



**University
of Fairfax**
Secure Your Future

Student Catalog & Handbook



Effective January 1, 2023 – December 31, 2023

Last Revised: September 1, 2023



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Orlando, FL 32825

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10509 Timberwood Circle, Suite 200
Louisville, KY 40223

GOVERNING DOCUMENTS

The *University of Fairfax Catalog and Student Handbook* (CSH) is the governing document for all academic requirements and program-related information for the University of Fairfax. It also specifies rights, responsibilities, and specific policies and procedures as they apply to University of Fairfax students. All University of Fairfax students are bound by the rules, policies and procedures contained in these documents. The official version of the CSH is posted on the University's website. The CSH posted most recently to the website supersedes previous web and printed versions of this document and may be downloaded from the University's website.

This Catalog and Student Handbook is valid from January 1, 2023 through December 31, 2023 and is available on the <https://ufairfax.edu> website. This catalog is able to be accessed by current and prospective students without having to provide any personal contact information for access or download.

The University reserves the right to cancel or modify, for any reason, any course or program listed herein. If there is a conflict between the information stated in the catalog and student handbook with that contained in any other document, the information presented in the catalog and student handbook prevails. Policies, regulations, requirements and fees are subject to change without notice at any time at the discretion of the University of Fairfax.

NOTICE OF NONDISCRIMINATION

The University of Fairfax does not discriminate on the basis of gender, age, race, creed, national origin, sexual orientation or disability in admissions, employment or access to academic programs or student activities.

ACCOMMODATION POLICY

The University of Fairfax recognizes its responsibilities to provide equal educational opportunities in accordance with state and federal laws and regulations including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973 by prohibiting discrimination on the basis of disability. To ensure equality of access the University provides reasonable accommodations to students who require them and inform the University by completing the "Student Disability Accommodation Request" form which will be provided by the Chief Academic Officer.

ACCREDITATION AND CERTIFICATION

The University of Fairfax is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is also recognized by the Council for Higher Education Accreditation (CHEA).



Distance Education Accrediting Commission
1101 17th Street NW
Suite 808
Washington, DC 20036
202.234.5100
<http://www.deac.org>

The University of Fairfax is certified by the State Council of Higher Education for Virginia in accordance with the provisions of Title 23, Chapter 21.1 of the Code of Virginia. The University of Fairfax has been granted the “Certificate to Operate an Institution of Postsecondary Education” authorizing the University of Fairfax to offer degrees, courses for degree credit, or programs of study leading to a degree or certificate in the Commonwealth of Virginia.



State Council of
Higher Education for Virginia

State Council of Higher Education for Virginia
101 N. 14TH St., 10TH FL, James Monroe Bldg.
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
<http://www.schev.edu>

The University of Fairfax is licensed by the Kentucky Council on Postsecondary Education to offer courses from the programs listed below. Additional information regarding this institution may be obtained by contacting the Council at 100 Airport Rd., 3rd Floor, Frankfort, KY 40601, and 502-573-1555. The Louisville, KY location is located at 10509 Timberwood Circle, Suite 200, Louisville, KY 40223 and can be contacted at 888-980-9151.

Programs offered at the Louisville; KY location include:

Ph.D. in Computer Science and Engineering
Doctorate in Information Assurance
Doctorate of Business Administration
Doctorate of Software Development
Master of Science in Cybersecurity Management

The University of Fairfax is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. The Orlando Florida location is located at 8403 Valencia College Lane, Orlando, FL 32825 and can be contacted by telephone at 540-986-1800.

Programs offered at the Orlando, FL location include:

Ph.D. in Computer Science and Engineering

Doctorate in Information Assurance

Doctorate of Business Administration

Doctorate of Software Development

Master of Science in Cybersecurity Management

Master of Business Administration

Master of Computer Science and Engineering

Student Exchange Visitor Program (SEVP)

The University of Fairfax has applied for and received certification to enroll F nonimmigrant students per the Student Exchange Visitor Program (SEVP) under 8 CFR 214.3. The International Students Office has access to SEVIS and may issue Forms I-20, Certificate of Eligibility for Student Status, to prospective students. For more information see the International Students Office website.

National Council for State Authorization Reciprocity Agreements (NC-SARA)

The University of Fairfax is an institutional participant in the National Council for State Authorization Reciprocity Agreement (NC-SARA) initiative. NC-SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. NC-SARA is overseen by a National Council and administered by four regional education compacts. For more information and a list of member states, please visit <http://nc-sara.org/>.

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STATEMENT OF MISSION AND GOALS

Mission

The mission of the University of Fairfax is to offer flexible, in-demand distance education programs that meet the needs of employers and students in a changing global marketplace. The University designs quality programs that foster critical thinking, effective communication, and collaboration in career-focused disciplines. The programs offer students practitioner-focused curricula that advance applied knowledge and research in applicable contemporary career fields.

Vision

The University supports this mission by developing curricula which are continually improved through outcomes assessment and consultation with practitioner faculty. UoF delivers its programs through an accessible, interactive, collaborative online and hybrid educational environment which strengthens learning and facilitates critical thinking, problem-solving, and applied research competencies. Finally, it supports students with services that foster academic success.

Institutional Goals

Offer relevant distance education degree programs that graduate individuals with the knowledge, skills, and abilities to meet the needs of employers in cybersecurity, information technology, and business-related disciplines.

Support the changing global marketplace by preparing professionals to think critically and offer solutions to address industry challenges.

Develop professionals with strong interpersonal skills able to effectively contribute to the advancement of their chosen discipline.

Design programs that allow professionals to apply knowledge and research in an effort to enhance their chosen field.

Promote a learner-centered culture that encourages diversity of thought and continued development of contemporary career fields.

Foster a culture of continuous improvement that results in high quality distance education programs that meets students' academic goals and changing employer needs.

Institutional Objectives

The University of Fairfax measures the achievement of its institutional goals through the following objectives:

- Involve all stakeholders in researching and developing curriculum designed to prepare students for in-demand career fields while integrating the development of interpersonal skills necessary for industry flexibility.
- Develop practical measures that allow students to demonstrate mastery of critical knowledge, skills, and abilities to promote the advancement of their career-focused discipline.
- Provide relevant opportunities for adult students to achieve their academic goals by offering programs that focus on real-world application of current trends in cybersecurity, information technology, and business-related disciplines.
- Prepare graduates to contribute to the advancement of their chosen career field through research-focused projects and practitioner-focused curriculum.
- Implement a comprehensive outcomes assessment plan that actively supports a student achievement focused culture and proactive student support that results in graduates prepared to meet the needs of employers in demanding career fields.
- Offer quality programs through the consistent monitoring of institutional effectiveness and involvement of all stakeholders to assure graduates achieve their career goals.

Motto

The rationale for the founding of the University is encapsulated in the University motto: ***Secure Your Future*** or ***Munite Futurum*** in Latin, as displayed on the University’s seal. In essence, the motto expresses that earning a University of Fairfax degree enables students and alumni to contribute to “securing the future” of the nation, while also helping to secure their own, as they become leaders in a field for which there is a continuing and ever-increasing demand.

Accessible Education

The goals and objectives of the University of Fairfax are attained through the accessible, online and hybrid delivery of its programs. Courses are delivered via the *Canvas Learning Management Platform*, utilizing both synchronous and asynchronous instruction. Project-driven courses may be accessed online from any location, at times which fit the busy schedules of adult students, thus providing working professionals the flexibility and convenience they need to easily communicate with faculty members and fellow students. Students’ progress through their programs in groups or cohorts. The cohort model is designed to meet the unique needs of adult learners. Smaller groups provide opportunities for collaborative learning and support, as well as more personalized instruction and advising.

Veteran’s Benefits & Transition Act of 2018 Policy

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, University of Fairfax ensures any covered individual* who is entitled to educational assistance under Chapter 31 and Chapter 33 be permitted to attend and participate in the course of education during the period beginning on the date on which the individual provides to the university a Certificate of Eligibility (COE)** for entitlement of educational assistance under Chapter 31 or 33 and ending the earlier of the following dates:

- The date on which payment from VA is made to the university.
- 90 days after the date the college certified tuition and fees following the receipt of the certificate of eligibility.

University of Fairfax will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that covered individual must borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the University due to the delay disbursement funding from VA under Chapter 31 or 33.

*A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.)

** A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.

Historical Perspective

The University of Fairfax (UoF) was accredited by the Distance Education Accrediting Commission (DEAC) on January 20, 2012. The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation (CHEA). DEAC is the leader in accrediting global distance learning with more than 4 million students enrolled in DEAC accredited institutions. (www.deac.org).

The University’s attainment of accreditation caps a 10-year history of student and alumni accomplishments in the cybersecurity sector. Successful University of Fairfax students and graduates serve as cybersecurity specialists, executives and policymakers in the public and private sectors. Major employers including SAIC, Northrop Grumman, CSC, Lockheed Martin, Wells Fargo, Dell, NSA, DHS, Dept. of Treasury and Veterans Affairs hire and promote our students and alumni.

In order to reach the historic milestone of accreditation UoF conducted a comprehensive and rigorous process of self-evaluation; submitted its online doctoral degrees, master's degrees and graduate certificate program materials for review by subject matter specialists; and hosted onsite review teams of evaluators. As part of the evaluation process, DEAC conducted surveys of students and alumni which consistently resulted in over 95 % satisfaction.

The University of Fairfax was established in 2002 in response to the events of 9/11 and in support of the federal efforts to increase the nation's cybersecurity by providing high quality, online doctoral, master's and graduate certificate programs for adult learners. In contrast to other graduate institutions which offer information security/assurance only as a concentration as part of a degree program, UoF has dedicated the entire institution to degree and certificate programs in pursuit of excellence in cybersecurity.

This exclusive focus on cybersecurity distinguishes the University and provides professionals seeking to advance in the field, as well as their employers and clients, an innovative approach for addressing growing professional demand in a rapidly evolving area. Our students and alumni have benefited from this comprehensive cybersecurity focus and from our expert practitioner faculty, both of which have enabled them to be hired and promoted at senior levels by major employers.

The State Council of Higher Education for Virginia (SCHEV) certified UoF as an institution of higher learning in 2002. Over the next year, a select group of educators and senior cybersecurity practitioners from organizations including Ernst & Young, Anteon, CSC and the Defense Information Systems Agency (DISA), developed a curriculum designed to meet the needs of cybersecurity employers. This group of professionals became the initial faculty of the University.

In July 2003, the University enrolled its first cohort of graduate students in its unique cybersecurity graduate degree programs. The first graduates of UoF earned their Master of Science degrees in October 2004; the University awarded its first doctoral degrees in February 2007. Since 2004, online delivery of our programs has made the University's programs accessible to professionals worldwide and has even enabled faculty members and students on active duty to participate.

In January 2013, University of Fairfax Services, Inc., a subsidiary of American National University, Inc., took over operation of the University of Fairfax, bringing additional resources and expertise to the continuing growth and development of the University and its programs. As part of the infusion of resources and expertise, the University's Board of Directors voted to update the institution's mission to offer other professional distance education programs. Beginning in the fall of 2017, the University began offering graduate programs in expanded fields to meet employer needs in the global marketplace.

Virginia Resident Enrollments

Over the past calendar year, January 1, 2022 through December 31, 2022, the total number of students enrolled and the percentage of Virginia residents who made up those enrollments per program is as follows:

Program	Number Enrolled	% of VA Residents in Program
Doctorate of Information Assurance	119	21%
Doctorate of Business Administration	30	27%
Doctorate of Software Development	11	18%
Master of Science in Cybersecurity Management	45	20%
Master of Business Administration	4	25%
Master of Science in Computer Science and Engineering	27	15%
PhD Computer Science and Engineering	3	33%
Graduate Certificates	0	0%
TOTAL	239	21%

ACADEMIC PROGRAMS

The University of Fairfax is approved to offer the following programs:

Doctorate in Information Assurance
Doctorate of Business Administration
Doctorate of Software Development
PhD in Computer Science and Engineering*

Master of Science in Cybersecurity Management
Master of Business Administration with Specializations
Master of Computer Science and Engineering
Master of Science in Cloud Computing
Master of Science in Information Technology
Master of Science in Electrical Engineering

Graduate Certificates in:

- Cybersecurity Best Practices (CBP)
- Information Security Professional Practices (ISPP)
- Enterprise Information Security (EIS)
- Project Management and Quality Assurance (PMQA)

Bachelor of Science in Network Administration
Bachelor of Science in Network Administration and Cybersecurity

**The PhD in Computer Science and Engineering at the University of Fairfax is accredited by the Distance Education Accrediting Commission (DEAC). The University of Fairfax is one of a small group of accredited institutions requested by DEAC to participate in a pilot demonstration to the U.S. Department of Education (USDOE) that DEAC's scope of accreditation should include recognition by USDOE of the PhD program level.*

Doctorate in Information Assurance (DIA)

Description

This degree program helps students to advance their careers as consultants or professional managers in the Information Security and Assurance field. In this program, students undertake solution-oriented applied field research projects which address relevant industry problems and contribute to the advancement of knowledge in the practice of Information Assurance. Upon successful completion of IA8021 Cloud Cybersecurity, IA8190 Forensic Evaluation and Incident Response Management, and IA9150 Strategic and Technological Trends in Information Security, students will also earn the Enterprise Information Security (EIS) Graduate Certificate.

This program fosters the development of students who:

- Are recognized as practitioners with expertise in a specialized field of study relevant to the cybersecurity community
- Apply critical thinking and problem-solving skills in the analysis of information assurance issues
- Utilize an evidence-based approach to solution identification when addressing problems relevant to the cybersecurity community
- Demonstrate competence in conducting solution-focused field research relevant to information assurance practitioners
- Make continuing contributions to knowledge and practice in the field of cybersecurity

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Analyze, assess and critique the applicability of best practices in addressing information assurance issues
- Demonstrate secondary research competencies in the investigation and identification of problems experienced by information assurance practitioners
- Develop evidence-based recommendations for solutions which address problems relevant to the cybersecurity community
- Empirically assess the feasibility of a proposed solution for a problem affecting the cybersecurity community
- Articulate a thorough understanding of a specialized field of study relevant to the cybersecurity community

Qualifying Exam

Doctoral students enrolled in the DIA program must pass the Qualifying Exam. This exam is used to evaluate mastery of the concepts and foundations of applied research and is administered concurrently in weeks 4-8 of the RM9100 course in a separate course shell called IA9130-CX (0 credits).

Credit Requirements

The *Doctorate in Information Assurance* consists of a minimum of 62 semester credits, including 48 credits of pre-dissertation courses (consisting of 30 credits of Information Security content taken from core and specialization courses, 6 credits of research methods courses, 6 credits of research methodologies courses, 6 credits of research-preparation courses) and 14 credits of dissertation development courses.

To ensure that doctoral students make steady progress towards the completion of their dissertations, the University has developed the *Dissertation Project Plan*. This plan consists of a series of deliverables students produce in research methods courses and dissertation courses.

Finally, prior to conferral of the degree, the doctoral candidate must successfully defend the doctoral dissertation in an oral presentation before the Dissertation Committee.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting. Doctoral students enrolled in a hybrid delivery format will have a program residency requirement once per semester, each semester, through dissertation defense. Full distance education students are encouraged to enroll in hybrid delivery courses for their dissertations.

Doctorate of Business Administration (DBA)

Description

This degree program is designed for students interested in pursuing their graduate education in the field of business administration. In this program, business professionals increase their breadth of knowledge, ability to research and analyze business alternatives more thoroughly, and opportunities for more challenging, responsible, and productive careers in the business community.

The DBA degree program prepares students with the intellectual and practical foundation necessary to properly conduct research and analyze data to make informed decisions that impact the global business arena.

This program fosters the development of students who:

- Desire to take on leadership and managerial positions within an organization that demand a higher order of critical thinking, decision-making, and communication skills.
- Apply advanced qualitative and quantitative data analysis to solve complex business problems.
- Analyze and critically assess the dilemmas and issues that impact an organization and its business processes.
- Incorporate problem solving methods and advanced research techniques that organizations implement to gain a competitive advantage in the global marketplace.
- Master the skill-sets necessary to address a variety of specialized areas within the business world such as organizational management, information security, project management, human resources, accounting, and finance.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Create organizational environments for a learning organization that focuses on one or more of the following: leadership, information security, project management, supply chain, accounting and managing an organization.
- Evaluate how organizations inspire employees and nurture a positive organizational culture.
- Create qualitative and/or quantitative methods to analyze critical business issues.
- Choose project management tools, methods, and techniques in effort to reduce waste while improving quality and safety throughout an organization.
- Develop effective business methods as a practitioner and researcher using both verbal and written communication methods.

Qualifying Exam

Doctoral students enrolled in the DBA program must pass the Qualifying Exam. This exam is used to evaluate mastery of the concepts and foundations of applied research and is administered concurrently in weeks 4-8 of the RM9100 course in a separate course shell called MB9130-CX (0 credits).

Credit Requirement

The DBA degree program consists of 62 credits semester credits beyond a master's degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting. Doctoral students enrolled in a hybrid delivery format will have a program residency requirement once per semester, each semester, through dissertation defense. Full distance education students are encouraged to enroll in hybrid delivery courses for their dissertations.

Doctorate of Software Development (DSD)

Description

This program is designed for working professionals in the computer science arena interested in pursuing their doctorate in the field of software development. There are rapid advances in technology and engineering and their contribution to national development and prosperity in the last few decades have resulted in fundamental changes in the global economy. Success lies with organizations that exploit technology and innovate in a timely and cost-effective manner. There is a critical need for researchers and doctoral practitioners with an emphasis on intensive research and subject matter expertise in Software Development. This program puts equal emphasis on advanced doctoral coursework and relevant research, in which candidates would be grounded in the broad fundamentals of their fields and gain expertise in a variety of subfields.

The concentration of this program is in software development and is designed for students that already have a master's degree and are seeking a terminal degree in the software development field. Software developers are the creative minds behind computer programs. Some develop applications that allow people to do specific tasks on a computer or another device, and others develop the underlying systems that run the devices or that control networks.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Evaluate organizational issues and recommend database solutions
- Evaluate appropriate design choices when solving real-world problems
- Develop software engineering process models and management approaches for design and architecture of large software systems
- Design technical documentations to include the technical aspects of architecture, design, and quality assurance
- Develop Business Intelligence (BI) using a wide range of applications, practices, and technologies for the extraction, transformation, integration, visualization, analysis, interpretation, and presentation of data to support improved decision making

Credit Requirement

The DSD degree program consists of 62 credits semester credits beyond a master's degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting. Doctoral students enrolled in a hybrid delivery format will have a program residency requirement once per semester, each semester, through dissertation defense. Full distance education students are encouraged to enroll in hybrid delivery courses for their dissertations.

PhD in Computer Science and Engineering (PhD_CS)*

Description

This program is designed for working professionals in the computer science arena with a concentration in Computer Science and Engineering that already have a master's degree and are seeking an advanced terminal degree in research within the Computer Science and Engineering field. Computer Scientists are the creative minds behind the design of computer hardware and software programs. Computer Scientists develop the hardware and applications that allow people to do specific tasks on a computer or another device. They also develop the underlying systems that run the devices or that control networks.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Recommend the appropriate algorithms, programming languages, and architecture for a given problem.
- Formulate solutions with fundamental knowledge in several specialized areas of research and expertise.
- Develop independent and innovative solutions through research by applying reasoning, problem solving, and technical skills with minimal guidance.
- Prepare concepts and results for a technical audience in the form of conference papers, journal papers, and/or oral presentations.
- Develop qualitative and/or quantitative research to analyze critical technical issues.

Qualifying Exam

Doctoral students enrolled in the PhD program must pass the Qualifying Exam. This exam is used to evaluate mastery of the concepts and foundations of applied research and is administered concurrently in weeks 4-6 of the DC9200 course in a separate course shell called DC9130-CX (0 credits).

Credit Requirement

The PhD_CS degree program consists of 62 credits semester credits beyond a master's degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting. Doctoral students enrolled in a hybrid delivery format will have a program residency requirement once per semester, each semester, through dissertation defense. Full distance education students are encouraged to enroll in hybrid delivery courses for their dissertations.

**The PhD in Computer Science and Engineering at the University of Fairfax is accredited by the Distance Education Accrediting Commission (DEAC). The University of Fairfax is one of a small group of accredited institutions requested by DEAC to participate in a pilot demonstration to the U.S. Department of Education (USDOE) that DEAC's scope of accreditation should include recognition by USDOE of the PhD program level.*

Master of Science in Cybersecurity Management (MSCSM)

Description

This degree program prepares students to be strategic and tactical contributors in the development, implementation and evaluation of enterprise level security programs. Specializations allow students to pursue a program of study which relates to their professional interests and goals.

This program fosters the development of students who:

- Are recognized as knowledgeable and qualified practitioners in a specialized field of information security
- Possess a depth of knowledge in current cybersecurity practices
- Apply critical thinking and problem-solving skills in the analysis of issues relevant to the cybersecurity community
- Utilize secondary research competencies in the investigation and selection of best practice solutions to information security challenges
- Demonstrate the knowledge and skills necessary to address a specialized area of information security management

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Compile, analyze, and assess the applicability of best practices in addressing information security issues relevant to the cybersecurity community
- Evaluate the impact of security constraints and processes on the implementation of information security programs
- Integrate principles and techniques of risk analysis, project planning and change management in the development of information security strategies
- Demonstrate secondary research skills in the investigation and selection of best practice solutions to address information security challenges
- Demonstrate mastery of theory, concepts and skills in addressing specialized aspects of information security management

Credit Requirements

The MSCSM degree program consists of 36 semester credits beyond a baccalaureate degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Master of Business Administration with Specializations (MBA)

Description

This degree program prepares students with the knowledge and skill-sets necessary to understand, analyze, and make an impact in the fast-paced, competitive business environment. Specializations allow students to pursue a program of study which relates to their professional interests and goals.

This program fosters the development of students who:

- Are recognized as knowledgeable and qualified practitioners within the business community.
- Possess an advanced level and depth of knowledge in current business practices.
- Apply critical thinking and problem-solving skills in the analysis of issues relevant to the business community.
- Utilize secondary research competencies in the investigation and selection of best practice solutions to business challenges and problems.
- Demonstrate the knowledge and skills necessary to address a variety of specialized areas within the business world such as, accounting, human resources, finance, organizational management, information security, project management, and cyber security.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Collaborate effectively as a business professional using both verbal and written communication methods.
- Implement project management methods and techniques to enhance an organizational performance, quality, and safety.
- Utilize qualitative and/or quantitative methods to solve critical business problems.
- Evaluate how ethical considerations impact all business decisions.
- Develop the skills and tools to manage and communicate in all facets of an organization including finance, information technology, cyber security, big data governance, human resources, project management, supply chain, business law, and business research.

Credit Requirements

The MBA with Specializations degree program consists of 36 semester credits beyond a baccalaureate degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Master of Computer Science and Engineering (MCS)

Description

This degree program offers students a Master of Computer Science and Engineering (MCS) degree. This program is for students interested in pursuing a graduate education in the field of Computer Science and Engineering. Through the program, Computer Science professionals increase their breadth of knowledge to do further work in hardware, software, theory in electronics within industry or post-graduate study. Students will receive an understanding in engineering fundamentals. This understanding will provide them with the knowledge necessary to adapt to various systems and methods. This new program aligns with the University Mission as it fosters critical thinking in a career focused program.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Compare and contrast the various elements that compromise the field of Computer Science Engineering
- Create new and evolving concepts within Computer Science
- Assess the growing trend toward globalization and its effect on Information Technology
- Defend concepts of distributed systems
- Recommend appropriate principles to apply in a distributed system for a specific distributed system for a specific distributed infrastructure
- Argue the basic and advanced concepts associated with networking and telecommunications

Credit Requirements

The MCS degree program consists of 36 semester credits beyond a baccalaureate degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Master of Science in Cloud Computing (MSCC)

Description

The Master of Science in Cloud Computing (MSCC) program is designed for working/non-working professionals in the Computing and IT industries who can develop their technical and management skills to effectively design, operate, and maintain cloud computing systems and help organizations transition to cloud-based solutions. Students will learn to create and manage any organizations' infrastructure towards cloud and provide solutions in an effective manner. The MS degree in Cloud Computing allows students to customize their course work while working closely with Computing and IT faculty in a contemporary, applied research area and innovative solution. The program gives you the skills to solve business and industry challenges and deploy high-level solutions to problems affecting the world of Computing and Information technology today. Students have the option of completing a thesis or a graduate project/paper.

The MS in Cloud Computing prepares graduate students to:

- Have specialized training in a concentrated field of study and develop professional attributes that include communication skills, and ethics to deal with the impact of technology in a global and societal context.
- Encourage independent thinking and creativity that prepares students to pursue industry jobs in the field of Computing and IT or related disciplines.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Demonstrate knowledge of fundamental concepts for graduate study in Cloud Computing.
- Demonstrate knowledge of advanced topics in Cloud Computing.
- Apply design and analysis methods to solve emerging Cloud Computing and related problems.
- Apply basis and advanced concepts associated with Cloud Computing and related fields.
- Conduct research and/or comprehensive projects in Cloud Computing and appreciate the importance of life-long self-learning.
- Argue the basic and advanced concepts associated with Cloud Computing or related field.
- Evaluate and assess the impact of cloud computing on service management.
- Design effective cloud computing solutions that consider an organization's structure, communications, and operational business processes, as well as financial management and cost model implications.

Credit Requirements

The MSCC degree program consists of 36 semester credits beyond a baccalaureate degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Master of Science in Information Technology (MSIT)

Description

The Master of Science in Information Technology (MSIT) program is designed for current and aspiring professionals in charge of developing, implementing, operating, and managing information systems in a variety of organizations. Students in this program will gain a broad technical understanding of current and emerging technologies in the industry, a familiarity with systems engineering concepts, and a solid foundation in net-centric computing. They will also have a firm grasp of current and future effects of the convergence of the telecommunications, media, and information technology sectors.

Faculty with both academic and industry backgrounds also provide a practical perspective. Real-world problems and opportunities with software intensive systems are explored, and methods to evaluate, adopt and take advantage of emerging technologies are learned. MS-IT students will be working closely with fellow IT professionals, to complete class assignments within teams, in order to prepare students for the real-world work environment and build their professional networks.

Possible career paths: Network Administrator, Network Architect, IT Manager, Chief Technology Officer, Network and Security Engineer, Web Developer, Integration Engineer, and Network and Systems Administrator.

