2017/2018
Student Handbook
Master’s in Cybersecurity

THE UNIVERSITY OF ARIZONA
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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 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 through 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.

Academic Standing

Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own.

Academic Dishonesty occurs whenever any action or attempted action is pursued that creates an unfair academic advantage or disadvantage for students and/or any member or members of the academic community. All forms of academic dishonesty are subject to sanctions under the Code of Academic Integrity. Sanctions include: written warning, reduction in grade for work involved, disciplinary probation, loss of credit for work involved, failing grade in the course, suspension, and/or expulsion. Various forms of academic dishonesty include, but are not limited to cheating, fabrication, facilitating academic dishonesty, and/or plagiarism.

Academic Misconduct is defined as any behavior not conforming to prevailing standards or rules within the academic community. All forms of academic misconduct are subject to sanctions under the Code of Conduct. Sanctions include: restricted access to University property, administrative hold, warning, probation, suspension, and/or expulsion. Various forms of academic misconduct include, but are not limited to disruptive behavior, threatening behavior, and/or the theft or damage of University property.

For additional requirements and further information, please refer to the complete text of the Code of Academic Integrity (http://deanofstudents.arizona.edu/policies-codes) available from the Dean of Students (http://deanofstudents.arizona.edu/) office.

For more specific examples of academic dishonesty, academic misconduct, and how to avoid such behavior, please visit the following website: http://deanofstudents.arizona.edu/tipsforavoidingacademicdishonesty
Minimum Grade Standard

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
</tr>
<tr>
<td>E</td>
<td>0 points</td>
</tr>
</tbody>
</table>

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. A letter grade of “D” is NOT a passing grade at the graduate level. For a course to be used to satisfy the degree requirement, a grade of “C” or higher is required. The Grade Replacement Option (GRO) cannot be used for graduate courses.

Students who fail to maintain a minimum CGPA of 3.0 will be placed on academic probation.

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. Within two (2) weeks of receipt of academic probation notice, students are required to meet with the Cybersecurity coordinator to discuss options.

A student whose CGPA is below 3.0 for two consecutive semesters will be disqualified and will be removed from the program. https://grad.arizona.edu/policies/academic-policies/academic-probation

If your CGPA falls below 3.0 for two consecutive semesters, please contact the Cybersecurity coordinator to find out what your options are for re-entering the program.

More at http://catalog.arizona.edu/policy/grades-and-grading-system

Time to Completion Limitations

All requirements for the master's degree must be completed within 6 years of start to ensure currency of knowledge. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.
Master’s students who take a break in their studies or whose time to degree exceeds 6 years should check with the Graduate College Degree Certification Office to determine their options.

Continuous Enrollment and Staying Active in the Program

A student admitted to the master's program must register and take a minimum of 3 graduate units every spring and fall, from original matriculation until all course requirements are met.

Students who are unable to meet the above continuous enrollment status may consider completing a “Graduate Student Leave of Absence” form.

The Graduate Student Leave of Absence form may be approved for one 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 above (6 years for master’s and 4 years for certificates.)

Graduate students who do not return at the end of the approved leave or students who do not enroll for a semester without being granted official leave of absence will be considered to be making unsatisfactory academic progress toward degree completion and will be subject to conversion to non-degree status. Use of University facilities is suspended while on leave. The time allotted toward your degree is not extended when you are on a leave of absence.

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 is a hard copy form that can be found at the University's Graduate College website. [https://grad.arizona.edu/policies/enrollment-policies/leave-absence](https://grad.arizona.edu/policies/enrollment-policies/leave-absence)

Withdrawing from the University

A student who elects to withdraw from the University by dropping all classes after having paid registration fees must initiate such a procedure through the Registrar's website. ([http://www.registrar.arizona.edu/students](http://www.registrar.arizona.edu/students))

A withdrawal may not be initiated after the last day of classes of any semester, and must be completed before the beginning of the final examination period.
Transfer of Credits

Possible transfer credits from other accredited institutions are limited to the Master’s in Cybersecurity degree program.

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 course was at the 500 – 600 course level

Grades of transfer work will not be used in computing the student’s grade-point average. 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. UA’s Graduate College will review the students request and notify student of their findings.
3. Student should contact their Program Advisor/Coordinator to alert them that the credits have been reviewed by the Graduate College.
4. The Program Advisor/Coordinator will review the Graduate College recommendations and notify the student of the transfer results.

