements	*Courses*
Common Core *(12 units required)*	MIS 515 Information Security in Public and Private Sectors MIS 543 Business Data Communications and Networking SIE 571 Systems Cyber Security Engineering SIE 573 Engineering of Trustworthy Secure Systems

Table 1A: Information Systems Track (IS) Requirements /courses

Requirements	*Courses*
IS Track Required Classes *(18 units required)*	MIS 516 Information Security Risk Management MIS 517 Systems Security Management MIS 545 Data Mining for Business Intelligence MIS 562 Cyber Threat Intelligence MIS 566 Penetration Testing: Ethical Hacking and Social Engineering MIS 689 Cyber Warfare Capstone*
Elective Classes *(3 units required)*	MIS 511 Social and Ethical Issues of the Internet MIS 578 Project Management ECE 509 Cyber Security: Concepts, Theory, Practice** ECE 523 Machine Learning and Data Analytics** ECE 524 Fundamentals of Cloud Security** SIE 530 Engineering Statistics** ECE 535A Digital Communications Systems** SIE 554A Systems Engineering Process** ECE 571 Fundamentals of Information and Network Security** SIE 572 Information Security & Research (INSuRE)**

* **MIS 515, MIS 543, SIE 571, SIE 573, MIS 516, MIS 517, MIS 545, MIS 562, MIS 566 are pre-requisites for MIS 689**

** **Physical Systems Track electives are 16 weeks long and follow the UA's traditional fall and spring semester calendar**

Table 1B: Physical Systems Track (IS) Requirements /courses

Requirements	*Courses*
PS Track Required Classes *(21 units required)*	ECE 509 Cyber Security: Concepts, Theory, Practice** ECE 523 Machine Learning and Data Analytics** ECE 524 Fundamentals of Cloud Security** SIE 530 Engineering Statistics** ECE 535A Digital Communications Systems** SIE 554A Systems Engineering Process** ECE 571 Fundamentals of Information and Network Security** SIE 572 Information Security & Research (INSuRE)** MIS 511 Social and Ethical Issues of the Internet MIS 578 Project Management MIS 516 Information Security Risk Management MIS 517 Systems Security Management MIS 545 Data Mining for Business Intelligence MIS 562 Cyber Threat Intelligence MIS 566 Penetration Testing: Ethical Hacking and Social Engineering

** **Physical Systems Track electives are 16 weeks long and follow the UA's traditional fall and spring semester calendar**

Class Order

Master's students have the option to register for whichever class they choose in whatever order they wish. The ONLY exceptions to this are the courses that have pre-requisites. A pre-requisite knowledge or course must be taken first before the "main" course is taken. Please refer to the chart below to view a list of courses that have pre-requisites.

Students can register for one or two classes each 8-wk session. The average study time per course is between 10 to 25 hours per week. However, your technical skill level could influence the amount of time you may need to spend on some classes.

Table 2: Course with Pre-Requisites

"Main" course	Pre-requisite needed before taking the "main" course
ECE 523 Machine Learning and Data Analytics	Probability/Statistics
ECE 571 Fundamentals of Information and Network Security	Probability/Statistics
MIS 543 Business Data Communications and Networking	Python
MIS 562 Cyber Threat Intelligence	MIS 545 and Python
MIS 566 Penetration Testing	Python
MIS 689 Cyber Warfare Capstone	MIS 515, MIS 543, SIE 571, SIE 573, MIS 516, MIS 517, MIS 545, MIS 562, MIS 566 and Python
SIE 530 Engineering Statistics	Probability/Statistics
SIE 571 Systems Cyber Security Engineering	Python

Students should check the Cybersecurity course calendar to verify which class is being offered before they register. https://cybersecurity.arizona.edu/program/#calendar

In addition, we suggest using the Course Tracking Worksheet (Appendix A) to track the courses you take, help you complete the Plan of Study for graduation and ensure

1. You are within the program completion time limitations
2. Pre-requisites are taken before main course
3. 3.0 CGPA is intact

Textbooks

Some classes will require a textbook and some will not.