Program Objectives

Upon completion of this degree program, graduates will be able to:

- Build a foundation of critical thinking skills on which to make professional judgments relating to information technology.
- Design and implement solutions aligned with information technology needs.
- Solidify an understanding of theoretical methods, principles, and tools used in the information technology industry.
- Examine the fundamental information technology issues and processes in today's organizations relating to systems engineering, computer networking, database technologies, IT governance and strategy, Web development, and information assurance.

Credit Requirements

The MSIT degree program consists of 36 semester credits beyond a baccalaureate degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Master of Science in Electrical Engineering (MSEE)

Description

The Master of Science in Electrical Engineering (MSEE) program is designed for working professionals in the Electrical Engineering arena who wish to pursue a concentration in Signal Processing and Communications, Systems and Control, Machine Learning or Artificial Intelligence. The MS degree in electrical engineering allows students to customize their course work while working closely with electrical engineering faculty in a contemporary, applied research area. The program gives you the skills to solve business and industry challenges and deploy high-level solutions to problems affecting the world of engineering technology today.

The MS degree is awarded upon the successful completion of a minimum of 30 credit hours. Students have the option of completing a thesis or graduate paper.

The MS in electrical engineering prepares graduate students to:

- Have specialized training in a concentrated field of study and develop professional attributes that include communication skills, and ethics to deal with the impact of technology in a global and societal context.
- Encourage independent thinking and creativity that prepares students to pursue industry jobs in the field of engineering or related disciplines.

Program Objectives

Upon successful completion of this degree program, graduates will be able to:

- Demonstrate knowledge of fundamental concepts for graduate study in electrical engineering.
- Demonstrate knowledge of advanced topics in electrical engineering.
- Apply design and analysis methods to solve emerging electrical engineering and related problems.
- Apply basic and advanced concepts associated with electrical engineering and related fields.
- Conduct research and/or comprehensive projects in electrical engineering and appreciate the importance of life-long self-learning.
- Argue the basic and advanced concepts associated with electrical engineering.

Credit Requirements

The MSEE degree program consists of 30 semester credits beyond a baccalaureate degree.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Bachelor of Science in Network Administration (BSNA)

Description

The University of Fairfax offers a Bachelor of Science in Network Administration program that prepares its graduates to work as network administrators and computer systems analysts. These in-demand professions are helping governments and industry respond to the challenges of today's technically complex workplace. Graduates of this program will possess skills in computer hardware, software, Local and Wide Area Networking. They will be versed in Network design and deployment and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The Network Administration Bachelor of Science degree program will provide graduates with the skills necessary for pursuing jobs in network administration, as well as the preparation to sit for recognized industry certifications.

Program Goals

1. Pursue successful professional careers in Computer Networks or related fields while remaining technically current through graduate education and professional engagement.
2. Excel as leaders, team members, communicators, and innovators in collaborative multicultural environments.
3. Benefit society by practicing their profession responsibly and ethically and sharing their knowledge through training and mentorship opportunities.

Program Objectives

1. Understand the fundamental components and terminology used while working with network systems.
2. Assess, design, manage and implement computer networks and concepts in detail.
3. Use an operating system interface to access, add, troubleshoot, configure hardware and manage files.
4. Implement a relational database management system utilizing the concepts of database design and data modeling.
5. Develop business applications using programming languages, tools, and software development methodologies.
6. Learn to apply principles from mathematics and computer science to the process of building and maintaining system networks.
7. Evaluate and analyze existing network systems to identify problems, develop solutions and gain real-world experience in the current challenges facing network administrators.

Credit Requirements

The BSNA degree program consists of 120 semester credits.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Bachelor of Science in Network Administration and Cybersecurity (BSNC)

The University of Fairfax offers the Bachelor of Science in network administration and cybersecurity program, you will learn the operational procedures and technologies to design, implement, administer, secure, and troubleshoot corporate networks. Furthermore, designed to combine the benefits of a traditional college education with hands-on training in state-of-the-art computer technology, the curriculum integrates technical skill with communication skills and superior general education knowledge. With this computer networking degree, you will learn how to install, maintain, and troubleshoot servers and network devices, including routers and switches to support both wired and wireless networks.

Program Goals:

1. Pursue successful professional careers in Computer Networks/Cyber Security or related fields while remaining technically current through graduate education and professional engagement.
2. Excel as leaders, team members, communicators, and innovators in collaborative multicultural environments.
3. Benefit society by practicing their profession responsibly and ethically and sharing their knowledge through training and mentorship opportunities

Program Objectives:

1. Knowledge and understanding of current technical concepts and practices in the core Network and Cyber Security.
2. Ability to design effective and usable IT-based solutions and integrate them into a user's environment, both individually and as part of a team
3. Ability to assist in the creation of an effective project plan.
4. Ability to communicate effectively and efficiently with clients, users, and peers, both orally and in writing.
5. Independent critical thinking and problem-solving skills.
6. Knowledge and understanding of computer hardware, software, networks, and security.
7. Awareness of the legal and ethical issues that confront the field of computing.
8. Knowledge of the rights and obligations of the practicing computing and Information Technology professional.

Credit Requirements

The BSNC degree program consists of 120 semester credits.

Program Delivery

This program is offered in both a full distance education and a hybrid delivery format which allows students to take a portion of their coursework in a residential setting. No more than 49% of the program may be taken in a residential setting.

Graduate Certificate Programs

Description

Graduate certificates represent a level of achievement of technical competencies and project experience which relate to specialized fields of practice in Information Security. This program fosters the development of students who:

- Are recognized as qualified practitioners in a specialized field of study relevant to the cybersecurity community
- Demonstrate the knowledge and skills necessary to address issues in a specialized area of study in cybersecurity
- Apply critical thinking and problem-solving skills in the performance of tasks associated with a specialized field of study in cybersecurity

Program Objectives

Upon completion of a graduate certificate, students will be able to:

- Analyze and assess the applicability of best practices in addressing information security issues relevant to the cybersecurity community.
- Explain the theory, concepts and skills in addressing specialized aspects of information security management.

Credit Requirements

Graduate certificates are 9 semester credits. Because the minimum residency requirement to award a certificate or degree is 25%, no more than one course can be accepted as transfer credit toward a graduate certificate.

Multiple Graduate Certificates

Students may earn multiple graduate certificates concurrently or sequentially, as part of a degree program, or as a separate enrollment. Credits earned toward a graduate certificate may also apply to one or more additional graduate certificate(s).

Graduate certificate students who have earned a grade of “B” or better in graduate certificate courses may request that those credits be applied to meet degree requirements upon acceptance into a University of Fairfax degree program.

Graduate Certificate Options

The University of Fairfax offers a variety of graduate certificates to meet the needs of information security professionals.

Cybersecurity Best Practices (CBP)

Students explore the 8 domains of Information Security and prepare for an industry related certification exam which demonstrates mastery of subject knowledge in the discipline.

Admissions Requirements: at least five years of cumulative, paid, full-time work experience in two or more of the eight domains of the (ISC),

Information Security Professional Practices (ISPP)

Students develop competencies in assessing threats and vulnerabilities of information systems, designing security procedures and practices that are executed in the protection of data and information systems, and analyzing the validity and reliability of information to ensure that an information system will operate at a proposed level of trust.

Admissions Requirements: A bachelor’s degree from a regionally accredited institution, a nationally accredited institution, or an appropriately certified foreign institution. A Grade Point Average (GPA) on a scale of 4.0 as described below. Additional requirements may apply.

- 2.5 GPA at the bachelor’s level, or
- 3.0 GPA for the last 9 credit hours of graduate coursework, or
- Students with a GPA between 2.0 and 2.5 must demonstrate at least 3 years of relevant professional experience. Professional experience will be evaluated by the Chief Academic Officer to ensure relevancy.

Enterprise Information Security (EIS)

Students develop competencies in developing interoperable enterprise security architectures focusing on information security throughout the entire enterprise.

Admissions Requirements: A master’s degree from a regionally accredited institution, a nationally accredited institution, or an appropriately certified foreign institution. A Grade Point Average (GPA) on a scale of 4.0 as described below. Additional requirements may apply.

- Minimum of 3 years (and preferably 5 years) of relevant professional experience, and
- 3.0 GPA at the master’s level. Professional experience will be evaluated by the Chief Academic Officer to ensure relevancy.

Project Management and Quality Assurance (PMQA)

This certificate is designed to introduce learners to project management, as well as six sigma and quality management tools and enhances the student's information security skills.

Admissions Requirements: A bachelor's degree from a regionally accredited institution, a nationally accredited institution, or an appropriately certified foreign institution. A Grade Point Average (GPA) on a scale of 4.0 as described below. Additional requirements may apply.

- 2.5 GPA at the bachelor's level, or
- 3.0 GPA for the last 9 credit hours of graduate coursework, or
- Students with a GPA between 2.0 and 2.5 must demonstrate at least 3 years of relevant professional experience. Professional experience will be evaluated by the Chief Academic Officer to ensure relevancy.

ADMISSIONS

Bachelor Level (Undergraduate) programs:

Graduation from high school is a minimum requirement for admission to University of Fairfax for those students enrolling in the bachelor's degree programs. Those who have completed high school in a homeschool setting or have satisfied graduation requirements through the General Educational Development (GED) Test or a state authorized examination are also eligible for admission.

An official transcript from an accredited college or university which evidences (a) the awarding of an associate's degree, (b) successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at an institution; or (c) enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program, will be recognized as the equivalent of a high school diploma for basis of acceptance. For colleges and universities outside of the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services), AICE (Association of International Credential Evaluators) or an individual who is AACRAO (American Association of Collegiate Registrars and Admissions Officers) trained in evaluating international credentials.

Students will sign an attestation on the enrollment application as to which of these credentials they have received.

Master's Level programs:

A bachelor's degree from a regionally accredited institution, a nationally accredited institution, or an appropriately certified foreign institution. A Grade Point Average (GPA) on a scale of 4.0 as described below. Additional requirements may apply.

- 2.5 GPA at the bachelor's level, or
- 3.0 GPA for the last 9 credit hours of graduate coursework, or
- Students with a GPA between 2.0 and 2.5 must demonstrate at least 3 years of relevant professional experience. Professional experience will be evaluated by the Chief Academic Officer to ensure relevancy.

Students who do not meet the current admissions requirements may appeal to the Chief Academic Officer if the student feels that there are extenuating personal, academic or professional evidence that displays the student can successfully complete the academic program.

Master of Science in Electrical Engineering

Applicants to the Master of Science in Electrical Engineering program are expected to have already completed a bachelor's degree in electrical engineering or comparable undergraduate electrical engineering coursework, as shown on official transcripts.

Alternatively, applicants must have a minimum of a 3.0 cumulative GPA in a master's program studying a closely related discipline.

Professional Doctoral Level Programs:

A master's degree from a regionally accredited institution, a nationally accredited institution, or an appropriately certified foreign institution with relevant academic experience. A Grade Point Average (GPA) on a scale of 4.0 as described below. Additional requirements may apply.

- Minimum of 3 years (and preferably 5 years) of relevant professional experience, and
- 3.0 GPA on a scale of 4.0 at the master's level.

Professional experience will be evaluated by the Chief Academic Officer to ensure relevancy.

Students who do not meet the current admissions requirements may appeal to the Chief Academic Officer if the student feels that there are extenuating personal, academic or professional evidence that displays the student can successfully complete the academic program.

PhD in Computer Science and Engineering:

A master's degree from a regionally accredited institution, a nationally accredited institution, or an appropriately certified foreign institution in a discipline or subject related to the computer sciences and engineering from an institution accredited by an accrediting agency recognized by the United States Department of Education, or appropriately certified foreign institution. Examples of related fields of study for the purpose of the master's degree include but are not limited to: Computer Science, Software Engineering, Security Engineering, Computer Networking, Cloud Engineering, and other related majors.

Additional requirements include:

- Minimum of 3 years (and preferably 5 years) of relevant professional experience, and
- 3.0 GPA on a scale of 4.0 at the master's level.

Professional experience will be evaluated by the Chief Academic Officer to ensure relevancy.

Students who do not meet the current admissions requirements may appeal to the Chief Academic Officer if the student feels that there are extenuating personal, academic or professional evidence that displays the student can successfully complete the academic program.

CISSP Certification Preparation Course:

To qualify for this Cybersecurity certification, you must have:

- At least **five years** of cumulative, paid, full-time work experience
- In **two or more** of the eight domains of the (ISC)² CISSP Common Body of Knowledge (CBK)

International Credentials

Applicants with international credentials must arrange for a course-by-course evaluation of their transcripts to confirm equivalence to an accredited degree from the U.S. Transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services), AICE (Association of International Credential Evaluators), or an AACRAO (American Association of Collegiate Registrars and Admissions Officers) International Credential Evaluator.

English Language Proficiency

Applicants for any degree program whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate proficiency in English and meet one of the following requirements:

1. **Undergraduate Degree:** A minimum score of 57 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), 44 on the Pearson Test of English Academic Score Report; 95 on the Duolingo English Test; or 53 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
2. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).
3. **Master's Degree:** A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet-Based Test (iBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
4. **First Professional Degree or Professional Doctoral Degree:** A minimum score of 65 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet-Based Test (iBT); 6.5 on the International English Language Test (IELTS); 58 on the Pearson Test of English Academic Score Report; 105 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
5. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
 - a. ESL Language Use: Score of 85
 - b. ESL Listening: Score of 80
 - c. ESL Reading: Score of 85
 - d. ESL Sentence Meaning: Score of 90
 - e. ESL Writeplacer: Score of 4 Comprehensive Score for all exams of 350

6. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
7. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) Standards and assessed through various ESOL examinations, including the University of Cambridge.
8. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

Current policies of the U.S. Immigration and Customs Department state that international students must prove that financial responsibility will be met. Once these requirements have been met and the student is accepted for admission to the University, an I-20 will be issued. Upon receipt of the I-20, the student is required to complete the form I-901 and submit a \$350 fee to the U.S. Department of Homeland Security. These students are covered under the institution’s regular refund policy.

Admission Status

Formal Admission

Applicants who meet the admissions requirements of the University and submit official transcripts are granted formal admission.

Conditional Admission

Applicants who meet the admissions requirements of the University and submit unofficial transcripts are granted conditional admission. In all cases, official transcripts must be received prior to the start of the student's third session in order to remain enrolled.

Provisional Admission

Applicants who do not meet the admissions requirements of the University may submit a petition for consideration of an exception. If the petition is approved, the student is granted provisional admission and must comply with additional requirements, as determined on an individual basis, depending on the exception granted. For these applicants, formal admission will be granted upon successful completion of the requirements specified in the letter approving the student's petition.

Admission Procedures – All Programs

To be admitted to a degree or certificate program, applicants must:

- complete and submit the Application for Admission along with any required application fee
- complete and submit the Application for Financial Assistance
- complete and submit the Application for Doctoral Program if applicable
- submit proof of graduation or previous credits earned
- submit a resume or summary of employment history (master's and doctoral students)
- complete an interview with an Admissions Officer
- request an official academic transcript from the institution which awarded the applicant's highest degree earned, to be received by the University no later than the end of the student's first academic session
- submit TOEFL or IELTS scores, if applicant's native language is not English or if applicant earned a degree from an institution where English is not the principal language of instruction.

Some of the information provided in the application materials is used by the University in making admissions decisions and may be verified through official transcripts, reference checks, and/ or credit reports. Students are notified of admissions decisions through email.

CURRICULA

Doctorate in Information Assurance (DIA)

Course # Course Title

Core Courses:

IA7020	<i>Information Security Systems and Organizational Awareness</i>
IA7030	<i>Legal and Ethical Practices in Information Security</i>
IA7040	<i>Information Security and Organizational Change</i>
IA8010	<i>Business and Security Risk Analysis</i>
IA8110	<i>Certification and Accreditation</i>

Specialization Courses:

IA8021	<i>Cloud Cybersecurity*</i>
IA8031	<i>Cybersecurity Insurance</i>
IA8190	<i>Forensic Evaluation and Incident Response Management*</i>
IA9150	<i>Strategic and Technological Trends Information Security*</i>
IA9200	<i>Research Topics in Information Security</i>

Pre Dissertation:

RM8500	<i>Research Foundations</i>
RM9100	<i>Qualitative and Quantitative Analysis</i>
IA9130-CX	<i>Comprehensive & Qualifying Examination</i>

Research Methodologies:

CEX8220	<i>Security Program Strategies and Implementation</i>
CEX8230	<i>Legal and Ethical Management Issues in Information Security</i>

Phase I:

RM9150	<i>Feasibility Problem Driven Research*</i>
RM9200	<i>Designing Solutions to Information Security Problems</i>

Phase II:

RES8110	<i>Dissertation Proposal (Chapter 1)</i>
RES8120	<i>Dissertation Proposal (Chapter 2)</i>
RES8121	<i>Dissertation Proposal (Chapter 2, Continued)</i>
RES8130	<i>Dissertation Proposal (Chapters 3 and 4.1, IRB)</i>

Phase III:

DST8110	<i>Dissertation Manuscript (Chapters 4 & 5)</i>
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Phase IV:

DST8130X	<i>Final Dissertation Manuscript & Defense</i>
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Phase V: Final Dissertation

Minimum credits required for DIA: 62¹

**upon completion of courses IA8021, IA8190, and IA9150, students will earn the Enterprise Information Security (EIS) Graduate Certificate*

¹ Credit hours may exceed the minimum stated if dissertation deliverables are not completed within expected timeframes.

Doctorate of Business Administration (DBA)

<i>Course #</i>	<i>Course Title</i>
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Core Courses:

ACC6100	<i>Financial Reporting</i>
ACC6500	<i>Accounting and Multinational Enterprises</i>
IA7020	<i>Information Security Systems and Organizational Awareness</i>
IA8010	<i>Business and Security Risk Analysis</i>
DBA8150	<i>Information, Organization & Strategy</i>
DBA8350	<i>Sociology of Corporate Culture</i>
DBA8450	<i>Managing, Organizing and Negotiating for Value</i>
DBA8900	<i>Project Management</i>
MB6900	<i>Organizational Management</i>
MGT8200	<i>Human Resource Management</i>

Pre Dissertation:

RM8500	<i>Research Foundations</i>
RM9100	<i>Qualitative and Quantitative Analysis</i>

Research Methodologies:

DBA8300	<i>Leading Organizational Change (Qualitative)</i>
MB5820	<i>Managing Global Diversity (Quantitative)</i>
MB9130-CX	<i>Comp Exam (4 weeks) – 0 credits</i>

Phase I

RM9150	<i>Feasibility Problem Driven Research</i>
BR9200	<i>Designing Solution to Business Problems</i>

Phase II

BR8110	<i>Dissertation Proposal (Chapter 1)</i>
BR8120	<i>Dissertation Proposal (Chapter 2)</i>
BR8121	<i>Dissertation Proposal (Chapter 2 Continued)</i>
BR8130	<i>The Dissertation Proposal (Chapters 3 and 4.1 & the IRB)</i>

Phase III

DIS8110	<i>Dissertation Manuscript (Chapters 4 and 5)</i>
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Phase IV

DIS8130X	<i>Final Dissertation Manuscript & Defense</i>
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Phase V

Final Dissertation

Minimum Credits required for DBA: 62

Doctorate of Software Development (DSD)

<i>Course #</i>	<i>Course Title</i>
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Core Courses:

DS7000	<i>Database Management & Implementation</i>
DS7100	<i>Advanced Operating Systems</i>
DS7200	<i>Software Engineering & Development</i>
DS7300	<i>Software Architecture & Design</i>
DS7400	<i>Software Comprehension and Maintenance</i>
DS7500	<i>Problem Solving and Programming for the Research Practitioner</i>
DS7600	<i>Big Data and Analytical Research Methods for Software Developers</i>
DS7700	<i>Concurrent and Distributed Systems</i>
IA8070	<i>Design and Development of Security Architectures</i>
PM8100	<i>Information Security Project Management</i>

Pre Dissertation:

RM8500	<i>Research Foundations</i>
RM9100	<i>Qualitative and Quantitative Analysis</i>
DS9130-CX	<i>Comprehensive Exam</i>

Research Methodologies:

DS8000	<i>Advanced Qualitative Methods in Software Development/Engineering</i>
DS8100	<i>Advanced Quantitative Methods in Software Development/Engineering</i>

Phase I

RM9150	<i>Feasibility Problem Driven Research</i>
DS9200	<i>Designing Solution to Software Development Problems</i>

Phase II

DS8110	<i>Dissertation Proposal (Chapter 1)</i>
DS8120	<i>Dissertation Proposal (Chapter 2)</i>
DS8121	<i>Dissertation Proposal (Chapter 2 Continued)</i>
DS8130	<i>The Dissertation Proposal (Chapters 3 and 4.1 & the IRB)</i>

Phase III

DS9500	<i>Final Draft Dissertation</i>
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Phase IV

DS9600X	<i>Dissertation Defense (Dissertation Committee & DDR)</i>
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Phase V

Dissertation Printing and Binding

Minimum Credits required for DSD: 62

PhD in Computer Science and Engineering (PhD_CS)

<i>Course #</i>	<i>Course Title</i>
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Core Courses:

DS7000	<i>Database Management & Implementation</i>
DS7100	<i>Advanced Operating Systems</i>
DS7200	<i>Software Engineering & Development</i>
DS7600	<i>Big Data and Analytical Research Methods for Software Developers</i>
IA8021	<i>Cloud Cyber Security</i>
IA9150	<i>Strategic and Technological Trends in Information Security</i>
DC7350	<i>Advanced Research Methods in Computer Science and Engineering</i>
DC7450	<i>Advanced Research Methods in Communications Networks</i>
DC7550	<i>Advanced Research Methods in Parallel and Distributed Database Systems</i>
DC7650	<i>Advanced Research Methods in Very Large-Scale Integration Design</i>

Pre-Dissertation:

RM8500	<i>Research Foundations</i>
RM9100	<i>Qualitative and Quantitative Analysis</i>
DC9130-CX	<i>Comprehensive Exam</i>

Research Methodologies:

DC7700	<i>Advanced Qualitative Methods in Computer Science Engineering</i>
DC7800	<i>Advanced Quantitative Methods in Computer Science Engineering</i>

Phase I

RM9150	<i>Feasibility Problem Driven Research</i>
DC9200	<i>Designing Solutions to Computer Science and Engineering Problems</i>

Phase II

DC8110	<i>Dissertation Proposal (Chapter 1)</i>
DC8120	<i>Dissertation Proposal (Chapter 2)</i>
DC8121	<i>Dissertation Proposal (Chapter 2 Continued)</i>
DC8130	<i>The Dissertation Proposal (Chapters 3 and 4.1 & the IRB)</i>

Phase III

DC8700	<i>Final Draft Dissertation</i>
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Phase IV

DC8800X	<i>Dissertation Defense (Dissertation Committee & DDR)</i>
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Phase V

Dissertation Printing and Binding

Minimum Credits required for PhD_CS: 62

Master of Science in Cybersecurity Management (MSCSM)

<i>Course #</i>	<i>Course Title</i>
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Core Courses:

IA7000	<i>Security in the Digital Age*</i>
IA7401	<i>Ethical Hacking*</i>
IA8020	<i>Security Policies, Standards and Procedures**</i>
IA8030	<i>Design, Development and Evaluation of Security Controls**</i>
IA8050	<i>Security Risk and Vulnerability Assessment</i>
IA8060	<i>Intrusion Detection, Attacks and Countermeasures**</i>
IA8070	<i>Design and Development of Security Architectures</i>
IA8080	<i>Security Solution Implementation</i>
IA8125	<i>Information Security Policy Planning and Analysis</i>

Research Methods:

RM8250	<i>Web-Based Research Methods in Information Security</i>
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Electives: (choose 2)

IA7402	<i>Information Security Management (CISM)*</i>
IA8140	<i>Business Continuity Planning and Recovery</i>
IA8210	<i>Risk Management and Compliance</i>
PM8100	<i>Information Security Project Management</i>

Credits required for MSCSM: 36

* Students who choose to take IA7402 Information Security Management (CISM) as an elective will earn a (CPB) Graduate Certificate upon successful completion of this course and the successful completion of IA7000 Security in the Digital Age and IA7401 Ethical Hacking

** Upon successful completion of IA8020 Security Policies, Standards and Procedures, IA8030 Design, Development and Evaluation of Security Controls, and IA8060 Intrusion Detection, Attacks and Countermeasures, students will earn an (ISPP) Graduate Certificate.

Master of Business Administration with Specializations (MBA)

<i>Course #</i>	<i>Course Title</i>
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Core Courses:

MB5200	<i>Leadership & Business Communication</i>
MB5300	<i>Financial Management</i>
MB5400	<i>Developing Human Resources</i>
MB5700	<i>Business Information Systems</i>
MB6500	<i>Legal Environment of Business</i>
MB6600	<i>Data Governance</i>
MB7500	<i>Operations Management (Capstone)</i>

Research Methods:

MB6400	<i>Business Research</i>
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General MBA:

MB6350	<i>Six Sigma Lean</i>
MB6700	<i>Managing Strategic Change</i>
MB6750	<i>Coordinating and Managing Supply Chain</i>
MB6800	<i>Project Management</i>

Cyber Security Specialization

IA7000	<i>Security in the Digital Age</i>
IA7401	<i>Ethical Hacking</i>
IA7402	<i>Information Security Management</i>
IA8060	<i>Intrusion Detection, Attacks and Countermeasures</i>

Information Technology Specialization

IA8140	<i>Business Continuity Planning and Recovery</i>
IA8210	<i>Risk Management and Compliance</i>
IA8350	<i>Management Information Systems</i>
PM8100	<i>Information Security Project Management</i>

Project Management Specialization

MB6350	<i>Six Sigma Lean*</i>
MB6750	<i>Coordinating and Managing Supply Chain</i>
MB6800	<i>Project Management*</i>
MB6850	<i>Managing Quality*</i>

Credits required for MBA: 36

* Students who choose to pursue the Project Management Specialization will earn a Project Management Quality Assurance (PMQA) Graduate Certificate upon successful completion of MB6350 Six Sigma Lean, MB6800 Project Management, and MB6850 Managing Quality.

