Institute of Technology and Milgard School of Business

All master of cybersecurity and leadership students are responsible for information and policies contained in this handbook. This includes information linked to websites and documents.

All information found on the education program website http://www.tacoma.uw.edu/mcl
the graduate school website http://www.grad.washington.edu/ and the uwt website http://www.tacoma.uw.edu/
supersedes information in this handbook.
Cybersecurity and Leadership Program
Campus Location:
Mailing Address: 1900 Commerce St, Box 358426, Tacoma WA 98402
Phone number: 253/692-4795
Email: zan5@uw.edu
Office hours: 9:00am - 5:00pm, Monday through Friday
The program director, advisors, and support staff are located in this office.
Please visit the Institute of Technology website at http://www.tacoma.uw.edu/mcl
for information regarding faculty email and office locations.

Director
Bryan Goda, Ph.D.
Professor, Director
253-692-4581
godab@u.washington.edu

Vision
The Master in Cybersecurity and Leadership (MCL) program leverages the resources of the University of Washington’s mission Center for Information Assurance and Cybersecurity and the Milgard School of Business ‘ MBA program to create the newest program at UWT. By identifying, addressing, and promoting solutions for issues of information assurance and cybersecurity, MCL will serve as an educational foundation for invention, innovation, and entrepreneurship in the state of Washington, giving its graduates the path to success in in the cybersecurity field.

ADVISING

Advisor
Advisor is available to assist students and to provide them with the tools needed to progress through the completion of their graduate degree. Students are required to meet with their advisor during the first quarter.

It is the student's responsibility to meet and follow procedures as stipulated by the degree option, Institute of Technology, Milgard School of Business, and the Graduate School.

Morgan Zantua advises admitted graduate students on career development, industry certificates career and employment related development/advancement issues. She can be reached at (253) 692-4795 or by email at: zan5@uw.edu

For a complete list of faculty and staff in the Institute of Technology, go to http://www.tacoma.washington.edu/directory/department_profile.cfm?dept_ID=36
and the Milgard School of Business, go to http://www.tacoma.washington.edu/directory/department_profile.cfm?dept_ID=2
REMINDERS

- MCL graduate students can miss no more than 2 classes per quarter. Completion of the program with the current cohort is an expectation of each participant. Please speak to the advisor and your current instructor as soon as possible if for any reason you cannot meet the attendance expectation because of special circumstances.

- All students are required to set up a UW Net ID account (email) and check it regularly. Only UW email addresses will be used to send out messages to students. If you have problems associated with setting up this account contact UWT Academic Technology http://www.tacoma.washington.edu/at/.

- All students must have a preliminary meeting during the first quarter of admission with their advisor to make a career development plan that satisfies degree requirements. Appointments can be scheduled via the MCL Program at 253/692-4795.

- Adhere to registration dates and deadlines. Because of the fee-based structure of the MCL program you will register directly through the registrar, Tony Myers, tmyers@uw.edu.

- Read, keep and refer to this student guide, registration guides, and course catalogs regularly. Program materials and general information for UWT students can be found on the UWT web site http://www.tacoma.washington.edu/. If you have questions, please contact Morgan Zantua (253) 692-4795 or zan5@uw.edu.
RESOURCES

Most general information for students can be found on the UWT web site. Please check under current students on the home page http://www.tacoma.uw.edu/ to review information available.

Institute of Technology
http://www.tacoma.uw.edu/mcl

The Graduate School
http://www.grad.washington.edu/index.shtml

University of Washington Course Catalog
http://www.washington.edu/students/crsct/
http://www.tacoma.uw.edu/enrollment-services/catalog

Timeschedule Quick Search
http://www.tacoma.washington.edu/enrollmentservices/registration/timeschedule/search.cfm

UWT Registration Guide
For important registration information for current quarters:
http://www.tacoma.uw.edu/current-students/time-schedule-registration-guide

Academic Calendar
http://www.tacoma.washington.edu/enrollmentservices/calendar/

Tuition Payment
http://www.tacoma.washington.edu/cashier/ tuition/

Parking
http://www.tacoma.washington.edu/cashier/parking/

Inclement Weather
In the event of inclement weather, take the following steps for determining whether the campus is open, if your class will be held as scheduled, and the handling of assignments:

1. Call 253-383 INFO to find out if the campus has been closed. Information will also be posted on the UWT main web page. http://www.tacoma.uw.edu/
2. Check your UW email and/or your cell phone (sign up for text alerts at http://www.tacoma.washington.edu/security/alert/)
3. Call your instructor’s number. Sometimes faculty may cancel class when the campus remains open. Individual instructors will determine how final exams, papers, etc., will be handled.
4. Call the Institute of Technology, 253-692-5860 only after following steps 1 and 2.
GENERAL INFORMATION

The select information below is not an exhaustive list of policies for graduate students, just those that are often referred to during a student’s tenure.