Cost of textbooks is **not** included in the course fees. It does not matter where you purchase your textbooks, (as hardcopy or eBook) however a good place to start is The University of Arizona Bookstore (https://shop.arizona.edu/textbooks/default.asp) for buying of textbooks or you can also rent textbooks.

Grade Requirements

Only regular grades (A, B, C, D, E) are included in the calculation of the UA grade-point-average. Grade points are assigned to each regular grade as follows:	
Grade:	Grade points:
A	4 points
B	3 points
C	2 points
D	1 point
E	0 points

Students must maintain a cumulative grade point average (CGPA) of 3.0 (based on a 4.0 scale) to remain in good standing in all graduate programs.

Individual courses with a letter grade below a "C" ("D" or failing) may not be used to meet Cybersecurity graduate degree requirements. The Grade Replacement Option (GRO) cannot be used for graduate courses

A student cannot receive a graduate degree unless he or she has achieved a CGPA of 3.00 or higher on all course work taken for graduate credit, whether or not the courses are offered in satisfaction of the specific requirements for a specific graduate degree.

Students who fail to maintain a minimum CGPA of 3.0, at any time during the program, will be placed on academic probation. For more details see the Remediation section.

Transfer of Credits

All Graduate College policies on transfer credits must be followed: https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#Transfer%20Credit.

No more than six credits can be transferred into the master's program.

Transfer of credit will not be made unless

- The grade earned was A or B
- It was awarded by the institution where the work was completed
- It is less than six years from completion
- Transfer was awarded graduate credit

Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit.

Steps to transfer credits

1. Students who wish to transfer credits must submit an 'Evaluation of Transfer Credit' online form before the end of their first year of study. The online form is found in the students' GradPath module in UAccess.
2. UArizona's Graduate College will review the students request and notify student of their findings.
3. Student should contact their Director of MIS Online Programs to alert them that the credits have been reviewed by the Graduate College.

4. The Director of MIS Online Programs will review the Graduate College recommendations and notify the student of the transfer results.

Dual Degrees

The online MS Cybersecurity program offers the opportunity for students to complete a dual degree with the online Masters of Science in MIS. Students must apply to and be admitted (and active) into both programs before graduating from one program. The approved dual degree plan with the online MS MIS program allows for up to 15 double-counted credits. After successful admissions into both programs, the student must coordinate with both programs to determine their program plan.

REGISTRATION REQUIREMENTS AND PROCEDURES

Continuous Enrollment and Staying Active in the Program

A student admitted to the master's program must register and take a minimum of 1 graduate units every spring and fall, from original matriculation until all course requirements are met. https://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment

On financial aid? You may have to take more credits per semester to keep your financial aid active. Please contact UA's Financial Aid office for details, https://financialaid.arizona.edu/.

Students who are unable to meet the above continuous enrollment status may consider applying for a Leave of Absence (LOA).

It is not necessary for a student to apply for a LOA if he or she has a registration record for that semester. A "W" counts as a registration record.

Graduate students may apply for a LOA for a semester or one year for the master's degree program. It is important to note that the Leave of Absence cannot be outside of the allotted time to completion limitations noted previously (6 years for master's and 4 years for certificates.)

If a student fails to register and does not have a Leave of Absence on file, the student will be discontinued from their program. A new application will be necessary for the student to continue in the program. Re-admissions is not guaranteed. For additional information regarding a LOA visit https://grad.arizona.edu/policies/enrollment-policies/leave-absence.

Only academic services or facilities available to the general public can be used during the LOA.

Note: The enrollment status of a student on a Graduate Student Leave of Absence will be reported to lenders and loan servicing entities as 'not attending'. If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment.

The Graduate Student Leave of Absence form can be completed via GradPath within UAccess. Review Graduate Petition General Instructions for directions on how to submit a LOA.

Dates and Deadlines

The Registrar determines important dates and deadlines based on the length of the term. These important dates and deadlines include first and last day of class, in addition to the last day to use UAccess for adding, dropping and changing classes.