Course Requirements

The chart below lists which courses are needed to complete a Master’s in Cybersecurity. Master students must complete eleven (11) classes, 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.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Information Systems Track</th>
<th>Physical Systems Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 515*</td>
<td>Information Security in Public and Private Sectors</td>
<td>Common Core</td>
<td>Common Core</td>
</tr>
<tr>
<td>MIS 545*</td>
<td>Data Mining for Business Intelligence</td>
<td>Common Core</td>
<td>Common Core</td>
</tr>
<tr>
<td>ECE 578*</td>
<td>Fundamentals of Computer Networks</td>
<td>Common Core</td>
<td>Common Core</td>
</tr>
<tr>
<td>SIE 571*</td>
<td>Systems Cyber Security Engineering</td>
<td>Common Core</td>
<td>Common Core</td>
</tr>
<tr>
<td>MIS 516*</td>
<td>Information Security Risk Management</td>
<td>Core</td>
<td>Elective</td>
</tr>
<tr>
<td>MIS 517*</td>
<td>Systems Security Management</td>
<td>Core</td>
<td>Elective</td>
</tr>
<tr>
<td>MIS 562*</td>
<td>Cyber Threat Intelligence</td>
<td>Core</td>
<td>Elective</td>
</tr>
<tr>
<td>MIS 566*</td>
<td>Penetration Testing: Ethical Hacking and Social Engineering</td>
<td>Core</td>
<td>Elective</td>
</tr>
<tr>
<td>MIS 689</td>
<td>Cyber Warfare Capstone</td>
<td>Core</td>
<td>Unavailable</td>
</tr>
<tr>
<td>MIS 511</td>
<td>Social and Ethical Issues of the Internet</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>MIS 514</td>
<td>IT Audit</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>MIS 578</td>
<td>Project Management</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>ECE 509</td>
<td>Cyber Security: Concepts, Theory, Practice</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>ECE 523</td>
<td>Machine Learning and Data Analytics</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>SIE 530</td>
<td>Engineering Statistics</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>ECE 535A</td>
<td>Digital Communications Systems</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>SIE 554A</td>
<td>Systems Engineering Process</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>ECE 571</td>
<td>Fundamentals of Information and Network Security</td>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

*MIS 515, MIS 515, ESE 578, SIE 571, MIS 516, MIS 517, MIS 562, MIS 566 are pre-requisites for MIS 689*
A Master’s in Cybersecurity Information Systems (IS) track student must complete all four (4) common core courses, all five (5) core classes, and two (2) electives 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.

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

Financial Aid

Financial aid may be available to master’s students. Since financial aid is complex and every student’s needs vary – the departments highly recommends that students contact UA’s financial aid office for exact details. (520) 621-1858 or online at http://financialaid.arizona.edu/graduate-students

Below are general instructions and guidelines.

All graduate students must file the Free Application for Federal Student Aid (FAFSA) to be eligible for need-based grants, loans, scholarships, and Federal Work-Study programs. The form is available online at http://www.fafsa.ed.gov/. It is recommended that graduate students complete the FAFSA by March 1 to receive priority processing.

Eligibility:

- Admitted as degree seeking graduate student at the University of Arizona
- Be a U.S. Citizen or Permanent Resident
- The minimum number of units required to receive aid is 5 units for EACH TERM that aid will be disbursed (fall, spring, and summer)
- Maintain satisfactory academic standing (CGPA ≥ 3.0)

Course Information

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 mini-semester. 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.
Courses That Have Pre-requisites

<table>
<thead>
<tr>
<th>“Main” course</th>
<th>Pre-requisite needed before taking the “main” course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 523 Machine Learning and Data Analytics</td>
<td>Probability/Statistics</td>
</tr>
<tr>
<td>ECE 571 Fundamentals of Information and Network Security</td>
<td>Probability/Statistics</td>
</tr>
<tr>
<td>ECE 578 Fundamentals of Computer Networks</td>
<td>Python and Basic Probability</td>
</tr>
<tr>
<td>MIS 562 Cyber Threat Intelligence</td>
<td>MIS 545 and Python</td>
</tr>
<tr>
<td>MIS 566 Penetration Testing</td>
<td>Python</td>
</tr>
<tr>
<td>MIS 689 Cyber Warfare Capstone</td>
<td>MIS 515, MIS 515, ESE 578, SIE 571, MIS 516, MIS 517, MIS 562, MIS 566 and Python</td>
</tr>
<tr>
<td>SIE 530 Engineering Statistics</td>
<td>Probability/Statistics</td>
</tr>
<tr>
<td>SIE 571 Systems Cyber Security Engineering</td>
<td>Python</td>
</tr>
</tbody>
</table>

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 the University recommends Amazon.com for buying of textbooks or Chegg.com to rent textbooks.

TIP

Use the Course Tracking Worksheet (Appendix A) to track your course progress including that

1. You are within the program time limit
2. Your pre-requisite courses are taken before main courses
3. Your 3.0 CGPA is intact
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 (for example Fall 8 Wk 1 2017 or Fall 8 WK 2 2017) in the drop down.

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.