GRADUATE STUDENT PROCEDURES AND POLICIES
http://www.grad.washington.edu/policies/index.shtml
Please read and refer to the above website regarding various policies that govern the way graduate students progress through the various stages of their degree.

Graduate School Memoranda
This is a list of memoranda that includes graduate program policies maintained by the Graduate School. Content is reviewed and modified as needed. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School Council. **These policies apply to all graduate students (including those in the MCL Program at Tacoma).**

MAINTAINING GRADUATE STATUS – GOING ON-LEAVE

* Taken directly from Graduate School Memoranda No. 9. To read the policy in its entirety, go to http://www.grad.washington.edu/policies/memoranda/memo09.shtml*

To maintain graduate status, a student must be enrolled on a full-time, part-time, or official On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. (Summer quarter On-Leave enrollment is automatic for all graduate students who were either registered or officially On-Leave during the prior Spring Quarter.) Any student who fails to register for classes or On-Leave status after being admitted to the UW will need to reapply to the Graduate School if he/she wishes to be considered for readmission by his/her program. Failure to maintain either continuous enrollment or On-Leave status constitutes evidence that the student has resigned from the Graduate School.

**Policy and Procedures to apply for On-Leave Status can be found at**
http://www.grad.washington.edu/policies/general/leave.shtml
Beginning September 28, 2011, students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: PCMI students, military personnel with deployment orders, and some UW Fulbright grantees (with the exception of military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested).

**To Return From On-Leave Status**

Graduate students who are on approved leave are eligible to register for the quarter immediately following the expiration of the on-leave period. It is the student’s responsibility to
keep in contact with the program advisor and to update his/her program plan based on curricular changes made by the Education Program.

**Reinstatement**
Students previously registered in the Graduate School who have failed to maintain graduate student status (on-leave status was not secured or registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students’ eligibility for reinstatement, students will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement.

**MCL Program Retention and Dismissal Policy**
Master of Cybersecurity and Leadership (MCL) students at the University of Washington Tacoma are admitted into the Graduate School of the University of Washington and to the University of Washington Tacoma Institute of Technology/Milgard School of Business programs. The Graduate School has broad policies, procedures and guidelines regarding admission and retention which may be found at: [http://www.grad.washington.edu/policies/index.shtml](http://www.grad.washington.edu/policies/index.shtml) and in Memoranda 16 at [http://www.grad.washington.edu/policies/memoranda/memo16.shtml](http://www.grad.washington.edu/policies/memoranda/memo16.shtml). Policies set forward by the MCL program fit within the general guidelines of the University of Washington Graduate School but may be more specific or stricter than those set by the Graduate School. It is expected that students meet all academic and professional guidelines as set by the University of Washington Tacoma MCL program and the University of Washington Graduate School.

**GRADING SYSTEM FOR GRADUATE STUDENTS**
Please read and refer to the above website for the grading system for graduate students. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum cumulative grade-point average of 3.0 is required for graduation.
GRADUATION

Instructions for submitting the Master's Degree Request
https://www.grad.washington.edu/student/mastapp.aspx
Students must submit master's degree requests via the website and adhere to the published deadlines.
This is a non-thesis program; be sure to select this option.

UW TACOMA COMMENCEMENT
http://www.tacoma.washington.edu/commencement/
UW Tacoma's annual Commencement is held late spring quarter. Commencement is a formal ceremony recognizing your educational achievement and includes all UW Tacoma undergraduate and graduate programs. Participation in Commencement is open to students who complete their degree between autumn quarter of the immediately preceding year and summer quarter of the current year. Students do not receive an actual diploma during the ceremony. Diplomas are mailed from the UW Seattle Diploma Office to the address on record at the time degree is completed and may take several weeks to arrive. Information regarding purchasing cap, gown, and hood is available on the UW Tacoma home page beginning of spring quarter. For Commencement and the Hooding Ceremony, MCL students are expected to purchase and wear their cap, gown and hood.

Hooding Ceremony
The MCL Program Hooding Ceremony is held each year on a date to be determined preceding Commencement. At the Hooding Ceremony, a master’s hood indicating a degree in Cybersecurity and Leadership and lined with the colors of the University of Washington is placed over each MCL student’s head by Institute of Technology and Milgard School of Business Graduate Faculty. Hooding is a symbolic gesture of honor in recognition of the graduate’s advanced academic achievement.