Master of Computer Science and Engineering (MCS)

Course # Course Title

Research Course:

RM8250 *Web Based Research Methods in Information Security*

Core Courses:

SD6000 *Database Design & Management*

SD6100 *Operating Systems*

SD6300 *Software Engineering*

IA7000 *Security in the Digital Age*

IA8070 *Design and Development of Security Architectures*

PM8100 *Information Security Project Management*

CS6500 *Computer Networking and Telecommunications*

CS6600 *Distributed Systems*

CS6700 *Cloud Computing*

CS6800 *Big Data and Analytics*

CS6900 *Capstone in Computer Science Engineering*

Credits required for MCS: 36

Master of Science in Cloud Computing (MSCC)

Course # Course Title

Research Course:

MSCC5300 *Research Methods*

Core Courses:

MSCC5100 *Cybersecurity and Privacy*

MSCC5200 *Cloud Application Architecture*

MSCC5400 *Big Data and Cloud Computing*

MSCC5500 *Secure Cloud Computing*

MSCC5600 *Data Analytics*

MSCC5700 *Applied Machine Learning for Computing and IT Professionals*

MSCC5800 *Program and Project Management*

MSCC5900 *Management and Compliance in Cloud Computing*

MSCC6000 *Cloud Migration Strategy*

MSCC6100 *Thesis/Graduate Research Paper*

Credits required for MSCC: 36

Master of Science in Information Technology (MSIT)

Course # Course Title

Core Courses:

IT5230	<i>Advanced Database Systems</i>
IT5310	<i>Networking – Advanced Management</i>
IT5400	<i>Marketing Innovation and Technology Products</i>
IT5500	<i>Network Security</i>
IT5720	<i>Web Application Development – Mobile Applications</i>
IT5820	<i>Systems Analysis</i>
IT5900	<i>Enterprise Architecture and IT Governance</i>
IT6100	<i>Global IT Products and Services Outsourcing</i>
IT6200	<i>Decision Models for Technology Management</i>
IT6230	<i>Pattern Discovery in Data Mining</i>
IT6300	<i>Data Warehousing – Cloud Based</i>
IT6720	<i>Advanced Web Development</i>

Credits required for MSIT: 36

Master of Science in Electrical Engineering (MSEE)

<i>Course #</i>	<i>Course Title</i>
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Core Courses:

MSEE5100	<i>Random Signals and Noise</i>
MSEE5200	<i>Engineering Analysis</i>
MSEE5300	<i>Advanced Engineering Mathematics</i>
MSEE5400	<i>Advanced Topics in Electrical Engineering</i>
MSEE5500	<i>Research Methods in Electrical Engineering</i>
MSEE6100	<i>Thesis – Electrical Engineering</i>

Choose Concentration Below:

Signal Processing and Communication Concentration (Choose 3 courses):

MSEE5600	<i>Communication Networks</i>
MSEE5610	<i>Digital Data Communication</i>
MSEE5620	<i>Wireless Communication</i>
MSEE5730	<i>Advanced Optimization Theory and Methods</i>
MSEE5640	<i>Adaptive Signal Processing</i>
MSEE5650	<i>Digital Image Processing</i>

Systems and Control Concentration (Choose 3 courses):

MSEE5700	<i>Introduction to Information Theory</i>
MSEE5710	<i>Optimization Theory and Methods</i>
MSEE5720	<i>Optimal and Robust Control</i>
MSEE5730	<i>Advanced Optimization Theory and Methods</i>
MSEE5740	<i>Recursive Estimation and Optimal Filtering</i>
MSEE5750	<i>Dynamic Programming and Stochastic Control</i>

Machine Learning and Artificial Intelligence Concentration (Choose 3 courses):

MSEE5800	<i>Deep Learning</i>
MSEE5810	<i>Data Analytics in Electrical Engineering</i>
MSEE5820	<i>Advanced Data Analytics</i>
MSEE5830	<i>Introduction to Robotics</i>
MSEE5840	<i>AI in Cyber Physical Systems</i>
MSEE5850	<i>Machine Learning</i>

Credits required for MSEE: 30

Bachelor of Science in Network Administration (BSNA)

Course #	Course Title
Core Courses:	
BUS2400	<i>Project Management</i>
CS1000	<i>Security +</i>
CS1050	<i>Introduction to Relational Database Management Systems</i>
CS2350	<i>Spreadsheet Applications</i>
CS2500	<i>Systems Analysis & Design I</i>
CS4100	<i>Risk Management</i>
CS4350	<i>Principles of Cryptography</i>
IT1000	<i>Electronics and Systems</i>
IT1010	<i>Implementing and Troubleshooting OS Technology</i>
IT1020	<i>Computer Hardware Technology</i>
IT1100	<i>Network I</i>
IT1110	<i>Network II</i>
IT2000	<i>Technical Writing for Engineers</i>
IT2150	<i>Client Configuration I</i>
IT2160	<i>Client Configuration II</i>
IT2200	<i>CISCO I</i>
IT2210	<i>CISCO II</i>
IT2300	<i>Help Desk Remote Services</i>
IT3000	<i>LINUX Operations</i>
IT3100	<i>IT Operations Management</i>
IT3150	<i>Application Development</i>
IT4000	<i>Information Security Governance</i>
IT4400	<i>Managing Innovation</i>
NET2050	<i>Windows Server Administration</i>
NET2270	<i>Network Server Installation and Configuration</i>
NET2280	<i>Network Server Core Services</i>
NET4000	<i>Designing and Implementing a Server Infrastructure</i>
NET4100	<i>Implementing Collaboration Services</i>
NET4290	<i>Network Server Advanced Services</i>
NAC4990	<i>Networking Capstone Seminar</i>
General Education Courses	
ENG1020	<i>English Composition</i>
ENG1260	<i>Professional Communication</i>
LOG3570	<i>Logic and Critical Thinking</i>
MAT1010	<i>Understanding Mathematics</i>
MAT2140	<i>Algebra</i>
CPL1010	<i>Computer Literacy</i>
ETH2050	<i>Ethics</i>
POL2020	<i>Political Science</i>
PSY1270	<i>Psychology</i>
ENV1010	<i>Environmental Science</i>
Credits Required for BSNA - 120	

Bachelor of Science in Network Administration and Cybersecurity (BSNC)

<i>Course #</i>	<i>Course Title</i>
<i>Core Courses:</i>	
BUS1150	<i>Information Systems for Business</i>
BUS2250	<i>Business Communication</i>
CS1000	<i>Security +</i>
CS1050	<i>Introduction to Relational Database Management Systems</i>
CS2350	<i>Spreadsheet Applications</i>
CS2500	<i>Systems Analysis & Design</i>
CS3200	<i>Cybersecurity Law and Ethics</i>
CS3300	<i>Project Management for IT Professionals</i>
CS3500	<i>Information Security Fundamentals</i>
CS3750	<i>Computer Forensics</i>
CS4100	<i>Risk Management</i>
CS4250	<i>Ethical Hacking</i>
CS4350	<i>Principles of Cryptography</i>
IT1010	<i>Implementing and Troubleshooting OS Technology</i>
IT1030	<i>Virtual Computing</i>
IT1100	<i>Network I</i>
IT1110	<i>Network II</i>
IT2150	<i>Client Configuration I</i>
NET2050	<i>Windows Server Administration</i>
NET2270	<i>Network Server Installation and Configuration</i>
NET2280	<i>Network Server Core Services</i>
NET3000	<i>Open Source</i>
NET4000	<i>Designing and Implementing a Server Infrastructure</i>
NET4100	<i>Implementing Collaboration Services</i>
NET4290	<i>Network Server Advanced Services</i>
PR2000	<i>Introduction to Programming Logic</i>
SD2350	<i>Web Development</i>
SD3210	<i>Operating Systems</i>
SD3250	<i>Software Architecture</i>
NAC4990	<i>Networking Capstone Seminar</i>
<i>General Education Courses</i>	
ENG1020	<i>English Composition</i>
ENG1260	<i>Professional Communication</i>
LOG3570	<i>Logic and Critical Thinking</i>
MAT1010	<i>Understanding Mathematics</i>
MAT2140	<i>Algebra</i>
CPL1010	<i>Computer Literacy</i>
ETH2050	<i>Ethics</i>
POL2020	<i>Political Science</i>
PSY1270	<i>Psychology</i>
ENV1010	<i>Environmental Science</i>
<i>Credits Required for BSNC - 120</i>	

Graduate Certificates

Cybersecurity Best Practices (CBP)

<i>Course #</i>	<i>Course Title</i>
IA7000	<i>Security in the Digital Age (CISSP)</i>
IA7401	<i>Ethical Hacking (ECH)</i>
IA7402	<i>Information Security Management (CISM)</i>

Credits required for Certificate: 9

Information Security Professional Practices (ISPP)

<i>Course #</i>	<i>Course Title</i>
IA8060	<i>Intrusion Detection, Attacks, and Countermeasures</i>
IA8020	<i>Security Policies, Standards and Procedures</i>
IA8030	<i>Design, Development and Evaluation of Security Controls</i>

Credits required for Certificate: 9

Enterprise Information Security (EIS)

<i>Course #</i>	<i>Course Title</i>
IA8021	<i>Cloud Cybersecurity</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>
IA9150	<i>Strategic and Technological Trends in Information Security</i>

Credits required for Certificate: 9

Project Management and Quality Assurance (PMQA)

<i>Course #</i>	<i>Course Title</i>
MB6350	<i>Six Sigma Lean</i>
MB6800	<i>Project Management</i>
MB6850	<i>Managing Quality</i>

Credits required for Certificate: 9

ACADEMIC POLICIES AND PROGRAM EXPECTATIONS

Academic Calendar

The University's Academic Calendar is published for each calendar year. The Academic Calendar is posted in the *Student Information Center* in *Canvas* and can also be found at the back of this catalog.

Academic Term

The University operates on a semester-based schedule with three semesters per calendar year (trimester). The academic terms (Spring, Summer and Fall) are each 16 weeks in length and consist of two eight-week course sessions (Course Session I and II). Course sessions begin in January, March, May, July, September, and November.

Academic Year

The academic year consists of two academic terms, or 32 weeks. The University offers continuous enrollment, whereby a student may begin a program of study in any course session. The course session in which a student starts a program of study determines the student's academic year.

Academic Credit Policy

The curriculum at the University of Fairfax is based on a semester hour of credit. Assignments for credit must be equivalent and conform to commonly accepted and traditionally defined units of academic measurement. The University assigns one semester of credit for 15 hours of academic engagement and 30 hours of preparation, a formula commonly referred to as a *Carnegie Unit of Credit*.

Unless otherwise noted, courses offered at the University are three semester credits. Each course, therefore, must meet student workload requirements of 45 hours of academic engagement and 90 hours of preparation. This academic effort may consist of contact hours, learning activities, and assignments used in meeting individual course requirements.

The progress and the credit hours gained by students as they go through their respective programs are electronically tracked in Campus Nexus. At the end of each term, the Chief Academic Officer uses this information to determine where students are in their respective programs and what classes that they need to take in each upcoming term to complete their respective programs.

Upon completion of all required courses and credits, the Chief Academic Officer conducts a final audit by reviewing the student's academic record in Campus Nexus and compares it to the requirements for graduation as outlined in the Academic Catalog. If the student passes that audit, a recommendation for graduation is made by the Chief Academic Officer through the completion of a graduation audit form.

Code of Academic Integrity Policy

The University of Fairfax, in an effort to promote an atmosphere conducive to intellectual fulfillment, commits itself, the administration, faculty, and students to the maintenance of the

highest possible standards of academic integrity. These members of the University of Fairfax community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below.

The members of the University of Fairfax community are pledged to academic honesty. As academic honesty is considered to be the keystone of the educational enterprise, any form of dishonesty is considered to be an affront to the entire University community. Academic dishonesty is any form of giving, taking, or prescribing of information or material with intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, plagiarism, cheating, self-plagiarism, poor scholastic achievement, or misrepresenting academic engagement.

- Plagiarism is defined as representing words, ideas, or other works of another individual or entity as your own without giving proper credit to the original author or source.
- Cheating is defined as using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- Self-Plagiarism is defined as submitting previously submitted course work that may or may not have received academic credit, without prior approval of faculty.
- Poor scholastic achievement focuses on students not properly citing sources or following published citation criteria.
- Misrepresenting academic engagement is defined as intentionally logging into the learning management system without meaningfully engaging in academic activities for the purpose of demonstrating attendance.

Enforcement of this policy is the responsibility of faculty and staff. If an instructor suspects a violation of the code of academic integrity policy, then the student's work along with the appropriate evidence is referred to the Academic Review Committee for review. The committee shall review the work with a minimum of three reviewers – the University Dean, the Chief Academic Officer, and the University President. The reviewers shall then determine if a violation has been committed and if so what punishment is warranted. The University may then take disciplinary action, which may include receiving an incomplete or failing grade, expulsion from the course, or expulsion from the University. The student may submit a written appeal following the University's grievance policies to have an action reconsidered. The decision of the Academic Review Committee is final.

In the event a veteran student using GI Bill benefits is dismissed from the University under the Academic Integrity or Professional Conduct policy, military education benefits will be terminated and could be recertified in the event the veteran student is reinstated.

Numbering of Courses

Courses numbers beginning with 00 are foundation courses and cannot be used to satisfy graduation requirements. Courses numbered 1000-1999 are primarily for first year students. Courses numbered 2000-2999 are primarily for second year students. Courses numbered from 3000-4999 are primarily for third- and fourth-year undergraduate students. Courses numbered from 5000 – 6999 are primarily for Master's level courses and courses numbered 7000 and above are for Doctoral level studies.

Professional Conduct Policy

Students are expected to abide by all public laws and generally accepted professional standards, to comply with all regulations and policies of the University, and to conduct themselves professionally when interacting with fellow students, faculty and staff.

The University of Fairfax reserves the right to place on probation or dismiss students who engage in unsatisfactory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on the school premises. In any case of probation or dismissal students may appeal. Written appeals must be submitted to the President of the University.

In the event a veteran student using GI Bill benefits is dismissed from the University under the Academic Integrity or Professional Conduct policy, military education benefits will be terminated and could be recertified in the event the veteran student is reinstated.

Attendance Policy

The best interest of the student of the University will be served by maintaining the same attitude towards coursework that is required for a career. Therefore, regular attendance will be expected as a necessary part of the student's career training. Good attendance frequently means the difference between success and failure. The importance of regular attendance cannot be overemphasized. Experience indicates that there is a direct relationship between grades and attendance.

Non-College Degree and Institutions of Higher Learning, Chapter 33 veteran students must verify their enrollment status each month to continue receiving their Monthly Housing Allowance (MHA) and/or kicker payments. Students may verify their enrollment status in one of two ways with text messaging or by telephone.

Consecutive Days Missed

After missing 14 consecutive days (including weekends) or failing to submit work during 14 consecutive days (including weekends) in all courses, the University will contact the student to determine the student's intentions. Students who do not intend to return to any of the classes in which they are enrolled will be withdrawn from enrollment in the program immediately. If the student informs the University that he or she plans to return to class(es), he or she must inform the University in writing, within five days from his or her 14 consecutive days of absence of the date he or she plans to return within 21 days from the last date of attendance. If the student does not return by the 21st day, the student is processed as a withdrawal with a date of determination (DOD) of day 14. Note: Just logging into Canvas will not count toward attendance requirement.

The University may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 15th day absent. Term breaks on the academic calendar do not count in the fourteen (14) consecutive calendar days; however, Saturdays, Sundays and legal holidays count during an academic term.

Leave of Absence Policy (International Student Semester Break)

University of Fairfax students are expected to maintain continuous enrollment from the start of the program until graduation. Students should consult with the Student Services Department if a situation arises requiring them to interrupt their education to take a leave of absence.

- A student could interrupt his or her education by taking a Leave of Absence (LOA) for a semester. A student may start the process to request a LOA prior to the semester the student is requesting the leave. The request for the LOA should be received and approved prior to the last day of the Drop/Add period of the semester the student is requesting the leave.
- If a student requests a leave of absence with a start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the University prior to the start date of the leave, the leave of absence will be denied.
- The date of return is the official date the student is expected to continue enrollment.

An international student requesting a planned educational leave of absence needs to be aware that:

- Students may request their annual vacation (semester break) once they have completed two 16-week consecutive semesters (an academic year).
 - The length of this break will be for 1 (one) semester.
- To request a semester break, students must complete a leave of absence request form and return to the Student Services Representative.
 - Forms will be accepted with digital signatures, as scanned copies, or as high-resolution pictures of the completed form.
- Students will be notified of their approval/denial within five business days.
- Students who plan to leave the U.S. during their leave of absence must contact their Designated School Official (DSO) to get their Form I-20 endorsed for travel.
- Students must return to the school by their expected return date or they will be considered out of status.

Upon return, students must be in good standing both academically and financially.

Participation

The University's learning management platform (*Canvas*) enables students to conveniently access coursework. Students are required to participate by posting to asynchronous threaded discussions as outlined in the course and by attending online synchronous class sessions (*SyncSessions*) as scheduled. Participation is a graded component in the calculation of the course grade. In addition, students are encouraged to participate each week in online chat room sessions facilitated by the professor in each course.

Course Residency Requirements

Students must complete at least 30% of the course work required for their program at the University of Fairfax.

Program Residency Requirements

Residency sessions are mandatory. As an example, if a student is scheduled for a weekend residency session, they must attend all four-days (4) of the residency session to receive credit. Requests to arrive late or leave early will not be approved. Absolutely no exceptions allowed. Students may make-up no more than one (1) residency session within an academic year.

A missed session will only be approved for documented, mitigating circumstances. A mitigating circumstance is one that is wholly outside the control of the student, such as a natural disaster. The student will be asked for documentation from the program department providing an explanation as to why the scheduled residency session was missed. Makeup sessions must be approved and completed prior to the end of the term. Missed sessions that are not approved will result in a failing grade and could result in loss of visa status for international students studying in the US on an F-1 Visa.

Practicum Requirement

Master's and Doctorate Practicum

Graduate and postgraduate studies are undertaken to gain the education and credentials necessary to advance in one's career. In addition to providing a more robust learning experience, practical application of one's education allows the learner to showcase the experience gained for potential application for career advancement.

To ensure that students have experiences that support the practical application of the learning outcomes in the courses in the curriculum, a practicum of between 80 and 640 hours per semester is required throughout the students' curriculum.

This requirement is supported by one of University of Fairfax's institutional goals, which include the requirement to "Integrate soft skills and practical knowledge students need to be effective in their chosen career." The Practicum will be incorporated and required of all students at University of Fairfax.

Practical training can provide valuable work experience by expanding a student's knowledge or skill related to the area of study while at the University and help the student to see how the subject matter integrates into real-life work experiences.

- Activities in an enterprise within the United States with a cooperative agreement that commits to supervising students during their practicum experience.
- Activities in a non-profit/community service organization within the United States with a cooperative agreement that commits to supervise students during their practicum experience.
- Activities in any other entity within the United States that agrees to support such practicum training and is approved by the institution.

Students are responsible to find and maintain their own practicum experiences. They will be required to complete and return a practicum proposal form before each term begins in order to ensure the location and work being completed for the practicum are approved. Students will then need to complete and return, at the end of the term, all information on the practicum proposal form in order to track completion of the required practicum hours.

If a student cannot fulfill the minimum 80 practicum hours for any given semester, he or she will be given one (1) additional semester to complete the remaining hours of the practicum requirement. If the remaining, and current, practicum hours are not completed by the end of the following semester, the student is subject to dismissal from the program.

Standard Course Load and Program Length

Undergraduate Students

The University of Fairfax considers a minimum full-time course load to be twelve credit hours taken in a 16-week term. This is defined as four 3-hour courses spread out in either 8-week modules (taken consecutively within the semester) or 16-week modules (taken concurrently within the semester).

Students may carry up to 18 credit hours in any semester. A student who wishes to take more than four courses per semester (the maximum allowed is six courses per semester) may do so at the discretion of the Chief Academic Officer or University Dean. To estimate the length of time a program will take, note the credit hours required in your chosen curriculum. Divide this by the number of credit hours you will carry each semester. The result is the number of semesters it will take you to complete the program.

Graduate Students

The University of Fairfax considers a minimum full-time course load to be six credit hours taken in a 16-week semester term. This is defined as two 3-hour courses spread out in either 8-week modules (taken consecutively within the semester) or 16-week modules (taken concurrently within the semester).

Students may carry up to 12 credit hours in any semester. A student who wishes to take more than two courses per semester (the maximum allowed is four courses per semester) may do so at the discretion of the Chief Academic Officer or University Dean. To estimate the length of time a program will take, note the credit hours required in your chosen curriculum. Divide this by the number of credit hours you will carry each semester. The result is the number of semesters it will take you to complete the program.

Technology Requirements

Following are the recommended general technical hardware/software specifications for students enrolled in all academic programs at the University of Fairfax. Please note that:

- a) these specifications are sufficient for the entire duration of the program,
- b) need for specific applications/software would be determined by the actual course(s) registered and the availability of the applications,
- c) although students with Mac computers can access any applications/software by leveraging remote access tools, Mac platform is not recommended and supported, and
- d) doctoral students will be required to user several open-source applications, hosted services, and publicly available virtual machines. This may include but is not limited to SAS (Statistical Analysis System) OnDemand, Oracle Virtual Box, Kali OS, Apache Web Server, GNU/Linux, OpenSSL, ROS (Robot Operating System), Blender (3D computer graphics), and Orange (Data Mining).

Minimum Recommended Specifications

1. Ownership of either laptop or desktop is mandatory. Mobile devices such as Tablets/Smart Phones cannot be used for running any applications. Mobile devices may be used for simple tasks such as accessing Canvas courses for checking messages, grades, due dates, and reading slides. For other tasks such as taking tests, uploading assignments, and participating in discussion forums, mobile devices are not recommended and must not be used.
2. These recommendations are universal across all academic programs and provide a basic format for all courses. As you move further into a degree program, these requirements may increase (only minimal) based on the expectations of the program and the availability of applications.

Platform: Intel-based systems	Minimum	Better	Best
CPU	4 core 3.0 GHz.	6 core 3.0 GHz.	8 core 3.0 GHz.
RAM	16GB	32GB	32GB
Storage	500GB SSD	1TB SSD	1TB SSD
Graphics	{Integrated} OR {2GB} OR {1GB DirectX 11}	{Integrated} OR {4GB} OR {2GB DirectX 11} OR {NVIDIA 4GB} OR {NVIDIA 4GB DirectX 11}	{4GB} OR {NVIDIA 4GB} OR {4GB DirectX 11} OR {NVIDIA 6GB DirectX 11}
Operating System	Windows 10 or 11 64-bit (Professional Edition only), No Home Edition	Windows 10 or 11 64-bit (Professional Edition only), No Home Edition	Windows 10 or 11 64-bit (Professional Edition only), No Home Edition
Required Accessories	2-3 USB 2.0 or 2-3 USB 3.0 Ports Microphone Camera External USB Drive for backup (minimum 1 TB)	2-3 USB 2.0 or 2-3 USB 3.0 Ports Microphone Camera External USB Drive for backup (minimum 1 TB)	2-3 USB 2.0 or 2-3 USB 3.0 Ports Microphone Camera External USB Drive for backup (minimum 1 TB)
Required Productivity Applications	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox, etc. (recommend the use of multiple browsers)	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox, etc. (recommend the use of multiple browsers)	Access, Excel, OneNote, Outlook, PowerPoint, Power BI, Project, Publisher, Visio, Sway, Word, Forms, Delve Internet browsers like Microsoft Edge, Google Chrome, Safari, Firefox, etc. (recommend the use of multiple browsers)

<p>Document Management Application - Adobe Acrobat Professional</p> <p>Zoom Desktop Client (https://zoom.us/download)</p> <p>Free Video / Photo Editing (select 1 or 2) Application - PowerDirector (best) – Google, Promeo - Best App for Social Media, iMovie - Video Editor App for Beginners, Splice - Free Video Editor for Trimming and Cropping, Quik - Best Video Editor for Montages, KineMaster - Video Editing App For Experienced Editors, Filmmaker Pro - Best for Vertical Editing, InShot - Best Video Editor App for Aspiring Social Media Content Creators, Mojo - Best for Any Kind of Social Media Post, VivaVideo - Best for Beginners</p> <p>Keep the system up to date with Windows Updates, .NET Framework etc.</p>	<p>Document Management Application - Adobe Acrobat Professional</p> <p>Zoom Desktop Client (https://zoom.us/download)</p> <p>Free Video / Photo Editing (select 1 or 2) Application - PowerDirector (best) – Google, Promeo - Best App for Social Media, iMovie - Video Editor App for Beginners, Splice - Free Video Editor for Trimming and Cropping, Quik - Best Video Editor for Montages, KineMaster - Video Editing App For Experienced Editors, Filmmaker Pro - Best for Vertical Editing, InShot - Best Video Editor App for Aspiring Social Media Content Creators, Mojo - Best for Any Kind of Social Media Post, VivaVideo - Best for Beginners</p> <p>Keep the system up to date with Windows Updates, .NET Framework etc.</p>	<p>Document Management Application - Adobe Acrobat Professional</p> <p>Zoom Desktop Client (https://zoom.us/download)</p> <p>Free Video / Photo Editing (select 1 or 2) Application - PowerDirector (best) – Google, Promeo - Best App for Social Media, iMovie - Video Editor App for Beginners, Splice - Free Video Editor for Trimming and Cropping, Quik - Best Video Editor for Montages, KineMaster - Video Editing App For Experienced Editors, Filmmaker Pro - Best for Vertical Editing, InShot - Best Video Editor App for Aspiring Social Media Content Creators, Mojo - Best for Any Kind of Social Media Post, VivaVideo - Best for Beginners</p> <p>Keep the system up to date with Windows Updates, .NET Framework etc.</p>
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Proctored Assessments and Examinations

The University of Fairfax administers Proctored Assessments and Exams at intervals throughout the course of study in its degree programs. These exams are administered during the live synchronous class sessions. Faculty members will compare a valid government-issued photo identification or other means to confirm student identity prior to the student beginning an assessment or exam. The faculty member will then continue to observe the student complete the assessment or exam to confirm that the student who completes the work is the same person who is enrolled in the program.

Change of Status

If any personal information changes for a student, such as Address/Phone/Email/Employer, the student must submit updated information using the Student Profile Change Form which is available in the Student Information Center (SIC).

Name Change Request

To request a name change to a student's academic record the following information must be provided to the office of Student Services:

- Copy of social security card
- Completed Student Profile Change Form
- A notarized letter requesting the name change
- Driver's License or other Government Issued ID reflecting the name change.

Standards of Academic Progress

Academic progress is evaluated at the end of each semester. Students must demonstrate satisfactory academic progress by meeting the University's established standards for academic progress in each of three areas:

Maximum Allowable Timeframe

All students must complete their program in a period not exceeding 1.5 times the normal length of the program. For example, in a program which requires successful completion of 36 credit hours, the student may not attempt more than 54 credit hours (1.5 x 36). A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the maximum timeframe. Regardless of payment method, students who cannot graduate within the Maximum Time Frame will be academically dismissed, with or without prior warning.

Completion Rate

At least one course must be completed during an academic session in which a student is enrolled in coursework. The completion rate is the percentage of attempted credits that are successfully earned.