To view **Graduate Dates and Deadlines** visit the Office of the Registrar. Make sure you select the correct term (i.e. Fall, Spring, Summer) in the drop down. As an online MS Cybersecurity student, you should be reviewing information related to 8 Week I, 8 Week II, and Regular (which refers to 16 week courses) for your sessions. For example:

Registering for a Class

All Master level students register themselves via UAccess. Students may take additional course work from other departments on campus however, they may require special approval. It is up to each student to investigate the requirements to register for graduate level courses if outside the Cybersecurity program. Non-Cybersecurity courses do NOT count toward the MS Cybersecurity degree requirements, exceptions require MIS department consent.

To view a video tutorial on how to search and enroll, please visit Searching for Classes Video Tutorial and Add and Enroll in Classes Video Tutorial.

W Withdrawal, Dropping a Class

For the accelerated 8-week courses, prior to the beginning of the second week of classes, official withdrawal (drop) of a course cancels the registration for the course. No approval is needed. No grade for the course will appear on the student's permanent record.

During the next three weeks, students may use UAccess Student Center to withdraw from a course. No approval is needed. The grade of W is awarded regardless of whether the student is passing at the time of withdrawal. The W will appear on the student's permanent record.

After the fifth week of classes, the grade of W can be awarded only with the approval of the student's instructor and academic dean, and only under exceptional circumstances.

In the case of complete Withdrawal from the University, if a student withdraws before the end of the fourth week for graduate and professional students, no classes show on the student's permanent record. If a student withdraws from the University after the fourth week for graduate and professional students and before the final exam period, the grade of WC (withdrawal-complete) is awarded for all classes processed in the complete withdrawal. Visit the website Complete Withdrawal for information on how to withdraw from the University of Arizona.

In order to be eligible for a refund of tuition and fees, students must drop courses by the specific refund dates for that course's session. Visit https://bursar.arizona.edu/dates/refund, to view refund dates drop deadlines. For 8-week classes make sure you are looking at the 8 Week 1 or 8 Week 2 information, for a 16-week class make sure you are looking at "Regular" information line.

For additional information regarding refund policy, visit https://bursar.arizona.edu/dates/refund.

Students can also review the drop day for a refund by visiting the Dates & Deadlines website mentioned earlier (https://www.registrar.arizona.edu/dates-and-deadlines) and choosing the appropriate term.

Students can use UAccess Student Center to drop a course, if they do so by the deadline determined by the Registrar.

To view a video tutorial on how to drop a course, please visit Drop, Swap and Edit Classes Video Tutorial.

Note: Caution should be used before dropping a class as that course may not be available again for another year, which may delay the completion of your program.

Tuition Payment

Tuition payments for the Online MS Cybersecurity program will be processed through the University of Arizona Bursar's Office.

Acceptable forms of payment can are provided on Bursar's website - https://bursar.arizona.edu/payment/options

Students whose companies are funding their education should follow the guidelines for sponsors.

Please visit the Bursar's Office, http://bursar.arizona.edu/students/fees, for additional information regarding tuition and fees.

Financial Aid

Financial aid – including government grants and loans - may be available to master's students. Form information, contact the University of Arizona Office of Student Financial Aid can be found by visiting https://financialaid.arizona.edu/contact.

For information regarding applying to aid as an Arizona Online student, visit https://financialaid.arizona.edu/apply-for-aid/az-online.

Additional information regarding scholarships may be found at:

- https://financialaid.arizona.edu/ScholarshipUniverse
- https://grad.arizona.edu/new-and-current-students

Class Survey

We are always looking to improve the Cybersecurity program and welcome and appreciate students' feedback. Near the end of each course a survey will be emailed to you. We value your input, so please complete the survey.

GRADUATION REQUIREMENTS

In addition to meeting all the program requirements, having a CGPA of 3.0 or higher as well as being current with all university bills, there are several forms that students will need to complete in order to be eligible for your program completion and graduation.

GradPath Forms

To access your GradPath forms, you will need to log into your UAccess account. From your drop down menu select GradPath Forms. Here you will need to fill out the following four forms in sequential order.

Responsible Conduct of Research Statement:

This form is an acknowledgement and acceptance of the University's Office of Responsible Conduct of Research (https://research.arizona.edu/compliance/RLSS) and the Code of Academic Integrity.

All students must submit this form before they are able to submit the other forms.

Visit https://grad.arizona.edu/new-and-current-students/faq#question-2165 for how to navigate to GradPath Forms.

