MASTER OF CYBERSECURITY & LEADERSHIP
UNIVERSITY *of* WASHINGTON | TACOMA

**School of Engineering & Technology and
Milgard School of Business
Master of Cybersecurity and Leadership (MCL)
Student Handbook**

2020-2021

*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
https://www.tacoma.uw.edu/set/about-cybersecurity-leadership
THE GRADUATE SCHOOL WEBSITE
HTTP://WWW.GRAD.WASHINGTON.EDU/*

*AND THE UW Tacoma WEBSITE
HTTP://WWW.TACOMA.UW.EDU/
SUPERSEDES INFORMATION IN THIS HANDBOOK.*

Master of Cybersecurity and Leadership Program
Mailing Address: School of Engineering & Technology
      University of Washington Tacoma
      Box 358426
      1900 Commerce Street
      Tacoma WA 98402
      Phone number: 253-692-4647
      Email: uwtech@uw.edu
     Office hours: 9:00am - 5:00pm, Monday through Friday

Please visit the School of Engineering and Technology website at http://www.tacoma.uw.edu/mcl for information regarding faculty email and office locations.

Director
Yan Bai, Ph.D.
253-692-5683
yanb@uw.edu

Vision

The Master of Cybersecurity and Leadership program leverages the resources of the University of Washington Tacoma School of Engineering and Technology and the Milgard School of Business to develop the interdisciplinary graduate program at UW Tacoma. 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 cyber security field.

CURRICULUM

The Master of Cybersecurity and Leadership is a non-thesis, 40 credit-hour cohort based program that balances a technically-oriented curriculum focused on understanding the basic operations and functionality of cybersecurity systems and information assurance with a more behaviorally-oriented curriculum focused on the management of technical professionals and organizational leadership. Eight 5-credit courses will be offered over four quarters commencing in Autumn term. Instruction will be held once a week on Saturday. There will be 40 Saturdays over eleven months.

Each quarter, students will take two 5-credit courses. One course will be taught by the Milgard School of Business faculty and the other course will be taught through School of Engineering and Technology. These courses set the foundation for students to complete a team-based capstone project with a local organization in the final quarter of the program.

The Capstone project is a two-quarter team effort that engages business or government in the region. Teams of three MCL students define their own focus and develop deliverables in conjunction with an outside partner entity. The projects tackle complex issues facing all sectors of business and government. They are intended to synthesize the academic, technical and leadership components of the degree program and to address real-world cybersecurity and technology management issues. Direct project duration is 16 to 18 weeks, culminating in August. The focus is usually on information assurance, risk management, policy and governance, with senior management of an organization being the ultimate customer. Some projects can be highly technical in nature however, depending on the needs of the partnering organization. Individual outcomes are measured through student reflection, while cohort outcomes are evaluated with student program exit surveys. The program actively solicits capstone customer feedback to aid in evaluation of individual engagements and to assist faculty in program development over time.

Students may submit a petition to be allowed to use TCSL 600 Independent Study or Research at UWT as a substitute for one of the 8 required courses in the Master of Cybersecurity and Leadership (MCL) program. TCSL 600 requires students to work independently exploring specific cybersecurity and leadership topics in greater depth. The students must develop a research proposal and make arrangements with a faculty member to supervise the project prior to course registration. The Petition Form can be found at: https://www.tacoma.uw.edu/set/master-cybersecurity-leadership-curriculum.

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, School of Engineering and Technology, Milgard School of Business, and the Graduate School.

Curtis Black advises admitted graduate students. He can be reached at 253-692-4647 or by email at: uwtcurt@uw.edu

For a complete list of faculty and staff in the School of Engineering and Technology, go to https://www.tacoma.uw.edu/set/set-faculty and the Milgard School of Business, go to https://www.tacoma.uw.edu/milgard/directory/faculty .

REMINDERS

MCL graduate students should 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 message to students. If you have problems associated with setting up this account contact UW Tacoma Academic Technology http://www.tacoma.washington.edu/at/.

Adhere to registration dates and deadlines. Because of the fee-based structure of the MCL program you will register directly through the Office of the Registrar.

Read, keep and refer to this student guide, registration guides, and course catalogs regularly. Program materials and general information for UW Tacoma students can be found on the UW Tacoma web site http://www.tacoma.washington.edu/.

Electronic devices (including, but not limited to, cell phones, tablets and laptops) may only be used in the classroom with the permission of the instructor. Activities that are not relevant to the course, such as checking/ sending email, playing games and surfing the web, are considered disruptive activities when class is in session. Check with your instructor about their electronic devices policy.

RESOURCES

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

School of Engineering and Technology
https://www.tacoma.uw.edu/set/school-engineering-technology-home

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

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

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

UW Tacoma 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/

Student Counseling Center
https://www.tacoma.uw.edu/studentcounseling

Disability Resources for Students
http://www.tacoma.washington.edu/drsuwt

Teaching and Learning Center
https://www.tacoma.uw.edu/teaching-learning-center/teaching-learning-center

UW Tacoma library
http://www.tacoma.uw.edu/library/library

Campus Safety
http://www.tacoma.uw.edu/campus-safety/home

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 UW Tacoma main web page. http://www.tacoma.uw.edu/
2. Check your UW email and/or your cell phone (sign up for text alerts at https://www.washington.edu/safety/alert/)
3. Check course announcement on Canvas and your UW email. 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 School of Engineering and Technology, 253-692-5860 only after following steps 1 and 2.

Financial Support/Scholarship

CISSP reimbursement: Students who complete the CISSP exam by August 1, 2021 and submit their CISSP exam registration receipt to the Director of Operations in the School of Engineering and Technology, Joel Larson (jilarson@uw.edu) before August 15, 2021 will be reimbursed for the exam cost. Each student can only be reimbursed for 1 attempt of the CISSP exam.

Conference Travel: Students can apply for travel funds if they are presenting a peer-reviewed conference paper. They fill out a travel pre-authorization form (https://www.tacoma.uw.edu/set/travel-procedures)and has a MCL teaching faculty submit it to Director of Operations in the School of Engineering and Technology, Joel Larson (jilarson@uw.edu). Each student is eligible for up to $1500. Airfare, hotel, and conference fee, only. No food, transportation, or per diem.

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.

PROGRAM ORIENTATION
The MCL Program Orientation is held each year in September, close to the beginning of Autumn quarter. At the program orientation, you will meet with your advisor and faculty, be provided with general program information, and financial support.

GRADUATE STUDENT PROCEDURES AND POLICIES
http://grad.uw.edu/policies-procedures/
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). http://grad.uw.edu/policies-procedures/graduate-school-memoranda/

MAINTAINING GRADUATE STATUS – GOING ON-LEAVE
Taken directly from Graduate School Memoranda No. 9. To read the policy in its entirety, go to http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/. 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://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/
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 School of Engineering Technology/Milgard School of Business programs. The Graduate School has broad policies, procedures and guidelines regarding admission and retention which may be found at https://grad.uw.edu/diversity/go-map/recruitment-and-retention-guide/ and in Memoranda 16 https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/. 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
http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-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://apps.grad.uw.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 late spring quarter, close to the UW Tacoma commencement date. 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 School of Engineering and Technology and Milgard School of Business Graduate Faculty. Hooding is a symbolic gesture of honor in recognition of the graduate's advanced academic achievement.