Enrollment GPA

An enrollment grade point average (EGPA) summarizes a student's academic success using the highest grade earned in each course within the student's program. The EGPA is also used in determining the student's academic standing. To compute the EGPA, the letter grade for each course is first converted to a grade point value (GPA Value as noted under Grading Scale) and multiplied by the number of credits designated for the course to determine quality points earned. Quality points are displayed on the transcript for each course as QP. To determine the EGPA, the sum of all QP earned is divided by the total number of credits attempted. Repeated courses and courses assigned an "W," "P," "NP" or "AUD" are not used in computing a grade point average.

Graduate and doctoral students will be evaluated at the conclusion of each semester, based on the number of credit hours required for their program of study:

30-Credit Hour Program:

Students who have attempted 1-6 credit hours must have an enrollment GPA of 1.5 and have a completion rate of 50%.

Students who have attempted 7-12 credit hours must have an enrollment GPA of 2.5 and have a completion rate of 50%.

Students who have attempted 13-18 credit hours must have an enrollment GPA of 2.83 and have a completion rate of 66.6%.

Students who have attempted 19+ credit hours must have an enrollment GPA of 3.0 and have a completion rate of 66.6%.

The maximum allowable timeframe for Master of Science in Electrical Engineering students is 45 credit hours.

36-Credit Hour Programs:

Students who have attempted 1-6 credit hours must have an enrollment GPA of 1.5 and have a completion rate of 50%.

Students who have attempted 7-12 credit hours must have an enrollment GPA of 2.5 and have a completion rate of 50%.

Students who have attempted 13-18 credit hours must have an enrollment GPA of 2.83 and have a completion rate of 66.6%.

Students who have attempted 19+ credit hours must have an enrollment GPA of 3.0 and have a completion rate of 66.6%.

The maximum allowable timeframe for Master of Science in Cybersecurity Management, Master of Business Administration, Master of Computer Science and Engineering, Master of Science in Cloud Computing, and Master of Science in Information Technology is 54 credit hours.

62-Credit Hour Programs:

Students who have attempted 1-6 credit hours must have an enrollment GPA of 1.5 and have a completion rate of 50%.

Students who have attempted 7-12 credit hours must have an enrollment GPA of 2.5 and have a completion rate of 50%.

Students who have attempted 13-18 credit hours must have an enrollment GPA of 2.83 and have a completion rate of 66.6%.

Students who have attempted 19+ credit hours must have an enrollment GPA of 3.0 and have a completion rate of 66.6%.

The maximum allowable timeframe for all doctoral degrees is 93 credit hours.

Baccalaureate students will be evaluated at the conclusion of each semester, based on the number of credit hours required for their program of study:

120-Credit Hour Programs:

Students who have attempted 1-12 credit hours must have an enrollment GPA of 1.0 and have a completion rate of 25%

Students who have attempted 13-24 credit hours must have an enrollment GPA of 1.5 and have a completion rate of 50%

Students who have attempted 25+ credit hours must have an enrollment GPA of 2.0 and have a completion rate of 66.6%.

The maximum allowable timeframe for all undergraduate degrees is 180 credit hours. Students utilizing US Department of Veterans Affairs (VA) education benefits or other methods of payment must meet the same academic progress standards as students using Federal Financial Aid. Students using VA education benefits will not have enrollments certified by the VA for payment if they are not meeting these standards.

SAP Calculations

Repeated classes and enrollment GPA – only the highest grade will count in the enrollment GPA calculation. All course attempts count toward the rate of completion and the maximum allowable timeframe.

Academic Statuses

Good Academic Standing

Academic standing is evaluated at the end of each course session. Students enrolled in a degree program are considered to be in good academic standing if they have met the minimum satisfactory academic progress standards for their degree level.

Academic Warning

Students who fail to maintain a status of good academic standing are placed on academic warning. Students placed on academic warning must obtain academic advising from the Dean and are given an academic plan for returning to the status of good standing. Students may not remain on academic warning for more than one semester.

Academic Probation

Academic probation constitutes conditional permission for students to continue to enroll in courses. Students failing to return satisfactory academic progress while on academic warning (i.e., more than one academic session) are placed on academic probation.

Students on academic probation must obtain formal academic advising from the Dean and are given an academic plan for returning to the status of good standing.

Academic Dismissal

A student may be dismissed from an academic program if one or more of the following apply:

- the student has failed to make progress toward returning to the status of good standing within the timeframe identified in the academic plan set forth by Dean.
- the student has exceeded the maximum coursework allowed for the program in which they are enrolled.
- the student has failed to meet rate of progress standards established by the University.
- the student has committed an act of substantial academic and/or professional misconduct in violation of the Professional Conduct Policy described in the University of Fairfax Student Handbook.

- the student has exceeded the time limit for completion of their designated degree program unless the Registrar has issued written approval for a time extension.

A student who is dismissed may submit a written appeal of the decision to the Chief Academic Officer (CAO).

Computing a Cumulative Grade Point Average (CGPA)

A cumulative grade point average (CGPA) summarizes a student’s academic performance in all coursework completed. To compute the CGPA, the letter grade for each course is first converted to a grade point value (GPA Value as noted under Grading Scale) and multiplied by the number of credits designated for the course to determine quality points earned. Quality points are displayed on the transcript for each course as QP. To determine the CGPA, the sum of all QP earned is divided by the total number of credits attempted. Courses assigned a “W,” “P,” “NP” or “AUD” are not used in computing a grade point average.

Grading Scales

UNDERGRADUATE GRADING SCALE

Letter Grade	Scale	Grade Point Value
A	95-100	4.0
A-	90-94	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
*D	64-66	1
D-	61-63	.67
F	Below 60	0
*Passing grade for course; however, to successfully complete the program, a 2.0 G.P.A. is required.		

GRADUATE PROGRAMS GRADING SCALE

The following grading scale applies to all graduate courses except those with RES, DIS, DST, DS, DC and BR prefixes.

Grades are awarded based on individual performance and are not graded on a curve.

Letter Grade	Scale	Grade Point Value
A	95-100	4.0
A-	90-94	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
F	Below 73	0
I	Incomplete	0
W	Drop	0
W	Withdrawal	0
P*	Progress	N/A
NP*	No Progress	N/A
Audit	Aud	

*In RES, DIS, DST, DS, DC and BR dissertation courses, the grades of “P” and “NP” are assigned instead of letter grades as discussed below.

RES, DIS, DST, DS, DC and BR Courses ONLY (Advanced Courses in the DIA/DBA/DSD/PhD - Dissertation Writing):

Grades are awarded based upon individual performance and are not graded on the curve. Points earned through the components identified above will be accumulated and grades will be assigned according to the following:

Total Points	Additional Criteria	Letter Grade
70 – 100	Student interacted with advisor on a regular basis and/or submitted all deliverables as outlined for the course	P (Progress/Pass)
<70	Student did not submit course deliverables, submitted deliverables that did not meet requirements, or failed to have regular interaction with advisor	NP (No Progress/Not Pass)

Incompletes

In some cases, issues create a situation where students need additional time to complete course requirements. Extensions for individual assignments can be requested and granted by professors, except when such an extension goes beyond the end of the term.

A student may request an incomplete from his/her instructor if he/she meets all the following requirements:

- Student is unable to complete course work due to a circumstance beyond the student's control. **The student must provide third party documentation.**
- Incomplete was requested of the course instructor by the student prior to the last day of week seven of the course and was approved by the Dean of Academics and Student Services
- Student was active in the course at least 14 days prior to the end of the last day of the course.
- Student's grade must be 70% or above at the time that the incomplete is requested.

When granted:

- A student will have up to 14 days following the last day of the term to complete his/her course work when an incomplete is granted.
- No penalty will be assessed on these assignments.
- At the end of the designated time period, a grade change form will be completed to change a student's "I" grade to the grade earned.
- If a student fails to complete the terms for the incomplete process, the student's "I" will revert to the grade earned prior to the incomplete status.
- Additional time will not be granted beyond the initial 2-week extension.
- "I" grades will be given the same weight as "F" grades in calculating satisfactory academic progress until such time as the I grade is replaced.

Students must request a grade of Incomplete prior to the beginning of the last week of the term.

Certain coursework, such as discussion thread postings and sync Session assignments are time-sensitive and integral to the interaction within a course. These assignments are not eligible for the extension granted through an Incomplete Grade. Only assignments associated with major course deliverables will be considered as part of the assignments granted extension under the Incomplete Grade.

PLEASE NOTE, IF GRANTED AN INCOMPLETE, THE STUDENT MUST SUBMIT ALL OUTSTANDING COURSEWORK VIA THE COURSE IN WHICH THE INCOMPLETE WAS GIVEN NO LATER THAN 14 CALENDAR DAYS AFTER THE COURSE IN WHICH THE INCOMPLETE WAS GIVEN HAS ENDED. ALL OUTSTANDING ASSIGNMENTS MUST BE UPLOADED TO THE COURSE IN WHICH THE GRADE OF INCOMPLETE WAS GRANTED TO THE APPROPRIATE ASSIGNMENT DROP BOXES FOR THOSE ASSIGNMENTS.

To request an Incomplete, you must email a Request for Incomplete form and documentation of the circumstances to the Dean at academics@ufairfax.edu. If agreed to by your professor, the Dean will issue an approval with a schedule for assignment completion.

Withdrawals

Students who withdraw from a course are given a grade of “W”. There is no credit awarded for a “W” grade. This grade designation is included in maximum coursework allowed and completion rate when evaluating satisfactory academic progress. Students who do not submit all coursework and do not officially withdraw from a course, or do not receive approval for an Incomplete, may receive a grade of “F”. Students who must leave for military service and withdrawal will be assigned the same grade as traditional students.

Audited Courses

Students who wish to audit a course must receive prior approval from the Dean and adhere to the same attendance requirements as all other class members. Although audit students are not required to complete projects, they may do so. The audit designator (“AUD”) appears on transcripts and signifies neither credit nor grade.

A previously audited course may be taken for credit at a later date. In addition, a student may audit a course previously taken and passed. Tuition and fees apply to all audited courses.

Repeated Courses

Students must repeat a course for which a grade of “F” or “NP” has been assigned. Students may repeat courses within their program of study (at the tuition rate in effect at the time they repeat) in order to improve their CGPA or to enhance their understanding of course material, with permission from the Chief Academic Officer. Only the highest grade earned is included in calculating the CGPA. A record of all registrations remains on the transcript, with the notation Repeat. Credit for the same course is awarded only once. Students may repeat a single course no more than three times unless approved by the Chief Academic Officer.

Program Modifications

Course Substitutions

Students may receive approval to substitute an elective course for a core or specialization course if the student has requisite knowledge of the content of the course being replaced. Students may request approval from the Dean by submitting the Petition for Course Substitution Form. Documentation such as academic transcripts, a detailed job description, resume and/or evidence of a relevant license or certification may be required.

Transfer of Course Credits

A maximum of 84 semester credits may be transferred into a bachelor’s degree program, 18 semester credits may be transferred into a master’s degree program and a maximum of 9 semester credits may be transferred into a Doctorate program.

No transfer credit will be applied to programs of study where a doctoral student has been granted advanced standing. The University does not award academic credit for non-academic experience.

Transfer credits are counted towards maximum coursework allowed and completion rate when determining whether a student is achieving satisfactory academic progress. These credits are not calculated into cumulative grade point average.

To receive transfer credit for a course, the following criteria must be met:

The student must have taken the course for credit as part of a degree or certificate program from an accredited institution; The course taken was equivalent to the University of Fairfax course in content, level, and credit hours; The student earned at least a grade of “C” for undergraduate course and “B” for graduate course (courses taken on a pass/fail basis are not eligible for transfer); and courses must have been completed within the five years preceding initial enrollment at the University of Fairfax.

Students should request evaluation of any prior coursework during the admissions process. Student Services will supply the appropriate release forms for ordering official transcripts. Prior coursework is evaluated to ensure that it meets the credit unit and content matter of those offered and approved by the institution’s accreditor. Transfer credits requests are not denied based solely on the source of the credit-granting institution’s accreditor. Students who are not satisfied with initial transfer credit evaluations may appeal those decisions using the published grievance procedure.

Conversion of Quarter to Semester Hours

All courses taken in a quarter-hour system that, by virtue of the learning outcomes, are applicable to University of Fairfax’s semester-hour course requirements will be considered for transfer credit. When the conversion of credit hours completed results in a fraction, the number of credit hours will be rounded up to the next full credit hour for the benefit of the student.

The University of Fairfax does not award academic credit for life or work experience.

Students and graduates should note that when seeking to transfer credits to another educational institution, the receiving institution has full discretion as to which credits are transferable. All University of Fairfax school officials must accurately represent the transferability of any courses or programs.

Student Identity Verification

University of Fairfax initiates the student identity verification during the admissions process using ID-Pal. This verification process uses student data and verifies against data from major mobile network operators, cross referenced to data from utility companies, credit bureaus, telephone data, voter data, government sources, and consumer databases.

ID-Pal has been loaded with 24 separate countries databases including the United States. ID-Pal includes document verification for authenticity and cross references a live photo through a thirty point biometric scan.

Continuous Enrollment/Governing Rules

Students are governed by graduation requirements in effect at the time of initial enrollment, provided their enrollment has been continuous. Continuous enrollment is interrupted when a student is not enrolled for a session. For each interruption of continuous enrollment, students are governed by graduation requirements and policies in effect at the time of resumption of enrollment.

Time Limit

Students enrolled in the master program have five years and students enrolled in the doctorate program have seven years in which to complete all degree requirements. Students who do not complete all program requirements before the program deadline will be dis-enrolled and will need to formally petition for re-admission. Regardless of program, veterans or active military of the United States military may re-enroll into their original programs and program version without supplying new admissions information, providing their return is within five years of the completion of their service obligation and the program is still offered. Students in this situation will receive counseling on the effect the absence may have on student success. If the program is no longer offered, the University will attempt to place the student in an appropriate program of study. Students who wish to petition the University for a one-time program extension, may do so by petitioning the Admissions Reentry Committee which consists of the Academic Deans and Chief Academic Officer within 21 calendar days of notification of program withdrawal due to temporal expiration. The Committee has 14 calendar days in which to respond to student requests. If the student wishes to appeal the Committee's decision, the student may seek a second appeal through the office of the President.

Graduation Requirements

In the academic session following a student's last course, the CAO certifies that the student has completed all requirements for graduation. If certified and all financial obligations have been met, a certificate or diploma indicating the degree and applicable specialization(s) is issued.

In order to graduate, all students must:

- Complete the minimum number of credit hours designated for the chosen degree program.
- Satisfy all program requirements including completion of courses for the chosen degree and specialization(s).
- Achieve the minimum cumulative GPA designated for the chosen degree program.
- Pay all tuition and fees and fulfill all other administrative obligations to the University of Fairfax.

Graduates of the Doctoral Program

In addition to the above, doctoral candidates must produce and successfully defend an approved dissertation as specified in the University of Fairfax Dissertation Handbook for their designated degree.

Transcript Requests

Transcripts are issued by the Office of Student Services upon receipt of a signed *Transcript Request Form* along with fee payment. Transcripts will not be issued to any student who has an outstanding obligation to the University. The *Transcript Request Form* is available in the *Student Information Center*.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Academic Freedom

The mission of the University is best accomplished in an atmosphere which fosters free inquiry, discussion and respect for differing viewpoints. However, students should be sensitive to others when discussing potentially controversial subject matter. The faculty is responsible for facilitating and encouraging open communication among students without fear of reprisal.

Academic Records Policy

The University of Fairfax complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which ensures students the right to privacy in their educational records. This act also establishes the right of students to inspect and review their records and to initiate grievance proceedings to correct inaccuracies. A request to review educational records should be sent to the CAO in writing and will be honored within 45 days after receipt of the request. Students can then schedule time to view the records during regular University business hours, or by special appointment.

Student records are securely stored in an electronic format. At a minimum, the student's application for admission, ledger card, and academic transcript are stored indefinitely.

Grievance Policy

The University of Fairfax has adopted an internal grievance procedure for prompt resolution of student complaints, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Any student who has a complaint should address it as follows:

1. A complaint should be filed in writing with the School Dean with responsibility for the program of study in which the student is enrolled. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to FormalGrievance@ufairfax.edu.
 - a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.
 - b. The School Dean will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.
2. If the complainant is not satisfied with the determination or action of the School Dean, he or she may make a written appeal within thirty (30) days of the determination or action of the School Dean to the Chief Academic Officer for complaints which relate to academic issues, or to the Executive Vice President for Operations for all other complaints. The appeal should be filed by email to GrievanceAppeal@ufairfax.edu

- a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the School Dean to be in error.
 - b. The Executive Vice President or CAO will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.
3. If the complainant is not satisfied with the determination or action of the Executive Vice President or CAO, he or she along with all persons involved in the complaint may make a written appeal within thirty (30) days of the determination or action of the Executive Vice President or CAO to the President of the University. The appeal should be filed by email to GrievanceAppeal@ufairfax.edu
 - a. The appeal should contain the name, address, telephone number, and email address of all persons involved in the complaint which prompted the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the School Dean and the Executive Vice President or CAO to be in error.
 - b. The President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

ADDITIONAL AVENUES OF RESOLUTION

Grievances that are unable to be resolved within the University may be addressed to the State Council of Higher Education for Virginia (SCHEV) in writing at 101 N. 14th St., 10th Floor, Richmond VA 23219 or by phone at 804-225-2600 or through the web at <http://www.schev.edu>

The University's accreditor the Distance Education Accrediting Commission (DEAC) may also be contacted in writing at 1101 17th St. NW, Suite 808, Washington DC 20036 or by telephone at 202-234-5100 or through their website at www.deac.org

In addition to the above, the student may submit a complaint to the approval or licensing authority in his/her home state using the contact information below:

California Students – Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589

Florida Students – Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Tel: 888-224-6684

Kentucky Students – Council on Postsecondary Education, 100 Airport Rd., 3rd Floor, Frankfort, KY 40601, (502) 573-1555

Virginia Students – State Council for Higher Education, James Monroe Building, 10th Floor, 101 N. 14th Street, Richmond, VA 23219, (804) 225-2600

The University of Fairfax is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. The Virginia State Approving Agency investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia State Approving Agency via email at saa@dvs.virginia.gov

Harassment Policy

Unlawful harassment is prohibited by the University of Fairfax and by law on the basis of creed, race, color, gender, sexual orientation, age, national origin, or disability. Students are responsible for immediately reporting any incidence of harassment to the Dean who will investigate and initiate disciplinary action if required.

Intellectual Property Policy

All work products which are used as the basis for course grading and which are produced by the student to meet course and degree requirements remain the property of the student.

Nondiscrimination Policy

The University of Fairfax does not discriminate on the basis of gender, age, race, creed, national origin, sexual orientation or disability in admissions, employment or access to academic programs or student activities.

Student Responsibilities

The University has established policies that govern student, faculty, and staff behavior. Students are required to be familiar with these policies and adhere to them. These policies include:

Academic Integrity Policy

The principles of academic integrity encompass standards of honesty and truth. Each member of the University has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. See Code of Academic Integrity Policy on page 41.

Cheating

The University of Fairfax will not tolerate cheating. Students are expected to do their own course work, assignments, and projects, and make equitable contributions in both quality and quantity of work performed for group projects.

Plagiarism

Plagiarism is a violation of the integrity of the academic community. Intentionally representing someone else's work as one's own or using another's ideas in a written paper or presentation without appropriate citations and references will result in failure or dismissal.

While we should be able to assume that all students know what plagiarism is, reviewing it with them in class is important, especially in this electronic age in which downloading information and documents from the Internet is common.

We define plagiarism as "the use of someone else's words or ideas without proper credit" and recognize several types of plagiarism, such as:

1. Quoting directly without acknowledging the source.
2. Paraphrasing without acknowledging the source; and
3. Constructing a paraphrase that closely resembles the original in language and syntax without acknowledging the source.

The University of Fairfax regards academic honesty and scholarly integrity to be essential to the education of our students. Violations are not tolerated. Enforcement of this policy is the responsibility of faculty and staff. If a faculty/staff member determines a violation of academic integrity, working with their Dean/ Program Director, disciplinary action is taken. Disciplinary action for infractions to the policy will range from receiving an incomplete or failing grade, expulsion from the course, or expulsion from the University. See Code of Academic Integrity Policy on page 41.

Confidential Information Policy

The University of Fairfax, as an institution of higher education, operates as an open forum to maximize the interchange of ideas. Students are encouraged to bring real life experiences to the classroom for discussion purposes. However, in so doing, students should follow the confidentiality policies of their employers and/or clients.

Copyright Policy

It is the policy of the University of Fairfax that all members of the university community (students, faculty and staff) must comply with the US Copyright Law.

Use of Licensed Documents

The University subscribes to a number of sources for content published in scholarly journals, conference proceedings, and trade publications, providing access to these resources via the Library Portal. By virtue of these subscriptions, students may download articles and use them for course assignments without paying additional fees. Faculty identifying specific articles for use within a course, will direct students to retrieve these articles from the library portal, rather than posting them in the course shell.

Fair Use Standards

Faculty and staff are permitted to use and distribute copyrighted materials of other parties for educational and classroom uses, provided such activities are within the fair use standard. An article used once within the context of a classroom may fall within the standard of fair use; however, repeated use of the same article in subsequent courses would not. In those cases, students may be required to purchase these materials if not available through subscription services as described above.

Documents without Limitations

Government publications, documents in the public domain, or documents that are out of copyright may be used freely within the context of a course, with no limitations on their distribution.

Software Distribution

Software that has been copyrighted cannot be distributed to members of a course. Students must purchase individual licenses for personal use. Software distributed as part of a textbook bundle can be used by the individual purchasing the text and should not be installed on multiple computers or shared among students. Faculty utilizing open-source software within the context of a course will not distribute the software directly. Links to authorized sources of the software will be made available within the Weblibliography of a course shell.

Distribution of Authored Materials

Copyrighted materials may be copied freely by the owner of the copyright on the materials. Authorship conveys no right to copy material that has been published by a party other than the author. Permission must be granted by the publisher for copying any published materials used on a repetitive basis, or arrangements for purchase must be made.

Other Documents

In cases where use of a document does not fall within Fair Use standards, or has not been licensed for online use, faculty members must alert the CAO prior to its use to seek permission rights or arrange for purchase of the materials.

Drug and Alcohol Policy

The University of Fairfax prohibits the unlawful or inappropriate possession, use, or distribution of illicit drugs and alcohol by students, faculty or staff on its property, at any recognized University of Fairfax event. The consumption of alcohol is not permitted during the regular course of business or during official classroom time.

End-of-Course Evaluations

Student evaluations are an integral part of the University's outcomes assessment program. At the end of each course, we ask students to evaluate the teaching effectiveness of the faculty member, the coverage of the course objectives, and the value of the course.

Faculty members are able to view anonymous report containing aggregate information and comments without student names, after final grades have been submitted. Faculty and administrators CANNOT see who submitted any particular evaluation form. The CAO uses the results in the course revision process to make improvements. Certain components in the EOC Evaluations are used in the annual Outcomes Assessment conducted by the President.

Professional Conduct Policy

Students are expected to abide by all public laws and generally accepted professional standards, to comply with all regulations and policies of the University, and to conduct themselves professionally when interacting with fellow students, faculty and staff.

The University of Fairfax reserves the right to place on probation or dismiss students who engage in unsatisfactory conduct such as dishonesty; failure to adhere to rules and regulations; destruction or theft of property; participation in activity that impinges on the rights of others; or possession or consumption of alcoholic beverages or illegal drugs at any time on the school premises. In any case of probation or dismissal students may appeal. Written appeals must be submitted to the President of the University.

In the event a veteran student using GI Bill benefits is dismissed from the University under the Academic Integrity or Professional Conduct policy, military education benefits will be terminated and could be recertified in the event the veteran student is reinstated.

Research Practices Policy

All students should be aware of the University's policy regarding research involving human subjects. If a student plans to conduct surveys (email, telephone, and regular mail), interviews, testing or any other type of assessment involving human subjects or personal data, the instruments and protocols must be reviewed and approved in advance by the University's Institutional Review Board (IRB). The purpose of the IRB is to ensure that appropriate research practices are employed by UoF students and faculty. In order to obtain approval for research involving human subjects, a student must complete an IRB Research Application Form describing the proposed study and submit it to the IRB. After reviewing the application, the IRB will issue a Certification of IRB Approval or make recommendations for resubmitting the proposal with changes. IRB-related forms are available in the SIC.

Netiquette

University of Fairfax students are expected to follow the conventional rules of *netiquette* in all University correspondence, including emails, *Canvas* threaded discussions and chat rooms.

Netiquette is a contraction of the words Network/Internet + Etiquette; netiquette means the effective use of technology to communicate with others on both a personal and professional level with socially acceptable and politically correct behavior and courtesy. *Flames* are searing email or newsgroup messages in which the writer attacks another participant in overly harsh, and often personal, terms. *Flames* are examples of poor netiquette and are not tolerated at the University of Fairfax.

Some general rules of thumb associated with netiquette are:

- “Think before you send/post.” Be positive and constructive in your communications. Personal communications should be sent by email and should not be posted to a chat group or threaded discussion.
- Reread and edit your communications carefully before you post to a chat room or threaded discussion or send emails.
- Before asking a question in a chat session, threaded discussion or email response, carefully read the messages previously posted to be sure you can't answer your own question with information already provided.

SyncSession™ Etiquette

The audio portion of the SyncSession operates under a "pass the microphone" process as opposed to an "open microphone". As a result, your professor must be cognizant of who has control of the microphone and will manage the use of it during the discussions.

When you enter the course, your professor will most likely have control of the microphone. If you enter the course prior to the instructor, you may use the microphone to interact with other students present, but your professor will take control of the microphone once entering the course shell. It is important at this point to note that you will need to adhere to a more formal process

to request to speak. As a courtesy to your professor, “raise your hand” to speak by using the hand icon that is located below the Participant’s window.

Your professor will release the microphone when he or she wants to pass the microphone to you, you will be directed to take control of it by clicking on the icon when it appears as available to you on the screen (the icon will become visible and be pointing down). Once you have finished speaking, you will need to release the microphone by clicking on the icon again. In cases where you might forget to release the microphone, or refuse to relinquish control, your professor has the ability to take the microphone away from you. You will know this has occurred when the microphone icon next to your name disappears, and you will lose the ability to use the microphone. However, your professor will restore the icon again, which will reappear, and you will be able to use the microphone again.

STUDENT SUPPORT SERVICES

Executive Staff

President and Vice President of Operations

The President and Vice President of Operations implements policy and directs all functions of the University.

Admissions

Admissions Representative

The Admissions Representative serves as the student's first contact and advisor during the admissions process.