Master's Plan of Study (MPOS):

This form documents your entire program coursework and academics. Students have the responsibility of ensuring their MPOS course listings match the actual courses taken. Your MPOS may be edited after approval, a mismatch between your MPOS and courses taken will delay the posting of your degree. **This form should be completed when you have completed 5 courses in the program (approximately after four 8-wk sessions).** When the Graduate College approves your MPOS there is a onetime charge applied to your UAccess student account.

Your degree will NOT post until the MPOS is correct.

Ensure that:

The Faculty Advisor listed is: Dr. Sue Brown

If your MPOS gets declined, you will receive an automated message making you aware. Once you log into UAccess and view your GradPath forms, you will be provided with a reason for the denial.

Master's Specialist Committee form:

This form will not be available until after the MPOs has been approved. Pending the submission and approval of your MPOS, this form must be completed by the third month of your final semester.

Ensure the correct term is listed.
To the question …"Do you have a Committee" respond NO
The Faculty Advisor listed is: Dr. Sue Brown.

Failure to submit this form will delay your degree

Master's/Specialist Committee Certification form:

Your Director of MIS Online Programs will submit this form ONLY after all grades final grades have been posted, the MPOS, and the Master's Specialist Committee forms have been then correctly submitted. This form triggers awarding your degree.

Degree Address: your degree will be mailed to the Permanent Address listed in UAccess. If you wish to have your Degree mailed to another address you MUST add a Diploma Address in UAccess.

Degree Awarded

The degree awarded is the Master's in Cybersecurity. The degree will be awarded with the traditional University diploma. It will not reflect that the degree was earned online. For example, the diploma reads:

Master's in Cybersecurity
University of Arizona

Diplomas will be awarded at the end of spring, fall, and summer semesters.

Graduation and Walking

Students are encouraged to participate in the University's and the departmental (MIS, ECE, or SIE) graduation ceremonies. The University-wide commencement ceremony will occur at the conclusion of spring semester. Summer graduates may choose to walk in the University commencement the semester prior or the semester after their official graduation. The Eller College of Management and the MIS department will hold two graduation ceremonies a year in spring and in fall. Contact the Director of MIS Online Programs for more details.

STUDENT CONDUCT

Professional Conduct Expectations

In online courses, you will primarily communicate with instructors and peers virtually through a variety of tools such as discussion forums, email, and web conferencing. The following guidelines will enable everyone in the course to participate and collaborate in a productive, safe environment.

- Be professional, courteous, and respectful as you would in a physical classroom.
- Online communication lacks the nonverbal cues that provide much of the meaning and nuances in face-to-face conversations. Choose your words carefully, phrase your sentences clearly, and stay on topic.
- It is expected that students may disagree with the research presented or the opinions of their fellow classmates. To disagree is fine but to disparage others' views is unacceptable. All comments should be kept civil and thoughtful.

We will follow the University's policy regarding threatening behavior by students as well as policies against discrimination and harassment. These policies can be found at http://policy.web.arizona.edu/education-and-student-affairs/threatening-behavior-students and http://policy.web.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy.

Academic Integrity Policy

At the MIS, ECE, and SIE Departments, we strive to prepare cybersecurity professionals who can pursue careers in demanding and competitive environments with skill and integrity. To this end we work to foster a climate of honesty, collaboration and respect. **The Cybersecurity Academic Integrity Policy** follows the Dean of Student's Policy of The **University of Arizona.** Our success in promoting a culture of honesty and respect will depend on the extent to which all members of the community embrace these standards, holding themselves and those with whom they work accountable to them in their daily actions and words.

What is Academic Integrity?

Academic integrity is a character trait involving honesty and ethical behavior related to scholarly work. Scholarly work involves all the intellectual endeavors of a student or faculty member during their course of study/employment related to education. Pursuing a mindset of integrity is

not only important during one's academic career, but also throughout one's life and dealings with society. Academic Dishonesty involves unethical behavior conducted by either students or faculty related to scholarship. It can involve a variety of activities from cheating to plagiarism.