Steps to register

1. Got to http://uaccess.arizona.edu/ and click on Student Center, using your NetID and password to sign in.
2. Click on “Search For Classes”
3. Go to the Enroll tab and click on “Search”
   a. Select appropriate subject (MIS, SIE or ECE) in the Subject dropdown
   b. Also select “UA Online” in the Campus dropdown and click search
4. Select the course you would like to enroll in, making sure the section number is either 201 or 202 for MIS and SIE courses and 203 or 204 for ECE courses, by clicking Select.
5. Click Next. This will add the course to your shopping cart.
6. Repeat steps 3 through 5 for each course you wish to enroll in.
7. After all the courses you wish to enroll in are added, click on “Proceed to Step 2 of 3.”
8. You will see the list of courses you selected. Select the checkboxes corresponding to the courses you intend to enroll into, then click “Finish Enrolling.”
   a. You will have a list of courses you successfully enrolled in with green ticks in the Status column. This indicates that you have successfully enrolled into these courses. If you are not successfully enrolled into one or more of the selected courses, the status column will have red crosses corresponding to those courses with the error message.

Dropping a Class

Because of the accelerated timeframe of Cybersecurity courses, the last day to drop a class for a refund is Sunday of the first week of the class. For additional information regarding refund policy, visit http://bursar.arizona.edu/students/refunds.
Students can also review the drop day for a refund by visiting the Dates & Deadlines website mentioned earlier (http://registrar.arizona.edu/courses/dates-deadlines?audience=students&cat1=10&cat2=30) and choosing the appropriate 8 week term.

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

**Steps to drop a course**

1. Go to [http://uaccess.arizona.edu/](http://uaccess.arizona.edu/) and click on Student Center, using your NetID and password to sign in.
2. Click on “Enroll”
3. Select the correct term you wish to drop a course in and then click “Continue”
4. Choose the Drop tab
5. Select the checkboxes corresponding to the courses you would like to drop. Click “Drop Selected Classes”
6. You will see the list of courses you selected. Confirm the courses are the correct classes you wish to withdrawal from, then click “Finish Dropping.”

**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.

**Class Cost**

The cost of each three-credit graduate course is $3,996. This amount does not include additional UA Bursar fees or textbook costs that may be required.

Please visit the Bursar’s Office, [http://bursar.arizona.edu/students/fees](http://bursar.arizona.edu/students/fees), for additional information regarding tuition and fees.

**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**

Students must have a 3.0 CGPA or higher in order to graduate. If a 3.0 CGPA is not attained, students will be required to take additional courses, outside of the Cybersecurity program, and therefore extend their program timeline to bring their cumulative grade point average up to this standard.

Students must complete 33 credits – 11 courses within the Cybersecurity program to graduate.

The chart below will outline the requirements for graduation.
### Requirements for Graduation

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the required credit hours of course work as prescribed by the program above</td>
<td>Yes</td>
</tr>
<tr>
<td>Maintain an overall CGPA of 3.0 or higher</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete a Plan of Study</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete a Master's Completion of Degree Requirements form</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Plan of Study

The Plan of Study identifies:

1. Courses the student intends to transfer from other institutions;
2. Courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and
3. Additional course work to be completed to fulfill degree requirements.

Master’s students must complete their Plan of Study when they have 4 courses remaining.

The Plan of Study is completed online through the GradPath module in UAccess. There is a Plan of Study fee of $35 [https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees](https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees).

Please use Dr. Susan Brown as your Graduate Advisor, when completing the Plan of Study.

### Master's Completion of Degree Requirements

The Master's Completion of Degree Requirements form is completed online by the student using the GradPath module in UAccess. The form must be completed by the end of your last class. The form will require you to identify “completion of degree committee members.” Please use the Graduate Advisor’s name for this purpose.

### 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. Winter and 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. The College of Engineering will hold a graduation ceremony in fall, and the ECE department and SIE department will hold their graduate ceremony in spring. Contact the Program Advisor/Coordinator for more details.

Contact

We will be mailing (via postal mail) documents throughout your Cybersecurity academic career.

We will mail the documents to the “preferred” address you have listed in UAccess so kindly make sure this information is kept up to date.

Your Program Advisor/Coordinator is

Bryn Pallette
520.621.0193
Email: brynf@email.arizona.edu
### Appendix A

Course Tracking Worksheet

<table>
<thead>
<tr>
<th>Cybersecurity Course</th>
<th>Semester Taken</th>
<th>Letter Grade</th>
<th>Course GPA Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 515 – Info Security in Public &amp; Private</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 545 – Data Mining for BI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 578 – Fundamentals of Computer Networks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIE 571 – Systems Cyber Security Engineering</td>
<td></td>
<td></td>
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<tr>
<td>IS Track Required / PS Track Elective</td>
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<td>IS Track Required / PS Track Elective</td>
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<td>IS Track Required / PS Track Elective</td>
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<tr>
<td>IS Track Required / PS Track Elective</td>
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<tr>
<td>Elective IS or PS Track</td>
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<tr>
<td>Elective IS or PS Track</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.