Academics

Chief Academic Officer

The Chief Academic Officer (CAO) oversees academic affairs and directs all UoF graduate education programs. The CAO has responsibility for the administration of academic programs including faculty appointment and development, curriculum development and review, and management of the delivery of these programs. The Chief Academic Officer (CAO) is the final recourse for academic decisions.

Dean of Academics

The Dean of Academics is responsible for the daily operations of academic programs at the University. The Dean works with both students and faculty to ensure that educational programs meet the rigor necessary for the accomplishment of stated student learning outcomes.

Dissertation Advisors

Dissertation advisors serve as the primary mentors for doctoral students as they progress through the Dissertation Project Plan and support them as they develop the dissertation deliverables.

Faculty Advisors

Faculty members are the content experts for their courses and share their practical experience and knowledge with students through frequent interaction via online threaded discussions, email, conference calls and chat rooms. During the session faculty members are available for individual counseling and advice. Faculty members also serve as mentors to students by providing career-related guidance throughout their programs.

Student Services

Online Librarians

The Online Librarians provide reference assistance to students and conduct online tutorials to support students in developing secondary research skills.

Academic Support Center (ASC)

The ASC provides oversight for the maintenance of student academic records and confirms the evaluation of transfer credits.

Career Advising

The University offers career advising to student related to their program of study upon request. Students should use the link under Student Resources on the institution's home page to connect with Career Advising Services.

Student Services Representative

The Student Services Representative (SSR) supports multiple facets of the University's student services to meet the needs of new, continuing and returning students and ensures their success in completing their programs.

STUDENT IDENTIFICATION CARDS

Students may request a Student ID Card by downloading the Student ID Request Form in the *Orientation Center* or *SIC*. Students must provide a digital photo.

STUDENT EMAIL ACCOUNTS

All students are assigned a UoF email account prior to Orientation. The .edu email service is offered via the Office 365 for education services provided by Microsoft. Office 365 offers more than just email – it includes online communication and collaboration services. This service provides students with a number of productivity and collaboration tools, including:

- 25GB email storage,
- 7GB of online file storage,
- group calendaring,
- shared online documents using Office Web Apps,
- Instant messaging capability,
- blogging tools, and
- much more!

Because this service is cloud-based on Office 365, students are able to access all of these services from virtually any computer or mobile device with an Internet connection. Students should check their students.ufairfax.edu email account regularly, since University staff and faculty will use this account for all University-related correspondence. It is imperative that students notify the office of Student Services immediately if they have any difficulty accessing the UoF email system so that they do not miss any critical information.

In addition, this email account is associated with the *Canvas* access ID. It is important that students do not change the email address in *Canvas* so that they do not miss important communications from their professors.

The email account will take the form of: studentname@students.ufairfax.edu (where “studentname” is assigned, generally as lastname, first initial35). The email account (studentname@students.ufairfax.edu), and the temporary password will be a random eight characters including at least one of each of the following: capital letter, lower case letter and number characters.

Students will be required to change the password to the email account the first time [Office 365](#) is accessed. The new password must be a minimum of eight characters, including any combination of at least one of each of the following: capital letter, lower case letter and number characters.

Students may access their students' ufairfax.edu email account either as a web-mail account or by downloading it into Outlook.

Using Office 365 to Access Student Email

To access email online:

open your web browser and go to <https://login.microsoftonline.com>;
at Username, enter your email address (studentname@students.ufairfax.edu);
at Password, enter your assigned password; and
click Sign In.

If you forget your password:

Select "Can't Access Your Account" and follow the prompts.

Student subscriptions to Office 365 will remain active for the duration of the student's enrollment.

Remember you have 25GB of storage for mail, so if you choose to archive online, make sure you check periodically whether you are close to your limits!

ADDITIONAL SUPPORT SERVICES

Student Information Center

The Student Information Center (SIC) is an online gateway to information for students. To ensure a productive and beneficial educational experience at the University of Fairfax, students participate in an online orientation, before students begin their first courses. The SIC is presented within a familiar course structure as UOF101.

The SIC includes information on:

- the Canvas system and features commonly used in online courses,
- the academic integrity policy, and
- resources for students such as the catalog, student handbook and curriculum overviews.

In addition, students attend an online Orientation session which covers:

- expectations, guidelines, and requirements for students,
- policies, procedures and forms, and
- information on student support services and resources.

In preparation for this session, students complete a number of steps which are listed in the New Student Checklist, including the submission of an electronic copy of a government-issued photo identification which is used for student identity verification.

Through the SIC, students can also:

- download catalog, handbooks and forms;

- view the academic calendar;
- review upcoming schedules and syllabi; and
- access faculty, students and staff through e-mail.

Mobile Access

Students who use smart phone technology may access certain portions of their courses such as discussion threads and *Gradebook* by downloading the Canvas Mobile application. Follow the directions for your phone provider to install the app then follow the instructions within Canvas Mobile. Application rates may apply.

Textbooks

The Master Booklist which identifies required and optional textbooks for all courses is posted in the Student Information Center (SIC) in Canvas.

Help Desk

For technical assistance, *Canvas* provides a 24-hour Help Desk which is available seven days a week at 833-741-0035.

Electronic Library and Research Resources

The University of Fairfax maintains a virtual library that provides access to a variety of resources. Through an online internet portal within the *Canvas* system, these resources are available to students and faculty for conducting secondary research 24 hours a day, seven days a week. This portal provides access to:

- ACM Digital Library
- Directory of Open Access Journals
- Education Resources Information Center (ERIC)
- Government Enterprise Vendor Research Library
- IBM Corporation Research & Development Journals
- IEEE Publications
- ISACA Information Systems Control Journal
- Library and Information Resources Network (LIRN)
- National Institute of Standards and Technology (NIST) Virtual Library
- National Technical Information Service (NTIS)
- Networked Digital Library of Theses and Dissertations (NDLTD)

Library Tutorials and Webinars

The Online Librarians conduct tutorials using the *Zoom* system. The following is a list of tutorials which are held on a regularly scheduled basis:

- Orientation to the Library Portal
- Boolean Search Techniques
- Searching IEEE Periodicals
- Searching ACM Databases
- Using Resources in LIRN

ADDITIONAL DOCTORAL STUDENT SUPPORT

Dissertation Bootcamp

Doctoral students present their proposed research sites and topic areas at a *Dissertation Bootcamp* where they are given feedback by potential Dissertation Advisors.

Dissertation Handbook

The *University of Fairfax Dissertation Handbook* has been developed as a resource to help guide doctoral students through the dissertation process, from identifying a feasible field research dissertation topic to producing a defensible dissertation.

Dissertation Project Plan

To ensure that students make steady progress towards the completion of their dissertations, the University has developed the *Dissertation Project Plan* (DPP). This plan consists of a series of deliverables students produce while they are enrolled in research methods, research preparation and dissertation development courses.

TIPS FOR YOUR SUCCESS

University of Fairfax programs are designed for self-directed, adult learners. The role of the faculty is to facilitate the learning process, and to mentor you to achieve your goals. However, as self-motivated professionals, you are responsible for your own progress. The following are some pointers to help you succeed and gain as much as possible from your educational experience at the University.

Be Prepared

- Order your books well in advance of the start of the session.
- Do the assigned reading described in the syllabus BEFORE participating in discussions.
- Review handouts, read case studies and slides posted in Document Sharing.
- Allocate an average of 4-8 hours per course per week to complete your course assignments.

Communicate

- Tell us how you are doing.
- Ask for help when you need it!
- Request feedback often and early in each course from faculty, staff, classmates, and co-workers.
- Be sure friends and family are aware of your academic priorities and solicit their support to help you balance your life, work and school commitments.

Network

- Get to know your classmates.
- Form study groups—each course has a chat room available 24/7 for student use!
- Get to know faculty members and consult with them.
- Read the Faculty bios on the website at www.ufairfax.edu.

Be Active in the Learning Process

- Participate, participate, and participate!
- Ask questions.
- Attend the Librarian's Online Tutorials.
- Share ideas.
- Draw examples from your professional experience.
- Apply what you learn to your job.

FINANCIAL INFORMATION

Tuition, Fees and Charges

Total Cost of the Program

The total cost of the program is dependent upon the total credit hours attempted in order to successfully complete the required number of credit hours. Tuition for the 2023 academic year will be billed in accordance to the charges listed by program per credit hour. Tuition may vary based on the program of study. Tuition may increase in subsequent terms. For some programs, there are optional fees that are listed in the University catalog.

The University has the right to implement a change in the tuition and fees and charges below that are applicable to the student and the selected programs of study.

Undergraduate - Bachelor Programs

Type	Program Description	Amount
Tuition	Per credit hour (in-state, out-of-state, and international students)	
	Bachelor of Science in Network Administration	Per credit hour: \$324
	Bachelor of Science in Network Administration & Cybersecurity	Per credit hour: \$324
Textbooks	Cost of textbooks is included with tuition	\$0

Graduate - Master Programs

Type	Program Description	Amount
Tuition	Per credit hour (in-state, out-of-state, and international students)	
	Master of Business Administration- MBA	Per credit hour: \$642
	Master of Computer Science and Engineering- MCSE	Per credit hour: \$400
	Master of Science in Cybersecurity Management- MSCSM	Per credit hour: \$529
	Master of Science in Cloud Computing – MSCC	Per credit hour: \$700
	Master of Science in Information Technology – MSIT	Per credit hour: \$700
	Master of Science in Electrical Engineering - MSEE	Per credit hour: \$700
Textbooks	Cost of textbooks is included with tuition	\$0

Graduate - PhD Program

Type	Program Description	Amount
Tuition	Per credit hour (in-state, out-of-state, and international students)	
	PhD in Computer Science and Engineering (PhD_CS)	Per credit hour: \$1,114
Textbooks	Cost of textbooks is included with tuition	\$0

Doctoral and Graduate Certificate Programs

Type	Description	Amount
Tuition	Per credit hour (in-state, out-of-state, and international students)	
	Doctorate in Information Assurance (DIA)	Per credit hour: \$895
	Doctorate in Business Administration (DBA) – for students that require in-person residency (Fees are applicable).	Per credit hour: \$895
	Doctorate in Business Administration (DBA) – for students that are entirely online. (Fees are not applicable) (Effective June 26, 2023)	Per credit hour: \$646
	Doctorate in Software Development (DSD)	Per credit hour: \$895
	<u>Certificates</u> Cybersecurity Best Practices Certificate (CBP) Information Security Professional Practices Certificate (ISPP) Enterprise Information Security Certificate (EIS) Project Management and Quality Assurance (PMQA)	Per credit hour: \$895 Per credit hour: \$895 Per credit hour: \$895 Per credit hour: \$895
Textbook	The cost of books is estimated at \$100 per class	\$0

Fees for Doctoral and Graduate Certificate Programs

Type	Description	Amount
Application Fee***	For all doctoral degree** or certificate programs: A one-time fee payable at time of application.	\$125
Graduate Certificate Award	This fee is per certificate	\$200
Doctoral Graduation Fee**	This fee is per Doctoral degree	\$400
Technology Fee**	The Technology Fee helps to support access to the full suite of capabilities of the online learning platform. These include ClassLive Pro as well several repositories of information for students, including the Student Information Center (SIC), the Dissertation Center+ (DC) and the Graduation Center (GC). It is charged per course.	\$125
Dissertation Quality Review**	To ensure that all dissertations meet University standards, each dissertation must undergo a Quality Review, prior to defense. Doctoral candidates are charged a fee for each Quality Review	\$495

Fees Applicable to All Students

Type	Program Description	Amount
Transcript Fee	No charge 1 st copy	\$10

Returned Check/Declined Credit Card Fee	Fee is charged per occurrence	\$25
Diploma Reprint Fee	No charge 1 st copy	\$50
*Matriculation Fee **	For all new or change of status international students (those who are not U.S. citizens or resident aliens). A one-time, non-refundable fee payable within two weeks after receiving a student VISA that will be automatically disbursed at the beginning of the second term of maintaining continuous enrollment (not applicable for students who study in their home country).	\$250 - \$500 depending upon country of origin
*Re-application Processing Fee	For International Students	\$125

* Applies to International Students Only

**Fee is not charged to students enrolled in the PhD in Computer Science and Engineering program.

***Application fee of \$125 is waived for graduates of American National University who apply for admission to a Doctoral program at the University of Fairfax and meet the following criteria:

- Graduate from a master's level program at American National University
- Meet all enrollment requirements for the University of Fairfax
- Enroll at the University of Fairfax for the next term available upon completion of the master's degree at American National University.

Application fee is waived for all Veterans.

Application fee of \$125 is waived for students who apply for admission to the University of Fairfax concurrently with the application for the English as a Second Language program at Oxford International Eurocentres.

California Residents

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

FINANCIAL POLICIES

Add/Drop Period

Students may add or drop a course during the Add/Drop Period which ends Saturday of Week 1 of the course session. Registered students who do not attend a course (as evidenced by course participation) by Saturday of Week 1 will be administratively dropped from the course.

Students with mitigating circumstances may submit an appeal to the DSS for re-entry into a course, no later than Wednesday of Week 2. The appeal will be granted or denied based on factors such as previous history of non-attendance, academic performance and the circumstances presented by the student.

Reinstatement

All students who will be making payments for tuition must make payment in full before the term begins. Students utilizing employer, Veteran Education Benefits, or other third-party tuition reimbursement plans must have a letter of contract on file that has been approved by the University for a delayed payment. Students who do not meet these deadlines may be cancelled or withdrawn during the drop/add period of the term. Students who request to be reinstated that were withdrawn due to lack of payment may be reinstated into their program of study. Students are subject to the late assignment policy and will be charged a reinstatement fee of \$300 payable immediately upon reinstatement.

Withdrawals

Students who wish to withdraw from a course after the Add/Drop Period must notify the school by Saturday of Week 7 of the course. Simply ceasing to attend a course does not constitute a withdrawal. Students who withdraw from a course after Week 1 receive a grade of “W”.

Students must notify the school if they wish to withdraw from a program. Any outstanding balances at the time of program withdrawal require payment in full after refund calculation.

Refunds

A student who cancels in any manner within five days of signing an Enrollment Agreement (referred to as a Cancellation Period) will receive a 100% refund of all monies paid, within thirty (30) days of notification. This includes any application or registration fees which are non-refundable after the 5-day Cancellation Period.

Students, including military students who received refunds for military service, who withdraw from a course after the Cancellation Period receive refunds of tuition on a percentage basis according to the student’s withdrawal date in relation to the most recent period of enrollment for which the student paid. Any refunds due to students will be received within 30 days of notification of drop/withdrawal as shown below:

For 8 Week Terms:

<i>Date of Drop/Withdrawal</i>	<i>Refund Due</i>
<i>Prior to Week 1*</i>	<i>100%</i>
<i>Week 1*</i>	<i>100%</i>
<i>Week 2*</i>	<i>75%</i>
<i>Week 3-4*</i>	<i>50%</i>
<i>Weeks 5-6*</i>	<i>25%</i>
<i>Week 7-8*</i>	<i>0%</i>

**Weeks are defined as Monday – Sunday.*

For 16 Week Terms:

<i>Date of Drop/Withdrawal</i>	<i>Refund Due</i>
<i>Withdrawal prior to submitting the first assignment:</i>	<i>100%</i>
<i>Withdrawal after submitting first assignment but within:</i>	
<i>Week 1*</i>	<i>100%</i>
<i>Weeks 2-4*</i>	<i>75%</i>
<i>Weeks 5-8*</i>	<i>50%</i>
<i>Weeks 9-12*</i>	<i>25%</i>
<i>Weeks 13-16*</i>	<i>No Refund</i>

**Weeks are defined as Monday – Sunday.*

Example Refund Calculations

Bachelor Programs - 8 Week Term

Application Fee	\$0
Tuition for 1 Class	\$972
Student withdraws on day 11	75% refund due
Amount of Tuition Refunded	\$729 (75% of \$972)

Bachelor Programs - 16 Week Term

Application Fee	\$0
Tuition for 1 Class	\$972
Student withdraws on day 42	50% refund due
Amount of Tuition Refunded	\$486 (50% of \$972)

Master Programs - 8 Week Term:

Application Fee	\$0
Tuition for 1 Class	\$1,926
Student withdraws on day 11	75% refund due
Amount of Tuition Refunded	\$1,444.50 (75% of \$1,926)

Master Programs - 16 Week Term:

Application Fee	\$0
Tuition for 1 Class	\$1,926
Student withdraws on day 42	50% refund due
Amount of Tuition Refunded	\$963 (50% of \$1,926)

Doctoral Programs - 8 Week Term (after 5-day cancellation period):

Application Fee	\$125
Tuition for 1 Class	\$2,685
Technology Fee	\$125
Student withdraws on day 11	75% refund due
Amount of Tuition Refunded	\$2,107.50 (75% of \$2,810)

Doctoral Programs - 16 Week Term (after 5-day cancellation period):

Application Fee	\$125
Tuition for 1 Class	\$2,685
Technology Fee	\$125
Student withdraws on day 42	50% refund due
Amount of Tuition Refunded	\$1,405 (50% of \$2,810)

FINANCIAL ASSISTANCE

Program and Lifetime Maximums

Students qualify for a maximum level of financial assistance based on program of study, merit, and/or financial need. The total amount awarded to a student may have multiple sources of financial assistance allocated against that maximum.

Institutional Assistance

Grants and Scholarships

Crisis Grant

In order to assist transfer students from other educational institutions, the university from time to time may extend the Crisis Grant to students from institutions that have closed or face imminent closure. Students from eligible institutions who transfer their studies during designated course sessions may receive, up to remaining need, up to \$75 per credit hour. The grant may be renewed in subsequent course sessions as long as the student remains continually enrolled, until completion of their academic program.

International Online Studies Grant

The International Online Studies Grant is designed to enhance collaboration between educational institutions and facilitate continued higher education for international students. It is available to international students who enroll into a master's program at the University of Fairfax and reside outside of the United States.

Initial Eligibility: International online students who have met the following criteria may qualify for this grant.

- Have met the requirements for admission to an eligible master's program at University of Fairfax.
- Student must be a non F1 International Student.

Application Process: Applicants will automatically be considered for this grant upon submission of a completed University of Fairfax international student application.

Award: Eligible students will be awarded \$250 per course for the master's degree level. Grant payments are applied directly to students' tuition charges on their student accounts.

Continued Eligibility at University of Fairfax: Continued eligibility from term to term is contingent on students' continuous enrollment at the university as an online student. Grant not to exceed more than \$3000 per program. Repeat courses are not eligible for grant allocation.

This grant cannot be combined with any other grants or scholarships.

Blue Ribbon Grant

The Blue Ribbon Grant is designed to recognize and assist veterans, active-duty military personnel, spouse and dependents by providing additional grant funds upon the exhaustion or expiration of military education benefits to support the individual to enhance their educational benefits.

Eligibility: The University of Fairfax provides a grant of up to 35% of the total amount that is paid toward the direct cost of education on behalf of an individual qualified by the Veterans Administration under Chapter 30, 31, 33, 35, 1606, Military Tuition Assistance or State National Guard. (MYCAA recipients are not eligible)

Application: See Student Services for an application.

Award: Eligible students may accumulate up to a maximum of \$18,000 to extend or complete their programs of study or assist a current spouse or qualified dependent at the University of Fairfax. Once earned the accumulated grant amount may be utilized to pay tuition and fees at University of Fairfax in any academic program or degree level including to fund an external certification that is associated with the students' program of study. The grant funds must be used within 10 years of the last day of the term the Blue Ribbon Grant was earned.

The military student earning the grant may elect to transfer the earned grant to a current spouse or qualified dependent under the age of 30. In the event of such transfer, the grant will be considered earned, transferable, and payable toward the transferee spouse or qualified dependent's account following the completion of any term in which the military student's benefits are paid toward the transferor's tuition and fees.

Business Partnership Grant

The Business Partnership Grant was designed to provide additional assistance to students receiving employer tuition assistance, who are attending the University in order to obtain new job skills or to upgrade existing job skills.

Eligibility: Eligible students are identified through association with a company that has entered into a tuition assistance agreement with the University. Continued eligibility is dependent on the continued receipt of employer tuition assistance. This award is not available to those who are enrolled as international students on active SEVIS status (F1/F2, H1B/H2B, etc.) or working on CPT/OPT.

Application Process: Eligible students and their employers will complete the Business Partnership Grant application, available by contacting the Financial Services Office, and will return the completed application to the Financial Services Office.

Award: Awards are made up to \$1 for every \$2 of employer tuition assistance received and granted after all other aid has been applied.

International Doctoral Scholarship

The International Doctoral Scholarship is designed to enhance collaboration between educational institutions and facilitate continued higher education for international students. It is available to international F-1 students who enroll into a doctoral program at the University of Fairfax.

Initial Eligibility: International F-1 students who have met the following criteria may qualify for this scholarship.

- Be in good standing with Department of Homeland Security and;
- Have met the requirements for admissions to an eligible doctorate program at University of Fairfax.

Application Process: Applicants will automatically be considered for this scholarship upon submission of a completed University of Fairfax international student application and the appropriate application fee.

Award: Eligible students will be awarded \$350 per course for the doctorate degree level. Scholarship payments are applied directly to students' tuition and fee charges on their student accounts.

Continued Eligibility at University of Fairfax: Continued eligibility from term to term is contingent on students' continuous enrollment at the university. However, students who have had an interruption in their attendance due to a return to their home country for visa purposes or health issues may have the requirement for continuous enrollment waived and be eligible to receive the remainder of their award. Such students should discuss their situations with their Dean who will forward the information to the Executive Vice President of Operations who will make the final determination of eligibility.

The certification of receipt of the International Doctorate Scholarship will be based upon the date that the application for admission is received by an International Admissions Officer. The award year for the scholarship is defined as July 1st to June 30th. The total amount of funds allocated by the University of Fairfax for the scholarship is \$350,000 each award year. The availability of the scholarship will be evaluated at the end of each calendar year.

This scholarship cannot be combined with any other grants or scholarships and is not available to students in the PhD in Computer Science and Engineering degree program.

University Transfer Scholarship

The University Transfer Scholarship is designed to enhance collaboration between educational institutions and facilitate continued higher education for international students. It is offered to students from Universities and Colleges or English as a Second Language programs within the United States who transfer their I-20 to the University of Fairfax or its affiliates. The scholarship is a lifetime maximum award of \$1,000, credited to the student's account after their first term of enrollment, and is non-renewable. The lifetime maximum award may be exceeded by an additional \$1,000 in the event a student transfers to an affiliate of University of Fairfax due to the completion of a degree. This scholarship may not be combined with any other scholarship program and is available to students who enroll before April 29, 2024.

Fellowships

As part of American National University's commitment to support the continuing growth and development of the University of Fairfax, it has established and funded the following grants and fellowships to be awarded to eligible doctoral students of the University of Fairfax. These fellowships are based upon fund availability.

Computer Science Research Fellowship

Computer Science Research PhD Fellowship Fund is available to students from around the globe designed to encourage and support promising doctoral students who are engaged in innovative and relevant research in areas related to computer science and engineering. The University Fellowship can be awarded at any stage of their PhD study. Applicants are evaluated by academic achievement, motivation, and the strength of the student's research statement. Students must remain in good academic standing and meet financial obligations to the University in order to continue to receive disbursements each session towards their tuition. The committee will be reviewing qualified applicants for the Fall 2023 semester and can award up to 10 fellowships for the academic year.

Information Security Certification Fellowship

The University has established an Information Security Certification Fellowship Fund for degree-seeking applicants who hold selected, recognized information security certifications such as CISSP, CISM, and CISA. This Fellowship serves to encourage information security professionals to advance their careers in order to increase the security of public and private information systems. Only active certifications held prior to enrollment in a University of Fairfax degree program are eligible for consideration. Students must remain in good academic standing and meet financial obligations to the University in order to continue to receive Fellowship disbursements.

FISMA Fellowship

The University has established the FISMA Fellowship Fund to support research that is needed to improve FISMA compliance. Preference is given to individuals who demonstrate the capability and motivation to undertake FISMA compliance-related projects. FISMA Fellowship awards are based on merit and/or need. Students must remain in good academic standing and meet financial obligations to the University in order to continue to receive fellowship disbursements.

Cyber Policy Fellowship

To support and encourage cybersecurity professionals to address cybersecurity policy level challenges, the University has established the Cybersecurity Policy Tuition Fellowship. This fellowship is awarded to qualified and motivated students who wish to address cybersecurity challenges and advance their cybersecurity careers. Students must remain in good academic standing and meet financial obligations to the University in order to continue to receive disbursements each session towards their tuition.

Cybersecurity Crisis Fellowship

In recognition of the persistent global cyber security crisis, the Cybersecurity Crisis Fellowship has been established to help prepare future professionals in their efforts to protect business and government data systems.

Third Party Assistance

Military Spouse Career Advancement Accounts (MyCAA)

The University has met Department of Defense (DoD) eligibility requirements to participate in the *MyCAA Financial Assistance Program*. This program provides up to \$6000 in financial assistance to military spouses who are pursuing degree programs leading to employment in portable career fields. Spouses of Active-Duty members of the DoD and activated members of the National Guard and Reserve Components are eligible. Eligible spouses can establish a MyCAA account by visiting <https://aiportal.acc.af.mil/mycaa/>.

Veterans Education Benefits

Veterans and eligible persons who qualify for educational benefits under the Post 911/GI Bill® and other GI Bill® Chapters may be eligible for educational programs available at the University of Fairfax. Students who believe they are eligible should first contact their representative at the GI Bill offices or their Education Liaison/Officer on base or visit the website (www.gibill.va.gov) to obtain their Certificate of Eligibility. This document must be submitted to Student Services to initiate certification for funds.

Employer Tuition Reimbursement/ Direct Billing

Many employers reimburse their employees for tuition. Students should contact their supervisor or employee benefits office to determine if tuition reimbursement is available. For those students whose companies finance their education, a direct billing arrangement between the employer and the University may be arranged with approval prior to the start of the first session.

Advance Payment Option

Any doctorate student who pays charges of \$100 or more for tuition, fees, books, or supplies by cash (or credit card) within 10 days prior to the start of the session will receive a 5% discount on that portion of the charges paid by cash.

Educational Loans

The University has arranged for educational loans to be made available to domestic students from:

Sallie Mae

Sallie Mae offers graduate students' educational loans. To obtain an application, go to: www.salliemae.com and click on *Get Started* or call 877-279-7172.

ATTENDING AN ONLINE OR HYBRID PROGRAM

Programs of Study

The DSS creates an individual Program of Study (POS) for each student which reflects the planned schedule of courses to meet degree requirements. Programs of Study are reviewed and updated at least once a year and whenever circumstances occur which necessitate revisions to the original POS.