Potential Consequences of Academic Dishonesty

- failing grade on assignment
- failing the course
- removal from program of study
- expulsion from university

Forms of Academic Dishonesty (this is not an exhaustive list)

- providing forged documents, using fake information or submitting plagiarized material during the admission process
- using the same assignment for more than one class without the instructor's prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals,
- etc.) during examinations without the instructor's prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else's work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or laboratory information as actual results
- using fake documents to gain an extension of time to submit work or take an examination

Academic Writing

Features of academic writing include:

- A well-crafted, thoroughly researched argument
- Written with the appropriate audience in mind
- Displays critical thinking, reading, and writing
- Free from common errors of spelling, punctuation, syntax, and grammar
- Avoids all forms of plagiarism
- Cites all sources

Citations: Carroll, L. A. (2002). Rehearsing new roles: How college students develop as writers. Carbondale: Southern Illinois University Press.

Levin, L. L. (2010). What is Academic Writing?. In C. Lowe and P. Zemliansky (Eds.), Writing spaces: Readings on writing, Vol. 1 (pp. 3–17). Retrieved from http://writingspaces.org/essays/what-is-%20academic-writing.

Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

List of Reading Resources

The following is a list of selected online writing resources:

- The Purdue Online Writing Lab (OWL) – http://owl.english.purdue.edu/
    - Purdue OWL provides over 200 writing resources including information about various citation formats.
- Dartmouth University Institute for Writing and Rhetoric – http://writing- speech.dartmouth.edu
    - The Institute for Writing and Rhetoric provides a variety of resources including information about logic and argument and writing a thesis.
- George Washington University Writing Center http://www.gwu.edu/~gwriter/Resources.html
- The GWU Writing Center provides an assortment of writing guides for various subject areas as well as other useful writing resources

All members of the Cybersecurity Program are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the policy will not excuse integrity violations. Complete information about the Code of Academic Integrity can be reviewed at: https://deanofstudents.arizona.edu/policies/code-academic-integrity.

Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the penalties for violations**. Penalty for violations listed could include:**

- Failing grade for an assignment or course in which the violation occurred.
- Inability to obtain recommendation letters for graduate school or employment.
- Removal from the Cybersecurity program

Examples of Integrity Violations in Academic Conduct:

- Direct use of the words or ideas of another without giving proper credit, including material drawn from print, televised, or electronic sources.
- Submission of the same or substantially same assignment to different instructors, without the express permission of the later instructor.
- Unauthorized use of another person's work, in part or in whole, on assignments (including work done in conjunction with another student) and in exams.
- Receiving or giving unauthorized assistance on exams, quizzes, or assignments.
- Using unauthorized materials during an exam or on assignments.

Examples of Integrity Violations in Personal Conduct:

- Taking or attempting to take the property of another without permission.
- Misrepresenting the truth or furnishing false information, with the intent of gaining unfair personal advantage, or causing harm to another.
- Verbal or physical harassment of any kind, aimed at any individual or group.
- Inappropriate use of another student's personal information.

- Inappropriate use of D2L or other University of Arizona information systems.

It is **every student's responsibility** to seek clarification from faculty on class rules before an assignment is turned in. It is unacceptable to submit an assignment and then claim lack of knowledge of the rules by which it was governed.

Students may submit known or expected violations of the Code of Academic Integrity at https://goodcat.esms.arizona.edu/.

REMEDIATION POLICIES & PROCEDURES

The Cybersecurity program policies and procedures in place to make sure that all students concerns are heard and addressed.

Student Role in Departmental Governance

During virtual orientation, staff is introduced to the student body as people that they can go to with any concerns about the program. Students are encouraged to contact the Department Head, the MIS Director of Graduate Studies, or their Director of MIS Online Programs to discuss problems or concerns.

Appeals

Students have the right to formally request exceptions to department policies and procedures. A Cybersecurity student should make their appeal in writing to their program director. On a case by case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Requests are reviewed by DGS or by the Department Chair. Every exception decision is made based on each situation and circumstance. Please note that a review of your request does not guarantee the request will be granted.

We will also follow the outlined procedures for various petitions and grievances as stipulated on the University's Graduate College website, https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties.