Faculty Availability

University of Fairfax faculty members are available to students through:

- weekly chat rooms as noted in the syllabus;
- scheduled *SyncSessions* as noted in the syllabus;
- *OpenForum* discussion boards within *Canvas* courses;
- e-mail (preferred for individual questions); and
- phone (if applicable).

University of Fairfax faculty members make every attempt to:

- return phone calls within 24 hours;
- respond to emails within 24 hours;
- post feedback for doctoral dissertation assignments (those upon which a subsequent assignment relies) within 5 days of assignment submission (provided it is submitted on time); and
- post grades for assignments no later than 48 hours after the final assignment due date.

Submission of Course Work

Students must submit deliverables for grading via the *Canvas system* prior to the end of each course session. However, should you need to submit work after that time period has elapsed (to resolve a grade of Incomplete) you have access to the course shell for a period of four weeks after the last day of the course. In this situation, you need to request approval no later than week seven for an Incomplete from the Dean, as outlined in the course. A course deliverable submitted to fulfill the requirements of one course may not be submitted to fulfill the requirements of any other course.

Course Delivery

In order to maximize student learning, the University incorporates both synchronous and asynchronous modes of interaction among course participants and between faculty and students. The University also incorporates hybrid course offerings for students who need or prefer residential course delivery.

Domestic U.S. Students

Full-time students who are classified as U.S. Residents may take only one hybrid course per term. U.S. students attending part-time (3 credit hours per term) may not take more than two (2) hybrid courses in successive terms. Full-time (Graduate 6 credit hours or more/ Undergraduate 12 credit hours or more) may take unlimited online courses.

International Students attending under the SEVP program.

Full-time international students attending under the Student Exchange Program (SEVP) may only take one fully online 3-credit hour course per term. Any additional courses must be taken in a hybrid delivery format. Hybrid course delivery is defined as a combination of residential academic engagement in addition to synchronous and/ or asynchronous distance education.

Asynchronous Discussion Threads

In contrast to the spontaneity of real-time interaction, asynchronous discussion threads permit students to express more thoughtful responses to discussion questions. An essential skill for a professional is the ability to communicate clearly and concisely in writing. For this reason, online participation in discussions is an essential component of the learning experience in each course. Regularly expressing your thoughts on the course topics also sharpens your mastery of the subject matter. In addition to answering the discussion questions you should respond to the responses posted by your colleagues and reply to their comments on yours. Your comments must be substantial and must demonstrate thought and analysis. For example, you should not merely agree with another student's point of view.

SyncSessions™

SyncSessions provide a forum for collaborative learning by enabling “real time” interaction between faculty and students. For core, specialization and elective courses *SyncSessions* are normally scheduled on alternating Saturdays during each session. If, for any reason, you are unable to hold a scheduled *SyncSession*, you must notify your professor in order to arrange a “make-up” session. For dissertation courses, advisors schedule individual *SyncSessions*.

These sessions utilize the whiteboard feature and VoIP capabilities of the *Zoom* system. *Zoom* session links are provided in the Canvas course shell by the instructor.

In order to participate in the whiteboard session, you must be at a computer. To participate in the audio portion of the *SyncSession*, your computer will need to be configured with a microphone and/or headset. If you do not have a microphone or headset, you may still participate in the *SyncSession* but will need to use the message window (located in the middle left side of the whiteboard window) to type your questions and comments.

The instructions below are posted in your course shell and also in the Student Information Center. They will help you to ensure that your computer is configured properly, and you are ready to participate in the *SyncSession*. You should ensure this is completed prior to the first *SyncSession* - do not wait until the start of the call, or you will interrupt the class flow!

Online Chat Rooms

For non-dissertation courses, an optional one-hour Chat Room is scheduled once each week, in the evening to accommodate students' work schedules. Generally, these sessions are held after 8 pm ET to enable the participation of students in other time zones. Students may utilize chat sessions to solicit feedback on course deliverables, and to explore specific topics of the course. Chat room sessions are not graded and may be used as “make up sessions” if pre-approved by your professor for a missed *SyncSession* as a result of work or travel obligations.

Late Assignment Policy

The University of Fairfax requires students to be in attendance in class and online regularly. Every course has set due dates established to move the student through the course at a consistent pace. Turning in work late is discouraged. Assignments that are one day late will be assessed a 10% late penalty. Each additional day 5% will be deducted. Example, if work is 5 days late the first day will count as 10%. The 4 additional days will account for an additional 20% for a total deduction of 30%,

Discussions are interactive; therefore, late work is not accepted, and the discussions must be posted before the assigned weekends. Also quiz and test answers are shared once the quiz/test closes, so late quizzes and tests are also not allowed and must be taken in the assigned week. A missed quiz or test due to lateness will receive a “0” grade. In addition, only one late assignment may be submitted in week 8 and no work is accepted after week 8 concludes.

Grading of Deliverables

Each graded component within your course has been allocated a specified number of points based on the overall achievement of 100 points for the course. Faculty use qualitative guidelines when assessing your work and assigning points.

Discussion Threads

The table below is the grading rubric utilized by faculty when assigning points for participation in discussion threads:

Criteria	Excellent (A, A-)	Good (B+, B, B-)	Fair (C+, C)	Unsatisfactory (F)
Contributions to Course Room Discussion	5-6 postings for each topic, well distributed throughout the 2-week module; keeps discussion focused on the topic.	4-5 postings for each topic, distributed throughout the 2-week module; stays on topic for the most part.	3-4 postings somewhat distributed throughout the 2-week module; wanders from topic.	Fewer than 3 postings not distributed throughout the 2-week module; doesn't address topic.
Synthesis and Integration of Assigned Reading	High degree of integration & synthesis of reading material; demonstrates a high degree of critical thinking; good responses supported by examples; responds to all questions effectively.	Some degree of integration & synthesis of reading material; demonstrates some critical thinking; adequate responses with a few examples; responds to some questions effectively.	Limited degree of integration & synthesis of reading material; limited demonstration of critical thinking; limited responses with no examples; responds to a	No integration & synthesis of reading material; no demonstration of critical thinking; poor responses with no examples; does not respond to questions effectively.

			few questions effectively.	
Language and Argument	Proper language, grammar, and spelling used at all times; responses are consistently clear, concise and compelling.	Proper language but some errors in spelling and/or grammar; responses are generally clear, concise and compelling.	Some problems with both the use of proper language, spelling and/or grammar; responses are often unclear, not concise, and not particularly compelling.	Improper language, grammar, and spelling; responses are not clear, not concise, and not compelling.

Written Assignments

Written work is evaluated on content as well as quality of the writing. UoF has adopted the APA format (*Publication Manual of the American Psychological Association, 6th ed.*) for in-text and reference citations made in research papers.

Grading of written assignments will take into account the elements listed below. The weighting for *Style and Mechanics* will not exceed 15% of the grade. Faculty members use the following grading rubric when assessing written work:

Content and Organization:

Content:

- Key elements of assignment followed
- Content is comprehensive and accurate
- Writer displays an understanding of relevant theory
- Conclusions supported by facts/figures
- Research is adequate and timely
- Writer has gone beyond textbook for resources

Content Development:

- Writer illustrates subject with real world examples
- Writer analyzes and interprets facts rather than just quoting them

Organization and Structure:

- Introduction provides a background and explains purpose of paper
- Structure is clear, logical and easy to follow
- Conclusions/Recommendation follow logically from the information presented

Style and Mechanics

Format:

- Citation / references follow APA guidelines
- Paper is laid out effectively with sections and headings
- Paper is neat and shows attention to detail

Grammar/Punctuation/Spelling:

- Rules of grammar, usage, and punctuation are followed
- Spelling is correct

Readability/Style:

- Sentences are complete, clear and concise
- Sentences are well-constructed with consistently strong, varied structure
- Transition between sentences/paragraphs/sections help maintain the flow of thought
- Words are precise and unambiguous
- Acronyms are defined
- Tone is appropriate for target audience

The table below shows guidelines utilized by professors when assessing quality and assigning points for written assignments:

Quality	For work that, in your professional judgment, ...
Excellent (A, A-)	is at the highest level of performance demonstrates thorough mastery of virtually all required tasks shows consistent ability to think flexibly and adaptively in applying concepts and skills to the definition and solution of new, non-routine, and highly complex problems
Good (B+, B, B-)	is consistently at a high level demonstrates substantial mastery of the majority of required tasks shows ability most of the time to think flexibly and adaptively in applying concepts and skills to the definition and solution of new, non-routine, and highly complex problems
Fair (C+, C)	is competent most of the time demonstrates satisfactory mastery of the essential required tasks shows ability some of the time to think flexibly and adaptively in applying concepts and skills to the definition and solution of new, non-routine, and highly complex problems
Unsatisfactory (F)	is not at a minimally competent level does not demonstrate mastery of the minimal essential required tasks shows inability to demonstrate higher-level thinking. The person responsible has not shown the ability to carry out well-defined tasks at the routine level, even with clear instructions.

Canvas Learning Management Platform

University of Fairfax online courses are delivered through the *Canvas* learning management platform. Faculty and students find *Canvas* to be a user-friendly, easy-to-navigate interface that serves as a repository for course information, assignments and discussions. In *Canvas* each course has a web page known as a *course shell*.

By accessing the *course shell*, you may:

- review syllabi, reading lists, class schedules, and deliverable assignments
- obtain copies of class presentations, handouts and notes
- check out related web sites listed in the *Webliography*;
- email your professor and fellow students

- chat with other students and
- submit on-line assignments.

Canvas Access IDs

Prior to Orientation, you will be assigned an ID to access *Canvas*. Your access ID is your student email address which takes the form: xxxxxxxx@students.ufairstudent. A temporary password is assigned at this time. This ID will remain open while you are a student in good standing, or until you have graduated from your program. When you receive this access ID, you will be instructed to log in to *Canvas* at: <https://fairfax.instructure.com/login/canvas>

The first screen you will see upon logging in will be your Dashboard. The Dashboard helps you see what is happening in all your current courses.

The first action you should take is to change your password. To do this, log in to the *Canvas* system. In Global Navigation, click the Account link, then click the Settings link, finally click on Edit Settings. Click the Change Password check box to create a new password. Type your old password in the Old Password field. Type your new password in the New Password field. Type your new password again in the Confirm Password field. Click the Update Settings button.

Engaging in Courses

Participation in threaded discussions is required and is a graded component in the calculation of the grades in core and specialization courses. Student participation in the “threads” is evaluated not only on quantity and frequency, but also and--perhaps even more importantly--on quality.

It is expected that students “attend” class regularly by logging into the course shell and participating in the online activities at least three times each week on different days. For every two-week module students are required to participate in the discussion and analysis of two topics posted specifically for that module. Discussions are “locked” at the conclusion of each two- week module, and grades are assigned for participation during that module. There are no “make up” assignments for missing discussions. All posting to threaded discussions must be done within the course session; postings are not accepted for grading after the end of the course.

Attendance at SyncSessions is also required. If a student has a conflict with a scheduled session, the student must contact the instructor prior to the session to arrange an alternate assignment. Failure to do so is considered an unexcused absence and will result in zero points for participation for that SyncSession.

Although attendance in chat room sessions is not required, it is strongly encouraged. These weekly meetings give you an opportunity to interact with your instructor and provide a forum for you to ask questions about assignments, lecture points, or other course expectations

Canvas Features

The *Canvas* learning management platform is a robust online environment which has many capabilities to enhance the educational experiences of our students. As a student, it is incumbent on you to become familiar with *Canvas* and the course structure that has been adopted by the University.

Course Shell

The *course shell* is essentially the course website set up on the *Canvas* platform. The University has established a uniform format for course content within each course shell. When you are enrolled in a course a link to the course shell will appear in the appropriate course session under *Course Listings*.

By accessing the course shell you may:

- review syllabi, reading lists, class schedules, and deliverable assignments
- obtain copies of lecture slides, handouts and notes
- post related web sites in the *Webliography*
- e-mail your professor and other students in the course
- participate in chat sessions and *SyncSessions*
- participate in threaded discussion topics
- submit required assignments.

The configuration of the *course shell* utilizes two primary navigation areas for access to course components: a left-hand navigation bar for accessing course content and a navigation bar in the upper portion of the window for accessing *Course Tools*.

Course Content

Within the course shell, course content is accessible by navigating along the left side column of item links. Under the *Course Home*, you will find the syllabus, along with schedules for *SyncSessions*, weekly chat sessions, and required deliverables. Below the *Course Home* area, you will see a tab for the four (two-week) modules in each course.

By clicking on a Module tab, you will see a short summary of the assignments and activities which have been scheduled for that two-week period. Under the tab, you will find links to items such as the discussion threads, lecture slides, assignments, and the *OpenForum*.

Please note many of the links in the left navigation bar are "View Only". Often a PDF version of a document will be available from the link. Otherwise, PDF or Word versions of documents are available in the Document Sharing area of the course.

Gradebook

The *Gradebook* provides a record of points awarded for all course assignments against the assigned point scale. It is in this area where you can review your grades and receive feedback on graded components of the course, enabling you to gauge your performance on an ongoing basis. While assignments submitted through the *dropbox* may be retrieved through the *dropbox* for grading, grades for assignments such as discussion thread postings are only available through the *Gradebook*. Your professor may post feedback and attach graded assignments for return to you through the *Gradebook*. To view a returned item, click on the points that are shown for the assignment. A pop-up window will display your grade and the feedback your professor has provided.

eMail

When public forums such as the discussion threads or the *OpenForum* are not appropriate, email is a primary means of communication between you and your professor. By utilizing the course-

based email area, under the Course Tools, you have access to sending email to the professor and classmates without having to remember their specific email accounts.

Webliography

The *Webliography* is a feature which enables your professor to provide links to websites where you might find course relevant materials, such as white papers, articles or blogs. It is also strongly encouraged that you post listings to the *Webliography* which you believe are relevant and useful to other students.

Document Sharing

In the Course Tools navigation tabs you will find a link to the Document Sharing Area. This area is for public exchange of documents. You will find your course syllabus, other course materials and assignment templates within this area. At the top of the *DocSharing* area is a pull down list of document category areas. In many courses, multiple categories have been created to store course related materials. Be sure to check these areas for handouts or related reading materials.

Students may exchange materials within *DocSharing* under *Student Exchange*. In most situations, students are allowed to exchange materials for educational purposes under "fair use" regulations. However, you must remember to respect copyright limitations of documents and not to post materials that require royalties or other licensing fees to be paid. This area will be reviewed and monitored by your professor and the school.

Dropbox

The *Dropbox* is where you submit written deliverables. It provides a record of all assignments submitted for the course and is a necessary component of any grade review request.

Once you have posted an assignment, your professor will have access to it for grading or review. You can continue to submit revisions of an assignment to the same *Dropbox*. Your professor will be viewing the most recent submission first. Once the assignment has been reviewed and graded, the assignment will be returned to you in your Inbox.

Please be sure to pay attention to which Dropbox you submit assignments to – it is not expected that professors search all Dropboxes to locate an assignment!

Please note, the system does not alert your professor when assignments are posted, so if you have submitted something after the due date, your professor will not be aware that the assignment exists unless you notify your instructor. You are **NOT** to email late assignments to your professor. Professors are not required to grade assignments that are emailed to them, nor are they expected to grade assignments prior to the due date if they have been submitted early.

Features Which Support Interaction

Collaborate

The goal of the *SyncSessions* is to facilitate a real-time exchange between students and professors. Your professor will facilitate four SyncSessions on alternating Saturdays during the eight week course session. SyncSessions are conducted through the use of a meeting web-based application called Zoom. Your instructor will provide details as to how you will access a Zoom

meeting. Instructions on how to configure your microphone/headset for participation in the SyncSessions is found in your course shell under the module labeled “*Participating in Discussions*”. To become familiar with this feature, please view the detailed information provided in the module within each course shell titled *Accessing SyncSessions*.

Asynchronous Discussion Threads

The threaded discussions explore the essence of the assigned readings, relate the material to student experience and consider related current developments in the field. You are expected to participate with questions, comments and insights from your own experience. For each two-week module, there are two discussion topics. You must participate in both topic discussions in each module in order to achieve the maximum grade for the course.

In addition to the graded discussion topics, each module contains a discussion thread called the *OpenForum* which is not graded. In this area, you are encouraged to post questions related to the course, seek advice or form study groups. Your professor is expected to monitor this discussion area and respond when students seek input from you.

Because the discussion threads are the primary means of online participation, it is critical that you post several times each week. It is recommended that you establish a practice of posting to the discussions at least every other day to meet the ***minimum of three times each week for each discussion topic***.

Chat Rooms

The Chat Room capability available in *Canvas* is a synchronous communication tool that allows your professor to hold “Office Hours” at a prescribed time each week. Each chat that takes place is automatically archived and can be viewed after the session by those who could not attend. In a Chat Room, each participant’s name is listed alongside the message that is posted. Participants may send each other private messages. If a participant enters a URL as part of the message, all participants can click on the URL and a new browser window will open and the entire group can view the website.

COURSE DESCRIPTIONS

Pre-Entrance Requirement Courses

ENG0900 Basic English (0 credits)

This course is designed to develop and enhance the student's basic English skills. Students will learn proper grammar, punctuation, sentence construction and writing mechanics that will assist them in the successful completion of their degree program.

MAT0900 Basic Math (0 credits)

This course introduces students to the basics of mathematics: whole numbers, fractions, decimals, ratios, percent's, probability, rational numbers, US customary units of measurement, the Metric system, and practical math applications for business and consumers.

Undergraduate Core Courses

BUS1150 Information Systems for Business (3 credits)

This course is designed to introduce students to the basic fundamentals of information systems. Students will learn how information systems are used within a business environment and the advantages they provide for an organization. Topics to be explored include business intelligence, cloud computing, e-commerce, enterprise systems, mobile computing, and systems acquisition.

BUS2250 Business Communications (3 credits)

A comprehensive course in business communication, that includes the study and practice of concepts and skills as they apply to business and professional settings including written communication, business and professional presentations, interpersonal and group dynamics. Special attention is given to learning to communicate effectively in multiple formats as professionals in today's digital, social, and mobile world.

BUS2400 Project Management (3 credits)

(Prerequisite: Must be taken in first two terms) Students will be guided through a four-phase systematic approach to project concepts, study, design, and implementation. Course work will include real world case studies that emphasize aspects of the project phases.

CS1000 Security + (3 credits)

(Prerequisite: IT1110) Security Plus provides students with the foundational knowledge needed within the field of Cybersecurity. This course highlights the vulnerabilities and threats organizations face today. Students will learn how to mitigate these vulnerabilities and various methods to prevent these occurrences.

CS1050 Introduction to Relational Database Management Systems (3 credits)

During this course students will learn concepts regarding various types of databases. Students will also explore concepts in designing basic and advanced databases. This course will also provide students with insight regarding database connectivity with web technologies.

CS2350 Spreadsheet Applications (3 credits)

Students taking this course will learn how to use Microsoft Access and Microsoft Excel to prepare databases and spreadsheet applications.

CS2500 Systems Analysis & Design (3 credits)

Students taking this course are introduced to the analyses, methodology and tools used to translate business requirements into information systems that support the short- and long-term objectives of the

enterprise. Students will learn about traditional structured analysis, object-oriented concepts and agile methods and the Systems Development Life Cycle (SDLC). They are also introduced to project management concepts and the software tools most commonly used by systems analysts.

CS3200 Cybersecurity Law and Ethics (3 credits)

Students taking this course will learn about laws concerning network and computer security, legal limits for accessing systems, data, and various other forms of regulations on digital information. Students in this course will also be introduced to Crimeware and how it relates to multiple areas of the application architecture.

CS3300 Project Management for IT Professionals (3 credits)

Students taking this course will develop skills in project integration, scope, time, cost, quality, human resources, communications, risk, procurement and stakeholder management as well as planning, executing, monitoring, controlling and closing processes. This course emphasizes the principles distinctive to managing information technology projects that extend well beyond standard project management requirements.

CS3500 Information Security Fundamentals (3 credits)

Students taking this course will learn the fundamental skills needed to evaluate and ultimately defend the networks and clients that they manage. This course introduces students to the core concepts of security, malicious attacks, threats, and vulnerabilities. Students in this course will have an understanding of cryptography, auditing, and security operations.

CS3750 Computer Forensics (3 credits)

This is an introductory course in computer and digital forensics. The course covers the principles, procedures, and techniques used in computer forensic crime investigations. Topics include understanding computer investigations, current computer forensics tools, processing crime and incident scenes, and digital evidence controls. Students are introduced to file systems, data acquisition, and computer forensics analysis.

CS4100 Risk Management (3 credits)

In this course, students will explore ethical business decision-making and risk management related to the use of technology. This course introduces students to the core concepts of information security contingency plans and risk management.

CS4250 Ethical Hacking (3 credits)

Ethical hacking covers vulnerability and penetration testing, which are essential elements in modern cybersecurity. Ethical hacking consists of testing the security of IT systems by trying to find and exploit security vulnerabilities. This class demonstrates the ethical use of various "white hat" cyber penetration testing tools and techniques consistent with Ethical Hacking training. Network tools and techniques take place in an enclosed "sandbox" environment. Students are exposed to various computer hacking skills and analyze various protective measures and their effectiveness.

CS4350 Principles of Cryptography (3 credits)

This course provides a practical survey of both the principles and practice of cryptography in computer security. Students are introduced to the basic concepts of cryptography and their use in protecting data and resources from disclosure, to guarantee the authenticity of data and messages, and to protect systems from network-based attacks.

IT1000 Electronics and Systems (3 credits)

Students taking this course will obtain a background in digital electronics, digital devices, digital circuits, safety, digital security, and will obtain an introduction to networking.

IT1010 Implementing and Troubleshooting OS Technology (3 credits)

This course is designed to prepare students for CompTIA A+ Essentials Certification examination (220-902). Topics include operating system fundamentals; operating system architecture; comparison of operating systems; the boot process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Essentials examination.

IT1020 Computer Hardware Technology (3 credits)

(Prerequisite: IT1000) This course is designed to prepare students for the CompTIA A+ Practical Application Hardware Certification examination. Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course, students will sit for the CompTIA A+ Hardware examination.

IT1030 Virtual Computing (3 credits)

In the Virtual Computing course, students will learn about computer hardware virtualization, container technologies, and virtualization software. Students will deploy Linux and Windows operating systems using virtualization software and will apply these technologies throughout future courses as they build more complex systems. This course will provide a clear understanding of virtual machines and containers and how each are managed and implemented.

IT1100 Network I (3 credits)

(Prerequisite: IT1010) This is a basic introductory course to Networking Fundamentals. Students will learn about switches, routers, and firewalls. This course is a prerequisite to Network II. Students taking this course will prepare for the CompTia Net+ certification. They will use their knowledge of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet.

IT1110 Network II (3 credits)

(Prerequisite: IT1100) This is an Advanced course to Networking Fundamentals. Students will learn about Virtualization and Cloud computing, Subnets and VLANs, Wide Area Networks, and Network Risk Management. Students taking this course will obtain an understanding of networking technology for local area networks (LANS), wide area networks (WANS), and the Internet. As well as prepare them for the CompTia NET+ certification.

IT2000 Technical Writing for Engineers (3 credits)

Students taking this course will develop the skills necessary to produce clear and effective technical documents and reports.

IT2150 Client Configuration I (3 credits)

(Prerequisite: IT1010) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT2160 Client Configuration II (3 credits)

(Prerequisite: IT2150) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT2200 CISCO I (3 credits)

(Prerequisite: IT1110) Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND1 blueprint from Cisco Systems.

IT2210 CISCO II (3 credits)

(Prerequisite: IT2200) Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND2 blueprint from Cisco Systems.

IT2300 Help Desk Remote Services (3 credits)

Students completing this course will be able to understand concepts that a service and help desk use to solve simple to complex computer and server issues. These issues will be addressed using phone, remote services, and face to face interaction. Upon completion of the course the student will have also acquired skills necessary to measure performance and manage a service and help desk environment.

IT3000 Linux Operations (3 credits)

Students taking this course will build the skills and knowledge necessary to effectively deploy, manage and administer servers and clients using the Linux operating system in the enterprise and to effectively integrate devices using Linux based operating systems into the enterprise network.

IT3100 IT Operations Management (3 credits)

Students in this course will explore a unifying paradigm for understanding operations based on the design and management of business process. They will learn how managers can control process structure and process drivers to achieve desired business process performance and understand which level managers have to control: cycle-time, capacity, inventory and quality.

IT3150 Application Development (3 credits)

This course introduces students to multiple areas of application development while stressing Python style, best practices and good programming habits. The course covers application development for clients and servers, databases, interfacing with popular Microsoft Office applications, the World Wide Web, the cloud and social media.

IT4000 Information Security Governance (3 credits)

Students in this course will learn the basic strategies and tools used for developing a business case for information security/information assurance governance and will learn how to develop and implement a strategy to increasingly integrate assurance functions to improve security, lower costs and ensure the preservation of the enterprise and its ability to operate.

IT4400 Managing Innovation (3 credits)

Managing innovation – a critical skill set in today’s technical enterprise requires skills and knowledge that are significantly different than the traditional management toolkit and experience. Students in this course will learn a complete framework for thinking about innovation across technological, market and organizational perspectives, while integrating the latest developments in the field.

NET2050 Windows Server Administration (3 credits)

(Prerequisite: IT1110) This course provides students with a broad understanding of Microsoft Windows Server 2016 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2016 in an Active Directory domain environment.

NET2270 Network Server Installation and Configuration (3 credits)

(Prerequisite: NET2050) This program provides students with the skills to successfully manage and troubleshoot the Microsoft system environment including administering and managing complex local and wide area networks. The course prepares students for roles as network administrators, network designers, network integrators and network analysts in the enterprise environment.

NET2280 Network Server Core Services (3 credits)

(Prerequisite: NET2050) This course is intended for students who want to learn how to configure and manage a Windows Server 2016 computing environment. This course covers Windows Server 2016 installation, management, storage, and virtualization concepts. Students will be introduced to both introductory and advanced features of installing, configuring, implementing and managing a Windows Server 2016

NET3000 Open Source (3 credits)

In this course you will learn modular web development using open-source tools, frameworks, and methodologies. This course provides concepts, principles, and applications of open-source software. Discuss about open-source software development process. Furthermore, this course Cover economy, business, societal and intellectual property aspects of open-source software. Obtain hands-on experiences on open-source software and related tools through developing various open-source software applications.

NET4000 Designing and Implementing a Server Infrastructure (3 credits)

(Prerequisite: NET2050) This course covers the planning, design, and deployment of a physical and logical Windows Server 2016 Active Directory Domain Services infrastructure. Students taking this course will gain the knowledge and skills to perform name resolution, application integration, optimization and automatic remediation and maintenance of network services. This course maps to the Microsoft Certified Solutions Expert (MCSE) Cloud Platform and Infrastructure certification credential.

NET4100 Implementing Collaboration Services (3 credits)

Students taking this course will obtain the knowledge and build the skills necessary to install, configure, and administer Microsoft SharePoint in the enterprise. The course also covers managing and monitoring sites and users. This course is designed to help students prepare for and pass Microsoft Certifications.

NET4290 Network Server Advanced Services (3 credits)

(Prerequisite: NET2050) Students taking this course will build the skills and knowledge necessary to implement advanced Windows Server 2016 Services in an enterprise environment. The textbook focuses on mastery of fault tolerance, load balancing, failover clustering, certificate services, and identity federation.

NAC4990 Networking Capstone Seminar (3 credits)

(Prerequisite: Can be taken in conjunction with other classes as long as it is in the last two terms)

In this capstone project course, students complete a networking project that combines multiple aspects of their bachelor program. The project requires collaboration with a team of students to manage, analyze, design, implement, and evaluate a computer-based network. The system development process is initiated with a case study included within the course structure. Students will develop a project charter that will guide them through the discovery of functional and nonfunctional requirements, the creation of a system design based on those requirements, and the development and testing of a functional network application. Students will develop a management presentation to describe the project design and justify the continuation of the project. The capstone course will involve reading, writing, discussion, as well as the preparation by students of a substantive piece of work (e.g., a senior thesis, a research paper, or a creative work.).

PR2000 Introduction Programming Logic (3 credits)

This course reviews the basic concepts of programming. The course takes a unique and language-independent approach with an emphasis on modern programming principles while introducing universal programming concepts and ensuring strong programming and logical thinking. This course will also explore gaming concepts as well as debugging techniques.

SD2350 Web Development (3 credits)

This course is an introduction to the design, creation, and maintenance of web pages and websites. Students will learn how to evaluate website requirements and learn how to create and maintain quality web pages. Students will also learn web design standards and learn to create and manipulate images. Various tools and techniques for web editing, graphics and marketing are presented during this course.

SD3210 Operating Systems (3 credits)

This class introduces students to several operating systems. These operating systems include UNIX, Linux, Windows and Android. Some of the topics discussed include the history of operating systems and an overview of the most popular operating systems currently being used today. Another key topic being discussed includes memory management to include virtual memory management. This course is also a good introduction to networking.

SD3250 Software Architecture (3 credits)

This course will explore large-scale software systems and the components needed to support them. This course aims to provide a sound understanding of architecture concepts, functions, tasks and techniques; and how the system constituent parts interact. Students will be exposed to the practical aspects of architecture. This course introduces students to architecture principles and tactics to support development of systems that exhibit system qualities required for successful software systems, such as performance, availability, security, and maintainability.

General Education Courses**CPL1010 Computer Literacy (3 credits)**

Since technology is in constant flux, you must keep up with the changes to remain digitally literate which involves having a current knowledge and understanding of computers, mobile devices, the web, and related technologies. This course introduces students to computing hardware, software, devices, networks, systems, and the web via home computers, mobile devices, laptops, tablets, e-book readers, and the like.

ENG1020 English Composition (3 credits)

Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills. Students will learn how to effectively communicate. Student will learn how to demonstrate effective writing style and composition. Students will demonstrate the ability to prepare forceful written communication using logical thinking.

ENG1260 Professional Communication (3 credits)

(Prerequisite: ENG0900, if applicable) Students taking this course will develop the ability to express themselves effectively in public and private settings. Students will learn about the various theories and strategies of effective communication.

ENV1010 Environmental Science (3 credits)

Environmental Science is a general course for non-biology majors in which students will explore the following basic principles: concepts required to understand interrelationships of the environment and the natural world; environmental problems both natural and man-made; risks associated with air,

water, land pollution; health of humans and ecosystems; deforestation and climate change; overpopulation and environmental law, economics, and ethics.

ETH2050 Ethics (3 credits)

Students taking this course will study ethical thought and ideals, with emphasis on the central assumptions of personal and social morality. Students will also investigate ethics and related problems in industry, civil society, and the typical American community.

LOG3570 Logic and Critical Thinking (3 credits)

This practical course provides students with an introduction to the art of thinking based on examining and discussing different types of reasoning and the requirements of logical consistency.

MAT1010 Understanding Mathematics (3 credits)

(Prerequisite: MAT0900, if applicable) Students taking this course will examine the fundamental principles of mathematical theory and grow to understand the logic and inter-relationship of various mathematical functions. Students will learn how to use fundamental vocabulary and symbols related to mathematics. Students will learn how to understand the relationships between various mathematical functions.

MAT2140 Algebra (3 credits)

(Prerequisites: MAT0900, if applicable; MAT1010)

Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving. Students will learn how to solve a system of equations by the substitution method, the addition method, and the graphing method.

POL2020 Political Science (3 credits)

This course provides the student with the means and opportunity to engage their government as a concerned individual. Global political systems and principal theories will be examined and compared to events and decisions affecting each student at the local level. Throughout the course, students will be encouraged to become participants in their local government and to recognize and understand the various challenges that influence local decisions. The information and skills students learn in this course may be applied to many professional fields.

PSY1270 Psychology (3 credits)

This course provides students with an overview of the fundamental principles and methods of psychology. Topics for discussion include biological basis of behavior, sensory and perceptual processes, learning, motivation, developmental changes, personality, social behavior, and behavioral disorders.

Graduate Level Core Courses

ACC6100 Financial Reporting (3 credits)

Students taking this course will develop an understanding of the issues involved in the development of financial accounting information. Emphasis will be placed on current issues facing financial reporting and the potential impact of these issues on the business entity.

ACC6500 Accounting and Multinational Enterprises (3 credits)

This course presents international accounting within the context of managing multinational enterprises, focusing on business strategies and how accounting applies to these strategies. Students will have the opportunity to learn about international accounting topics such as: foreign currency transactions, analysis of foreign financial statements, foreign taxation and multinational systems of control. Students will examine the key factors that influence accounting standards and practices in different countries, and

how those factors impact the convergence of standards worldwide. Particular emphasis is given to culture and its unique contribution to accounting standards and practices worldwide. The course focuses on the needs of users of financial and accounting information across borders with the aim of enhancing their understanding of how to use information and make more informed decisions in an increasingly complex and dynamic international business environment.

CS6500 Computer Networking and Telecommunications (3 credits)

This course is designed to help students with an understanding of various methods of networking and telecommunications. The course will start with a basic foundation of networking. Topics to be covered include signal generation and analysis at the physical layer, Ethernet and WLAN performance, IP addressing and management, IP router generation, TCP connection control, and packet filtering. While the main focus of this course covers various methods of networking and telecommunications, software tools and techniques will also be examined.

CS6600 Distributed Systems (3 credits)

This course is designed to help students to understand distributed system application in today's business environment. Topics covered include peer-to-peer sharing, collaborative computing, interactive services, and distributed computing. Students will also learn the underlying principles associated with distributed systems. These principles include processes, communication, security, fault tolerance, synchronization, and naming conventions. By the end of this course, students will have a fundamental understanding of distributed computing and will have the understanding necessary to develop distributed systems and applications.

CS6700 Cloud Computing (3 credits)

This course is designed to provide students with an understanding of the concepts of Cloud computing and its capabilities. The capabilities covered include Cloud service model infrastructures such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and Business Process as a Service (BPaaS). This course will also include the security aspects of Cloud computing and the associated challenges. Configuration and implementation of IaaS services will also be discussed in this course.

CS6800 Big Data and Analytics (3 credits)

Big Data Analytics provides an introduction to business intelligence and analytics. Big Data Analytics include the use of data, statistical and quantitative analysis and evidence-based methods to inform business decisions. This course is designed to help students gain an understanding of Big Data Analytics. Students will learn how to deploy Big Data applications in both a desktop and business setting. Some of the concepts discussed include Big Data Storage, processing, analysis, visualization, and applications. Students will also explore social and security issues associated with Big Data.

CS6900 Capstone in Computer Science Engineering (3 credits)

(Prerequisite: Must be taken in last term and all other courses completed) This course teaches students how proper application of Information technology enhances the overall operations of an organization and contributes to the overall success of the organization. The emphasis will be on the deployment of tools, applications, functions, and theories associated within the computer science discipline for the purpose of enhanced organization effectiveness.

DBA8150 Information, Organization & Strategy (3 credits)

Students will learn how Organizational Development is an applied field of change that uses behavioral science knowledge to increase the capacity for change, and to improve the functioning and performance of organizations. By understanding information, organization, and strategy, the student will learn that OD is more than change management. It is about learning and improving ways that make individuals, groups, organizations, and ultimately the world better off and more capable of managing change in the

future. The students will engage into testable ideas and practices about how social and technical systems can coexist to produce individual satisfaction and sustainable organizational results. The relevance and suggestion of OD being incorporated using strategic perspectives are also discussed.

DBA8350 Sociology of Corporate Culture (3 credits)

In this course, students will learn how the study of culture, social customs, family structure, and cultural conditions affect the market climate and corporate culture. This course also will introduce students to the theoretical concepts of ethnography as an effective research tool to assess organizational infrastructures for cultural effectiveness and sensitivity. Research examples will be reviewed so that students can learn how to analyze research results for marketing effectiveness and sensitivity.

DBA8450 Managing, Organizing and Negotiating for Value (3 credits)

This course will teach students how to effectively negotiate business interactions and to understand when it is an appropriate tool to use. The course will address standard theories of negotiation and allow students to practice through simulated situations. Students will be taught how to recognize and apply strategic tactics for distributive bargaining, integrative negotiations, and multiparty negotiations. This course will also address special challenges in international negotiations.

DBA8900 Project Management (3 credits)

In this course, students utilize PMI's Project Management Body of Knowledge (PMBOK) as a framework, to apply project management concepts in the business arena. Students will learn how to develop project plans which incorporate the technical and behavioral characteristics of high-performance teams.

DS7000 Database Management & Implementation (3 credits)

(Prerequisite: RM8500) In this course, students will explore Database Concepts, Advanced Design and Implementation, Data modeling and the importance of Data models. This course also includes Best Practices in database design and management as well as usage of data specifications.

DS7100 Advanced Operating Systems (3 credits)

(Prerequisite: RM8500) In this course, students will examine the use of operating systems, their impact of improving areas such as memory management, process scheduling, file systems, and device drivers. This course will also examine the techniques and technologies of non-distributed operating systems that benefit researcher, academicians, and practitioners.

DS7200 Software Engineering & Development (3 credits)

(Prerequisite: RM8500) In this course, students will explore Software Engineering techniques and deepen their understanding of high-level languages and systems programming. Some of the principles discussed include abstraction, algorithms, data structures, and web development. Students will also apply the methods and techniques for creating software systems using the best practices in modeling, architecture, process analysis, design, and object-orientated design patterns. This course will provide students with the principles and concepts involved in the analysis and design of large software systems.

DS7300 Software Architecture & Design (3 credits)

(Prerequisite: RM8500) In this course, provides students with an advanced understanding of software development with an emphasis on architecture and design, and how this relates to programming and implementation. Students will explore advanced object-oriented concepts and the relationship between design in UML (Unified Modelling Language) and its expression in code and how this is supported by modelling tools and development platforms; parallelism using multi-threading, and first principles client server architecture using socket communications and basic protocols.

DS7400 Software Comprehension and Maintenance (3 credits)

(Prerequisite: RM8500) In this course, students will examine topics related to maintaining large-scale software systems. Students will also investigate Database Systems, Networks, Cloud Computing, Electronic Commerce and Enterprise Systems. Some of the advanced features of this course will examine Knowledge Management and Specialized Information Systems. Finally, this course will examine Legal, Ethical, and Social Issues associated with Information Systems.

DS7500 Problem Solving and Programming for the Research Practitioner (3 credits)

(Prerequisite: RM8500) In this course, students will be introduced to computer programming in a contemporary language. Algorithm development, refinement, and problem-solving approaches. Data types and control structures. Program debugging and testing. Interactive input/output. Single and multi-dimensional arrays. Simple sorting and searching algorithms. Introduction to classes, objects, and object-oriented programming.

DS7600 Big Data and Analytical Research (3 credits)

(Prerequisite: RM8500) In this course students will learn Advanced Data Analysis techniques which are oftentimes associated with Data Mining. Students will evaluate various optimization and simulation models in an effort to determine which models are best suited for various markets. Students will conduct extensive analysis to determine relationships among variables within various environmental settings.

DS7700 Concurrent and Distributed Systems (3 credits)

(Prerequisite: RM8500) This course is designed to introduce students to concurrency control and distribution concepts and their implications for system design and implementation. Therefore, this course will provide an overview of properties of distributed and concurrent systems, software system structure, occurrence of concurrency in systems, concurrency control, and recovery methods.

IA7000 Security in the Digital Age (3 credits)

In this course, students explore the eight domains of the (ISC)² Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) in information security as a framework to critically analyze security awareness issues and to evaluate best practices in implementing security systems within the enterprise

IA7020 Information Security Systems and Organizational Awareness (3 credits)

In this course, students will explore a set of core IS principles that will prepare students to function more efficiently and effectively as workers, managers, decision makers, and organizational leaders. This course will provide insights into challenges and changing roles of the IS professional so that students can better appreciate the role of this key individual.

IA7030 Legal and Ethical Practices in Information Security (3 credits)

In this course, students will explore ethical business decision making as a related to the use of technology by evaluating information security case studies and produce real-life deliverables

IA7040 Information Security and Organizational Change (3 credits)

In this course, students analyze the principles of change management as they apply to the requirements and regulations of information security. Students evaluate the factors which affect corporate decision-making when implementing security programs and the ability of the manager to translate corporate needs into information security projects.

IA7401 Ethical Hacking (3 credits)

In this course, students will explore ethical hacking concepts. This course will provide insight into the legal aspect of ethical hacking as well as TCP/IP protocol, malicious software, foot printing, port scanning, programming concepts, embedded operating systems, and cryptography

IA7402 Information Security Management (3 credits)

In this course, students explore the five domains of the Certified Information Security Manager (CISM). This framework will include areas in information security governance, risk management, program development, program management, and incident management and response.

IA8010 Business and Security Risk Analysis (3 credits)

This course provides students with an overview of risk management principles. Methods to identify, quantify, and qualify internal and external risks to the organization are examined. Students apply these principles and methods to the current business and risk environment.

IA8020 Security Policies, Standards and Procedures (3 credits)

It is critical that IT Professionals understand the underlying fundamentals of Cybersecurity. Therefore, taking an investigative approach to the development of Security Policies, Standards and Procedures, students will gain a deeper understanding of how forensics can aid in the development of Security Policies, Standards and Procedures in addressing business and technical risks.

IA8021 Cloud Cybersecurity (3 credits)

In this course students will research and analyze virtualization technology needed in today's rapidly changing IT workplace. The course will focus on virtualization in software-defined data centers. Students learn to build virtual networks, implement high-availability clusters, enhance performance and security, and manage the virtual data center.

IA8030 Design, Development and Evaluation of Security Controls (3 credits)

In this course, students transform high-level policies and procedures into quantifiable and measurable controls and mechanisms that enforce data and process integrity, availability and confidentiality.

IA8031 Cybersecurity Insurance (3 credits)

In this course students will explore advanced security techniques and procedures to effectively secure data networks through the use of Cryptography and System Security. Additional areas of research will expand into wireless networks, email, and IP security.

IA8050 Security Risk and Vulnerability Assessment (3 credits)

In this course, students explore advanced techniques and tools for identifying and categorizing vulnerabilities which allow penetration of networked systems and environments.

IA8060 Intrusion Detection, Attacks and Countermeasures (3 credits)

In this course, students examine common attack methods, technologies and countermeasures. Students also gain skills needed to recognize various stages and methods of attack on the enterprise.

IA8070 Design and Development of Security Architectures (3 credits)

In this course, students evaluate the principles, attributes and processes used in designing and deploying a comprehensive and resilient layered security architecture that supports the business and technical objectives of the enterprise.

IA8080 Security Solution Implementation (3 credits)

In this course, students compare, contrast, and evaluate contemporary practices in the implementation of security solutions.

IA8110 Certification and Accreditation (3 credits)

In this course, students analyze an enterprise-wide view of information systems and the establishment of appropriate, cost-effective information protection programs. Within this context, students examine a

set of standard policies, procedures, activities, and a management structure to certify and accredit information systems for the protection of the data as well as the systems.

IA8125 Information Security Policy Planning and Analysis (3 credits)

In this course, students develop information assurance policies and deployment plans as part of the comprehensive strategic plan and operational objectives for the enterprise.

IA8140 Business Continuity Planning and Recovery (3 credits)

In this course, students explore tools and strategies for Business Continuity Planning (BCP) and Disaster Recovery Planning (DRP) activities. Topics include business impact assessment methods, recovery strategy approaches and solutions and continuity planning.

IA8190 Forensic Evaluation and Incident Response Management (3 credits)

In this course, students explore the essentials of electronic discovery and analyze issues related to cyber evidence. Using this evidence, students identify and analyze the nature of security incidents, the source of potential threats and the methods used in incident management and mitigation. Students also analyze the technical and business issues which affect the actions of the enterprise in responding to a security incident.

IA8210 Risk Management and Compliance (3 credits)

In this course, students evaluate the procedures and results of risk analysis, as well as compliance processes which address the regulatory requirements that drive the need for risk analysis within the enterprise. Security-related regulations such as SOX, GLBA, FISMA and HIPAA are examined.

IA8350 Management Information Systems (3 credits)

In this course, students will learn about the foundational concepts, theories, and applications (past, present and future) of Management Information Systems (MIS). Students will learn about the technological, business, and strategic roles that MIS plays in enterprise-wide network systems.

IA9150 Strategic and Technological Trends in Information Security (3 credits)

In this course, students will focus on the managerial aspects of information security assurance. Topics covered include access control models, information security governance, and information security program assessment and metrics. Coverage on the foundational and technical components of information security is included to reinforce key concepts. The course includes up-to-date information on changes in the field, such as national and international laws and international standards like the ISO 2700 series.

IT5230 Advanced Database Systems (3 credits)

This course covers the advanced fundamentals of database application development using C++, C, or Java by accessing a transaction-oriented database server. A commercial database environment such as Oracle is used. Optional topics may include enabling access to database via the web and administering large databases.

IT5310 Networking Advanced Management (3 credits)

This course surveys the various levels of a packet-switched computer network, using the TCP/IP protocol suite as the primary model. Other network protocol stacks (e.g., Novell) may also be considered as time permits. At the Physical and Data Link Layers, various protocols are compared, and their implications for network topology are considered. At the Network Layer, a wide variety of routing protocols and name resolution protocols are studied. At the Transport Layer, students are introduced to the various methods for building end-to-end reliability on top of lower layers. Finally, at the Application Layer a variety of standard protocols such as telnet, ftp, and electronic mail are examined, together with the related issues of security and authentication. Some programming in the C language is required.

IT5400 Marketing Innovation and Technology Products and Services (3 credits)

This course provides students with a strong understanding of the unique marketing challenges that surround innovation and high-tech products and services. Students will learn how traditional marketing strategies and programs must be modified and adapted for today's global high-tech environment and how to bring together marketing with other business disciplines such as research and development, legal and management and strategy to achieve effective cross-functional interactions.

IT5500 Network Security (3 credits)

This course will involve a discussion of the methods and tactics used to keep attackers at bay as well as the mechanisms by which organizations can identify and potentially stop potential "bad guys." The course will involve the following topics as they all relate to the overall security posture: Encryption, authentication, firewalls, NAT/PAT, restricted access policies, intrusion detection and other security frameworks.

IT5720 Web Application Development (3 credits)

Analysis of mobile history, architecture and applications. Students will examine design principles for creating usable and accessible mobile applications. Students will develop technical skills and apply industry standards.

IT5820 Systems Analysis (3 credits)

Examination of the systems approach to the design and development of information systems. Methods and tools for the analysis and modeling of system functionality (e.g., structured analysis) and data represented in the system (e.g., object-oriented analysis) are studied.

IT5900 Enterprise Architecture and IT Governance (3 credits)

Students will learn to develop a complete, comprehensive methodology and framework for adopting and managing a successful service-oriented architecture environment and how to set up an SOA Architecture practice defining the policies, procedures and standards that apply to IT developers and the enterprise for business applications.

IT6100 Global IT Products and Services (3 credits)

In this course, students will examine both historical and current perspectives on IT products and services outsourcing, the continuously evolving outsourcing marketplace, and the incentives and opportunities that drive management decisions on IT products and services outsourcing. Contributing factors to IT products and services outsourcing and offshoring market evolution such as globalization, technological advancement, politics, changing global economies, and changing vendor characteristics will be examined. Within this context, students will review different IT products and services outsourcing framework, models, vendor selection strategies, and outsourcing lifecycle from both client and vendor viewpoints.

IT6200 Decision Models for Technology Management (3 credits)

This course is an introduction to the application of various statistical concepts and methods as decision support tools to support decision making in technology management. The emphasis is on business application rather than mathematical concepts or problem solving. Students will learn to use statistical tools and quantitative analysis for forecasting, process, and quality management.

IT6230 Pattern Discovery in Data Mining (3 credits)

The goal of the course is to examine the current theories, practices, tools and techniques in data mining. Many topics and concepts in data mining are learned most efficiently through hands-on work with data sets, students will spend time with software analyzing and mining data.

IT6300 Data Warehousing – Cloud Based (3 credits)

In the Data Warehousing course, students will examine how data warehouses are used to help managers successfully gather, analyze, understand and act on information stored in data warehouses. The components and design issues related to Cloud Based data warehouses and business intelligence techniques for extracting meaningful information from data warehouses are emphasized. Oracle tools will be used to demonstrate design, implementation, and utilization issues.

IT6720 – Advanced Web Development (3 credits)

Study of design and implementation of dynamic Web pages and applications using both client and server-side configuration and programming. Example topics include PHP, Ruby on Rails, and Javascript.

MB5200 Leadership and Business Communication (3 credits)

This course is designed to help students to develop oral and written communication skills that can be used in a variety of organizational settings. Course work includes communications networks, oral presentations of technical material, and decision making, problem solving, and agenda-setting in small groups. Students will also evaluate leadership theories and will obtain the necessary skills to become better leaders.

MB5300 Financial Management (3 credits)

This course introduces students to the fundamentals of valuation, financial forecasting, risk and return analysis, cost of capital, debt policy, and project evaluation.

MB5400 Developing Human Resources (3 credits)

Students taking this course will examine aspects of strategic management, workforce planning and employment, employee training and development, and risk management. Emphasis will be placed on the creation of practical development plans, and workforce need analysis.

MB5700 Business Information Systems (3 credits)

Students taking this course will learn how managers can apply Information Technology to integrate data in business activities to solve management problems, increase productivity, facilitate decision-making, and find new opportunities for their organizations.

MB6350 Six-Sigma Lean (Green Belt) (3 credits)

Students will be presented with the concepts and methodologies that encompass a Six-Sigma / LEAN projects and how they are used to reduce waste and improve quality and safety within business processes.

MB6500 Legal Environment of Business (3 credits)

Students taking this course will examine the legal environment of business in view of statutory provisions and administrative regulations that affect various forms of business organizations. This course also includes an in-depth discussion of business ethics.

MB6600 Data Governance (3 credits)

This course will explore key data analysis techniques, analysis, storage, and usage of big data. Students will examine how an organization makes information technology investment decisions, implements new assets, assesses risk, develops services, and measures its own performance.

MB6700 Managing Strategic Change (3 credits)

This course will establish the concepts of developing and designing an organization, as well as provide an experiential approach to managing strategic change. Students will learn the leadership challenges of diagnosing the need for development, implementing an organizational design, and managing the infrastructures involved in development.

MB6750 Coordinating and Managing Supply Chain (3 credits)

Students will acquire a comprehensive knowledge of supply chain management from a global perspective by learning the strategic framework of coordinating and managing a supply chain. Students will also gain the necessary analytical tools to make strategic management decisions regarding inventory, sourcing, coordination, and management.

MB6800 Project Management (3 credits)

Students taking this course will examine the practices, processes, and concepts of project management. Students will review steps and procedure when managing a project in a global environment as well as the planning and management of risk and constraints that are a part of all projects. Students have the option of completing the PMP practice examination in week 8 (no credit). This is exam labelled, "OPTIONAL PMP PRACTICE TEST" is optional. Students may want to take it in order to be better prepared for the actual PMP test they can register for and take with the Project Management Institute (www.PMI.org).

MB6850 Managing Quality (White Belt) (3 credits)

This course will cover principles of quality management and will focus on continuous improvement, customer satisfaction, delivering quality processes and/or products through continuous improvement and employee involvement. (3 credits) With the successful completion of this class and the final examination in week 8, students will earn their Six Sigma White Belt certification. The final "Six Sigma White Belt certification examination" is optional. If you do not want the belt, do not complete the exam; however, you must complete and pass all other elements of the class to pass the class. NOTE: you may not take the "Six Sigma White Belt certification examination" after the class has ended.

MB6900 Organizational Management (3 credits)

Students taking this course will analyze organizations and the methods that management used to plan, organize, staff, and address past or current management issues affecting businesses. This course will provide an advanced understanding of organizational behavior, organizational theory, and management practices that business leaders require in order to effectively manage an organization.

MB7500 Operations Management (Capstone) (3 credits)

(Prereq: All coursework must be completed before taking this class) This course teaches students how operations management contributes to the overall success of an organization. The emphasis will be on the operations management tools and concepts developed within the operations functions, which assist in all of the other functional areas within an organization.

MGT8200 Human Resource Management (3 credits)

Students will learn fundamental human resources management terminology and concepts. This course will challenge students to use critical thinking to demonstrate an understanding of the concepts. Students will learn accepted practices and theories in managing personnel effectively, accountability issues in making personnel decisions, financial aspects of human resources management, and emerging human resources trends in a technologically savvy market.

MSCC5100 Cybersecurity and Privacy (3 credits)

Overview of cybersecurity and privacy, including cryptography, authentication, malware, viruses, network security, anonymity, privacy and online privacy, risk management; common cyberattacks and techniques for detection and defense; policy and legal perspectives for managing cybersecurity missions supporting private sector and government; cyber technologies as applied to the stability of global information and communications infrastructure; government cybersecurity policies.

MSCC5200 Cloud Application and Architecture (3 credits)

Cloud application design guidelines and software patterns. Survey of cloud services for scalable secure cloud applications. Trade-offs in cloud application design, container vs virtual machine deployments, and monolithic vs microservice.