Incomplete "I" Policy

Students who have completed all but a minor portion of the requirements in a course may request an Incomplete from the instructor. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course. Incomplete grade requests must be made in a timely manner (i.e., before the class ends) and are submitted at the instructor's discretion.

The student and instructor must complete a Report of Incomplete Grade form and provide it to the Director, MIS Online Programs for inclusion in their academic record. The form can be found here **https://registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/incomplete**. Incomplete courses must be completed timely, in accordance with the agreement in the form.

Academic Probation

Students who have a CGPA of less than a 3.0 at the end of a given traditional 16-week semester will be placed on academic probation and will receive notice of probation, via email, from the Graduate College. Students on probation are required to meet with the Director, MIS Online Programs to discuss the steps to be taken to remediate the problems that led to the probationary status, and devise a written plan of action. A student whose CGPA is below 3.0 for two consecutive semesters may be disqualified and will be removed from the program. Disqualification results in the student being blocked from registration. For additional information visit https://grad.arizona.edu/policies/academic-policies/academic-probation.

Appendix A
Course Tracking Worksheet

Cybersecurity Course	Semester Taken	Letter Grade	Course GPA Points
MIS 515 – Info Security in Public & Private			
MIS 543 – Business Data Communications & Networking			
SIE 571 – Systems Cyber Security Engineering			
SIE 573 – Engineering of Trustworthy Secure Systems			
IS Track Required / PS Track Elective			
IS Track Required / PS Track Elective			
IS Track Required / PS Track Elective			
IS Track Required / PS Track Elective			
IS Track Required / PS Track Elective			
IS Track Required / PS Track Elective			
Elective IS or PS Track			
TOTAL GPA for all courses			
Divided by number of courses completed			
Cumulative GPA			

Conversion Table:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
E = 0 points

How to calculate:

Step 1: In the table above write the session and grade earned for each class you have completed.

Step 2: Using the conversion table, convert your letter grade into your GPA points.

Step 3: Add all your completed course grade points together.

Step 4: Divide the total GPA by the number of courses you have completed. The result is your cumulative GPA

Appendix B
Important Links

1) **Department Home**
    a. **Cybersecurity Website** https://cybersecurity.arizona.edu/
    b. **MIS Department** https://eller.arizona.edu/departments-research/schools-departments/mis
    c. **SIE Department** https://sie.engineering.arizona.edu/
    d. **ECE Department** https://ece.engineering.arizona.edu/
2) **UAccess**
    a. https://uaccess.arizona.edu/
3) **D2L**
    a. https://d2l.arizona.edu/d2l/loginh/
4) **UA Information Technology**
    a. https://it.arizona.edu/
5) **Graduate College-**
    a. https://grad.arizona.edu/
6) **Resources for New and Currently Students** (resources for parents, professional development, health & wellness, funding, etc.)
    a. https://grad.arizona.edu/new-and-current-students
7) **Grad Center**
    a. https://gradcenter.arizona.edu/
8) **UA Alert-**
    a. https://cirt.arizona.edu/ualert
9) **Catalog-**
    a. https://catalog.arizona.edu/
10) **University of Arizona's code of Academic Integrity**
    a. http://deanofstudents.arizona.edu/codeofacademicintegrity
11) **Policies on Conducting Research** (not generally applicable to students in this program)
    a. http://www.orcr.arizona.edu/
12) **Scholarships & Financial Aid**
    a. https://online.arizona.edu/cost-aid/financial-aid
13) **CatCard Office**
    a. https://catcard.arizona.edu/
14) **Student Engagement & Career Development**
    a. https://career.arizona.edu/
15) **Office of Diversity and Inclusion**
    a. https://grad.arizona.edu/diversityprograms/
16) **Campus Health**
    a. https://health.arizona.edu/
17) **Disability Resource Center**
    a. https://drc.arizona.edu/
18) **Dean of Students**
    a. https://deanofstudents.arizona.edu/

19) **Thrive Center Cultural Learning Communities**
    a. https://thrive.arizona.edu/CLC
20) **Counseling & Psych Services**
    a. https://health.arizona.edu/counseling-psych-services
21) **SOS – Support Outreach and Success (Any Question – Just Ask)**
    a. https://sos.arizona.edu/