MSCC5400 Big Data and Cloud Computing (3 credits)

(Prerequisite: MSCC5200) This course covers a wide range of research topics related to big data and cloud computing, including data centers, virtualization, hardware, and software architecture, as well as system-level issues on performance, energy efficiency, reliability, scalability and security.

MSCC5500 Secure Cloud Computing (3 Credits)

This course provides a comprehensive guide to security concerns and best practices for cloud computing and cloud services. Topics discussed include cloud computing architectures, risk issues and legal topics, data security, internal and external clouds, information security frameworks and operational guidelines.

MSCC5600 Data Analytics (3 Credits)

Introduction to data analytics introduces you to the basics of data science and data analytics for handling of massive databases. The course covers concepts data mining for big data analytics and introduces you to the practicalities of map-reduce while adopting the big data management life cycle.

MSCC5700 Applied Machine Learning for Computing and IT Professionals (3 Credits)

This course emphasizes learning algorithms and theory including concept, decision tree, neural network, computational, Bayesian, evolutionary, and reinforcement learning. The course will give the student the basic ideas and intuition behind modern machine learning methods as well as a bit more formal understanding of how, why, and when they work. The underlying theme in the course is statistical inference as it provides the foundation for most of the methods covered.

MSCC5800 Program and Project Management (3 Credits)

Students taking this course will develop skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement and stakeholder management as well as planning, executing, monitoring, controlling and closing processes. This course emphasizes the principles distinctive to managing information technology projects that extend well beyond standard project management requirements.

MSCC5900 Management and Compliance in Cloud Computing (3 Credits)

(Prerequisite: MSCC5500) Maintaining compliance in the cloud. Theory, methodology, and procedures related to cloud computing; proper audit procedures for discovering system vulnerabilities; documenting findings according to the standards of compliance-based auditing.

MSCC6000 Cloud Migration Strategy (3 Credits)

(Prerequisite: MSCC5500) Migrating traditional IT services to a cloud-based environment. Technical and business considerations necessary to develop an effective cloud migration strategy for an organization. Decision analysis framework to prioritize migration applications.

MSCC6100 Thesis/Graduate Research Paper (6 Credits)

(Prerequisite: MSCC5300) A candidate for the Master of Science in Cloud Computing is required to perform a study, a design of investigation, under the direction of a faculty advisory committee. A written thesis is required to be presented, and defended orally, and submitted to the faculty advisory committee for approval.

MSEE5100 Random Signals and Noise (3 Credits)

The course is designed to give the student an introduction to the important subject of random signals and noise. Random signals and processes play a particularly important role in the fields of communications, signal processing, and control, as well as in many other fields, as far-fetched as the stock market and biological sciences. Understanding the nature of random signals and noise is critically important for detecting signals and for reducing and minimizing the effects of noise in applications such as communications and control systems. Outlining a variety of techniques and explaining when and how to use them, *Random Signals and Noise: A Mathematical Introduction* focuses on applications and practical problem solving rather than probability theory. We will also discuss some practical analysis applications of random processes and noise in different fields, e.g., calculating signal-to-noise ratios in communication systems.

MSEE5200 Engineering Analysis (3 Credits)

Engineering Analysis covers topics in Linear Algebra, an extremely useful branch of mathematics for many application areas, and the basics of MATLAB, a powerful computing language for solving linear algebra problems and much more. Specific topics include solving systems of linear equations, linear independence, linear transformations, matrix inverses, vector spaces, and least-squares problems. We will also cover a sequence of case studies showing different applications of these concepts. No programming or linear algebra background is assumed.

MSEE5300 Advanced Engineering Mathematics (3 Credits)

Survey of advanced mathematics topics needed in the study of engineering. Topics include review of complex numbers, multivariate calculus, and analytic geometry. Study of polar, cylindrical, and spherical coordinates, vector differential calculus, vector integral calculus, and vector integral theorems. Examples are provided from electromagnetic, fluid mechanics, physics, and geometry.

MSEE5400 Advanced Topics in Electrical Engineering (3 Credits)

Contemporary topics at the advanced graduate elective level. Faculty present advanced elective topics not included in the established curriculum. The course should be approved by the departmental committee.

MSEE5500 Research Methods (3 Credits)

In this course, the students will learn the basic skills that are essential to becoming a successful researcher. The objective of the course is to teach research skills in a systematic fashion, early in a student's graduate program. Lecture topics will include research methodology, experimental design, professional ethics and academic integrity, and oral and written presentation techniques. Students will be required to perform a literature survey (on a topic in their own research area), construct a research proposal that includes an experimental design, and write a paper summary in the style of a formal scientific paper.

MSEE5600 Communication Networks (3 Credits)

(Prerequisite: MSEE5100) A quantitative study of the issues in design, analysis and operation of computer communication and telecommunication networks as they evolve towards the integrated networks of the future employing both packet and circuit switching technology. The course emphasizes a fundamental understanding of basic network design, routing, dimensioning and control. The students will study various network functions such as error-recovery algorithms, flow control, congestion control, routing, multi-access, switching, etc. They will also study these in the context of current Internet solutions (e.g. TCP, IP, etc.) and future open problems, and possible solutions.

MSEE5610 Digital Data Communication (3 Credits)

(Prerequisite: MSEE5100) The course gives an overview of the designs of digital communication systems. We explain the mathematical foundation of decomposing the systems into separately designed

source codes and channel codes. We introduce the principles and some commonly used algorithms in each component, to convert continuous time waveforms into bits, and vice versa. We give a comprehensive introduction to the basics of information theory, a rather thorough treatment of Fourier transforms and the sampling theorem, and an overview of the use of vector spaces in signal processing. The course would be beneficial particularly to students who are interested in doing research in fields related to communications, networks, and signal processing.

MSEE5620 Wireless Communication (3 Credits)

(Prerequisite: MSEE5100) Overview of existing and emerging wireless communications systems; interference, blocking, and spectral efficiency; radio propagation and fading models; performance of digital modulation in the presence of fading; diversity techniques; Code-Division Multiple Access.

MSEE5730 Advanced Optimization Theory and Methods (3 Credits)

(Prerequisites: MSEE5300, MSEE5400) Introducing advanced optimization techniques. Emphasis on nonlinear optimization and recent developments in the field. Topics include unconstrained optimization methods such as gradient and incremental gradient, conjugate direction, Newton and quasi-Newton methods; constrained optimization methods such as projection, feasible directions, barrier and interior point methods; duality theory and methods; convex duality; and stochastic approximation algorithms. Introduction to modern convex optimization including semi-definite programming, conic programming, and robust optimization. Applications drawn from control, production and capacity planning, resource allocation, communication and sensor networks, and bioinformatics.

MSEE5640 Adaptive Signal Processing (3 Credits)

(Prerequisite: MSEE5100) Introduction to the concepts, key issues, and motivating examples for adaptive filters; Discrete time linear systems and filters; Random variables and random processes, covariance matrices; Z transforms of stationary random processes. Optimum Linear Systems - Error surfaces and minimum mean square error; Optimum discrete time Wiener filter; Principle of orthogonality and canonical forms; Constrained optimization; Method of steepest descent - convergence issues; Stochastic gradient descent LMS - convergence in the mean and mis adjustment Case study. Least squares and recursive least squares. Linear Prediction - Forward and backward linear prediction; Levinson Durbin; Lattice filters.

MSEE5650 Digital Image Processing (3 Credits)

(Prerequisite: MSEE5100) The objective of this course is to introduce the students to the fundamental techniques and algorithms used for acquiring, processing, and extracting useful information from digital images. Particularly emphasis will be placed on covering methods used for image sampling and quantization, image transforms, image enhancement and restoration, image encoding, image analysis and pattern recognition. In addition, the students will learn how to apply the methods to solve real-world problems in several areas including medical, remote sensing and surveillance and develop the insight necessary to use the tools of digital image processing (DIP) to solve any new problem.

MSEE5700 Introduction to Information Theory (3 Credits)

(Prerequisite: MSEE5200) This class introduces information theory. Information measures: entropy, mutual information, relative entropy, and differential entropy. These topics are connected to practical problems in communications, compression, and inference, including lossless data compression, Huffman coding, asymptotic equipartition property, channel capacity, Gaussian channels, rate distortion theory, and Fisher information.

MSEE5710 Optimization Theory and Methods (3 Credits)

(Prerequisites: MSEE 5200, MSEE5300) The course covers the Basics of optimization theory, numerical algorithms, and applications. The course is divided into three main parts: linear programming (simplex method, duality theory), unconstrained methods (optimality conditions, descent algorithms and

convergence theorems), and constrained minimization (Lagrange multipliers, Karush-Kuhn-Tucker conditions, active set, penalty, and interior point methods). Applications in engineering, operations, finance, statistics, etc. will be emphasized. Students will also use MATLAB's optimization toolbox to obtain practical experience with the material.

MSEE5720 Optimal and Robust Control (3 Credits)

(Prerequisite: MSEE5200) The course explores state-space, time-domain techniques for analyzing and designing optimal and robust linear control systems. Introduces basic concepts of dynamic optimization and applies them to problems of short-term and long-term optimal control, path planning and stabilization, state estimation, and filtering. Emphasizes linear quadratic optimization, H₂ control, H_∞ control, and mu-synthesis. Reviews pertinent linear systems concepts and discusses connections with a geometric intuition relating quadratic optimization to projections.

MSEE5740 Recursive Estimation and Optimal Filtering (3 Credits)

(Prerequisites: MSEE5200-MSEE5300) The course explores the State space theory of dynamic estimation in discrete and continuous time. Linear state space models driven by white noise, Kalman filtering and its properties, optimal smoothing, nonlinear filtering, extended and second order Kalman filters, particle filters, graphical models and sequential detection. Applications to radar, sonar, multiobject tracking, parameter identification.

MSEE5750 Dynamic Programming and Stochastic Control (3 Credits)

(Prerequisite: MSEE5400) The course covers the basic models and solution techniques for problems of sequential decision making under uncertainty (stochastic control). We start with dynamic models of random phenomena, and in particular, the most popular classes of such models: Markov chains and Markov decision processes. We then consider optimal control of a dynamical system over both a finite and an infinite number of stages. We will also discuss approximation methods for problems involving large state spaces. This includes systems with finite or infinite state spaces, as well as perfectly or imperfectly observed systems. Applications of dynamic programming in a variety of fields will be covered in recitations.

MSEE5800 Deep Learning (3 Credits)

(Prerequisite: MSEE5400) An introduction to a broad range of topics in deep learning, covering mathematical and conceptual background, deep learning techniques used in industry, and research perspectives. This book introduces a broad range of topics in deep learning. The course offers mathematical and conceptual background, covering relevant concepts in linear algebra, probability theory and information theory, numerical computation, and machine learning. It describes deep learning techniques used by practitioners in industry, including deep feedforward networks, regularization, optimization algorithms, convolutional networks, sequence modeling, and practical methodology; and it surveys such applications as natural language processing, speech recognition, computer vision, online recommendation systems, bioinformatics, and videogames. Finally, the book offers research perspectives, covering such theoretical topics as linear factor models, autoencoders, representation learning, structured probabilistic models, Monte Carlo methods, the partition function, approximate inference, and deep generative models.

MSEE5810 Data Analytics for Electrical Engineering (3 Credits)

(Prerequisite: MSEE5200) Introduction to data analytics introduces you to the basics of data science and data analytics for handling of massive databases. The course covers concepts of data mining for big data analytics and introduces you to the practicalities of map-reduce while adopting the big data management life cycle.

MSEE5820 Advanced Data Analytics (3 Credits)

(Prerequisite: MSEE5200) In this course we study the algorithms and the associated distributed computing systems used in analyzing massive datasets, or big data, and in large-scale machine learning. We focus on two fundamental ideas for scaling analysis to large datasets: (i) distributed computing, and (ii) randomization. In the former, we study how to design, implement, and evaluate data analysis algorithms for the distributed computing platforms MapReduce/Hadoop and Spark. In the latter, we explore techniques such as locality sensitive hashing, Bloom filters, and data stream mining. These fundamental ideas are applied to applications such as finding similar items, market-basket analysis, clustering, and building recommendation systems---all on massive datasets. They are the foundation of modern data analysis in companies such as Google, Facebook, and Netflix.

MSEE5830 Introduction to Robotics (3 Credits)

(Prerequisite: MSEE5200) Robotics as an application draws from many different fields and allows automation of products as diverse as cars, vacuum cleaners, and factories. This course is a challenging introduction to basic computational concepts used broadly in robotics. Topics include simulation, kinematics, control, optimization, and probabilistic inference. The mathematical basis of each area is emphasized, and concepts are motivated using common robotics applications and programming exercises. Students will participate in a series of projects over the course of the semester, in which they will implement algorithms that apply each of the topics discussed in class to real robotics problems.

MSEE5840 AI in Cyber Physical Systems (3 Credits)

(Prerequisite: MSEE5200) In this course, we will review several recent advancements in cyber-physical systems (CPS) and intelligent control. Topics will include core principles of CPS, differential equations to model physical processes, graph theory and CPS communication structures, control loops in CPS, intelligent control, game theoretic frameworks for secure control, control, and estimation over lossy and attacked networks, intrusion and fault detection in CPS, differential and temporal logic for safety of execution, machine learning in CPS.

MSEE5850 Machine Learning (3 Credits)

(Prerequisite: MSEE5810) This course emphasizes learning algorithms and theory including concept, decision tree, neural network, computational, Bayesian, evolutionary, and reinforcement learning. The course will give the student the basic ideas and intuition behind modern machine learning methods as well as a bit more formal understanding of how, why, and when they work. The underlying theme in the course is statistical inference as it provides the foundation for most of the methods covered.

MSEE6100 Thesis – Electrical Engineering (6 Credits)

(Prerequisite: MSEE5500) A candidate for the Master of Science in Electrical Engineering is required to perform a study, a design of investigation, under the direction of a faculty advisory committee. A written thesis is required to be presented, defended orally and submitted to the faculty advisory committee for approval.

PM8100 Information Security Project Management (3 Credits)

In this course, students utilize PMI's Project Management Body of Knowledge (PMBOK) as a framework to apply project management concepts in the information security arena. Each student develops a project plan for a security assessment which incorporates the technical and behavioral characteristics of high-performance teams.

SD6000 Database Design & Management (3 Credits)

In this course, students will explore database design, development, data warehousing, and the usage of data specification. Students will explore how to generate, patch, and reverse engineer databases utilizing the Entity Relationship Diagram (ERD). This course also includes Best Practices in database design and management as well as usage of data specifications.

SD6100 Operating Systems (3 Credits)

In this course, students will explore computer architecture and various operating systems. Students will explore processing, storage, networking, monitoring, and the inner workings of how operating systems are configured and communicate with other computers and server-based systems.

SD6300 Software Engineering (3 Credits)

In this course, students will learn how to apply the best practices for large-scale software system engineering, including information security, user interface, architectural design, system models, verification, and validation. Students will strengthen their technique and deepen their understanding of high-level languages and system programming.

Comprehensive Exam Courses

DC9130-CX Comprehensive and Qualifying Examination (PhD_CS) (0 credits)

Students complete the Comprehensive & Qualifying Examination in weeks 4-8 of the RM9100 course. The DC9130-CX course is administered concurrently with RM9100.

DS9130-CX Comprehensive Exam (DSD) (0 credits)

Students complete the Comprehensive & Qualifying Examination in weeks 4-8 of the RM9100 course. The DS9130-CX course is administered concurrently with RM9100.

IA9130-CX Comprehensive and Qualifying Examination (DIA) (0 credits)

Students complete the Comprehensive & Qualifying Examination in weeks 4-8 of the RM9100 course. The IA9130-CX course is administered concurrently with RM9100.

MB9130-CX Comprehensive Exam & Qualifying Exam (DBA) (0 credits)

Students take the comprehensive and qualifying examination in weeks 4-8 of the RM9100 course. The MB9130-CX course is administered concurrently with RM9100.

Research Methodology Courses

BR9200 Designing Solutions to Business Problems (3 credits)

In this course, continue to evaluate the feasibility of their proposed research site and the potential solutions to be studied. Students present their proposed project at the Dissertation Bootcamp at the end of this course.

CEX8220 Security Program Strategies and Implementation Quantitative Application (3 credits)

This course is part of a two-course advanced research methodology sequence CEX8220 and CEX8230 that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. The CEX8220 is designed to assess the student's quantitative research skills.

CEX8230 Legal and Ethical Management Issues in Information Security (Level I) (3 credits)

This course is part of a two-course advanced research methodology sequence CEX8220 and CEX8230 that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. The CEX8220 is designed to assess the student's qualitative research skills.

DBA8300 Leading Organizational Change (Qualitative-Focused) (3 credits)

The intent of this course is to be a vehicle for exploration into the concepts, theories, and best practices in leading organizational change in various environments. The course focuses on the nature of change, change models, change theories, and the linkage to leadership/change theories that are necessary for success in today's world. The intent is to provide the opportunity for learners to gain a thorough

understanding of the critical steps of how to put leadership and change theories into practice in their respective fields.

DC7350 Advanced Research Methods in Computer Science and Engineering (3 credits)

During this course students will learn research skills necessary for conducting research in the field of Computer Science and Engineering. Some of the principles will include formulating research questions, data analysis, theory, and identification of various research methods. This course is designed for Computer Science students planning to conduct research that involves human interaction with computer technology, controlled experiments, action research, archival analysis, case studies, and surveys.

DC7450 Advanced Research Methods in Communications Networks (3 credits)

(Prerequisites: RM8500, CS6500) This course is designed for students interested in conducting research on advanced topics in Communications Networks. This course will also examine current and emerging research topics in communication networks. Topics covered include network measurements, internet routing peer to peer networks, network protocols, network security, wireless and sensor networks. Due to the rise in Cyber Security, A significant portion of this course will focus on Security and Networking related issues.

DC7550 Advanced Research Methods in Parallel and Distributed Database Systems (3 credits)

(Prerequisites: RM8500, CS6600) This course covers algorithms and architectures necessary for parallel and distributed database management systems. While the main focus of this course is on relational systems, issues related to all large-scale database systems will also be addressed. Some of the areas examined will include MapReduce-based distributed data management, Parallel data management, distribution architectures, distribution design, distributed query processing and optimization.

DC7650 Advanced Research Methods in Very Large-Scale Integration Design (3 credits)

(Prerequisites: RM8500, DS7200) This engineering related course is designed to help students understand the fabrication and design techniques associated in the design of Large-Scale Systems. Various topics will be introduced to include CMOS logic, MOSFET theory, design techniques, capacitance requirements, power consumption, performance estimation, effective circuit design, and clocking. This course will also cover the design of elementary data paths for microprocessors, including moderate-speed adders, and multipliers.

DC7700 Advanced Qualitative Methods in Computer Science Engineering (3 credits)

(Prerequisites: all program core/RM9100, DC9130-CX) This course is part of a two-course advanced research methodology sequence that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. These courses will assess the student's ability to listen to the instructor and incorporate the instructor's feedback. These courses will also assess the student's ability to work productively with the instructor to accomplish the following goals including, but not limited to: choosing an appropriate a topic that aligns with the parameters set forth in the class syllabus; refining the topic; conducting the literature review; designing the study that that aligns with the parameters set forth in the class syllabus; collecting appropriate evidence; interpreting the findings; critically assessing/analyzing the evidence in relation to the problem under investigation and the research questions; critically assessing/analyzing the evidence in relation to the problem under investigation and the hypotheses (quantitative research); and writing scholarly doctoral-level research that adheres to APA guidelines. The assessment of the aforementioned personal attributes and skill sets, in addition to the formal research knowledge and skill sets under investigation in these two classes, are paramount to improving the student's success later in the program when h/she is researching and writing his/her own, original dissertation project with his/her Chair.

DC7800 Advanced Quantitative Methods in Computer Science Engineering (3 credits)

This course is part of a two-course advanced research methodology sequence that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. These courses will assess the student's ability to listen to the instructor and incorporate the instructor's feedback. These courses will also assess the student's ability to work productively with the instructor to accomplish the following goals including, but not limited to: choosing an appropriate a topic that aligns with the parameters set forth in the class syllabus; refining the topic; conducting the literature review; designing the study that that aligns with the parameters set forth in the class syllabus; collecting appropriate evidence; interpreting the findings; critically assessing/ analyzing the evidence in relation to the problem under investigation and the research questions; critically assessing/analyzing the evidence in relation to the problem under investigation and the hypotheses (quantitative research); and writing scholarly doctoral-level research that adheres to APA guidelines. The assessment of the aforementioned personal attributes and skill sets, in addition to the formal research knowledge and skill sets under investigation in these two classes, are paramount to improving the student's success later in the program when h/she is researching and writing his/her own, original dissertation project with his/her Chair.

DC9200 Designing Solutions to Computer Science Engineering Problems (3 credits)

(Prerequisites: all program core, all pre-dissertation, RM9150) In this course, students continue to evaluate the feasibility of their proposed research site and the potential solutions to be studied. Students present their proposed project at the Dissertation Bootcamp at the end of this course.

DS8000 Advanced Qualitative Methods in Software Development/Engineering (3 credits)

(Prerequisites: Program Core, Pre-Dissertation Classes) This course is part of a two-course advanced research methodology sequence that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. These courses will assess the student's ability to listen to the instructor and incorporate the instructor's feedback. These courses will also assess the student's ability to work productively with the instructor to accomplish the following goals including, but not limited to: choosing an appropriate a topic that aligns with the parameters set forth in the class syllabus; refining the topic; conducting the literature review; designing the study that that aligns with the parameters set forth in the class syllabus; collecting appropriate evidence; interpreting the findings; critically assessing/analyzing the evidence in relation to the problem under investigation and the research questions; critically assessing/analyzing the evidence in relation to the problem under investigation and the hypotheses (quantitative research); and writing scholarly doctoral-level research that adheres to APA guidelines. The assessment of the aforementioned personal attributes and skill sets, in addition to the formal research knowledge and skill sets under investigation in these two classes, are paramount to improving the student's success later in the program when h/she is researching and writing his/her own, original dissertation project with his/her Chair.

DS8100 Advanced Quantitative Methods in Software Development/Engineering (3 credits)

(Prerequisites: Program Core, Pre-Dissertation Classes) This course is part of a two-course advanced research methodology sequence that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. These courses will assess the student's ability to listen to the instructor and incorporate the instructor's feedback. These courses will also assess the student's ability to work productively with the instructor to accomplish the following goals including, but not limited to: choosing an appropriate a topic that aligns with the parameters set forth in the class syllabus; refining the topic; conducting the literature review; designing the study that that aligns with the parameters set forth in the class syllabus; collecting appropriate evidence; interpreting the findings; critically assessing/analyzing the evidence in relation to the problem under investigation and the research questions; critically assessing/analyzing the evidence in relation to the problem under investigation and the hypotheses (quantitative research); and writing scholarly doctoral-level research that adheres to APA guidelines. The assessment of the aforementioned personal attributes and skill sets, in addition to the formal research knowledge and skill sets under investigation in these two classes, are paramount to

improving the student's success later in the program when h/she is researching and writing his/her own, original dissertation project with his/her Chair.

DS9200 Designing Solutions to Software Development Problems (3 credits)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies and RM9150) In this course, continue to evaluate the feasibility of their proposed research site and the potential solutions to be studied. Students present their proposed project at the Dissertation Bootcamp at the end of this course.

IA9200 Research Topics in Information Security (3 credits)

In this course, doctoral students enrolled in the doctoral program must complete two written research papers which demonstrate mastery of the selected CBK domains, literature-based research skills, and APA format and citation requirements.

MB5820 Managing Global Diversity (Quantitative-Focused) (3 credits)

This course examines benefits and challenges of managing diversity in the international workplace, as well as methods for using diversity to create a competitive advantage. Students will examine differences between countries, as well as the internal diversity of each country. The course will examine a country's customers, employers, employees and suppliers. Students will also focus attention on what constitutes a successful global diversity management program and successful global diverse teams. This course is part of a two-course advanced research methodology sequence DBA8300 and MB5820 that is designed to assess the student's ability to conduct independent research under the guidance of an instructor. The MB5820 is designed to assess the student's quantitative research skills.

MB6400 Business Research (3 credits)

This research course provides students with an introduction to research for business. Topics covered will include: theory, analysis and application of research techniques; processes and methods for collecting information; developing and utilizing research information for interpretation, judgment, decision-making, and development of business strategies. This course will focus on applied business research in directed and independent numerical assessment, will integrate research and analysis with available statistical software, and will provide techniques for communicating results in meaningful and effective ways.

MSCC5300 Research Methods (3 credits)

In this course, the students will learn the basic skills that are essential to becoming a successful researcher. The objective of the course is to teach research skills in a systematic fashion, early in a student's graduate program. Lecture topics will include research methodology, experimental design, professional ethics and academic integrity, and oral and written presentation techniques. Students will be required to perform a literature survey (on a topic in their own research area), construct a research proposal that includes an experimental design, and write a paper summary in the style of a formal scientific paper/Project.

RM8250 Web-Based Research Methods in Information Security (3 credits)

In this course, students acquire information retrieval skills and research competencies to identify and evaluate industry-relevant sources of information for the purposes of analysis and research in information security. Students compare and contrast the utility of publicly available and subscription-based information sources for the purposes of meeting academic and professional requirements.

RM8500 Research Foundations (3 credits)

In this course, doctoral students are introduced to the purpose and nature of primary research. Students explore the foundations and concepts of applied field research.

RM9100 Qualitative and Quantitative Analysis (3 credits)

(Prerequisites: RM8500 and all Program Core Courses) In this course, students compare, contrast, and evaluate qualitative and quantitative methods of data analysis for solving problems and conducting related field research. In week 4, the Comprehensive and Qualifying exam is released as a separate course shell, 9130. The Exam is expected to be completed concurrently while completing RM9100 and is due in week 8.

RM9150 Feasible Problem-Driven Research (3 credits)

(Prerequisites: Program Core, Pre-Dissertation and Research Methodologies completed) In this course, students identify a research site, describe a plan for access to the research site, identify a problem affecting the research site that can be developed into a feasible topic area for field research, and develop a working bibliography of recent and relevant peer-reviewed research that supports the theoretical framework of the proposed topic. Students apply the concept of problem-driven research as the basis for selecting a feasible and non-trivial research topic or problem.

RM9200 Designing Solutions to Information Security Problems (3 credits)

In this course, doctoral students enrolled in the DIA program continue to evaluate the feasibility of their proposed research site and the potential solutions to be studied. Students present their proposed project at the Dissertation Bootcamp at the end of this course.

Dissertation Development Courses-DIA**RES8110 Dissertation Proposal (Chapter 1) (3 credits)**

This is the first course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (RES8110, RES8120, RES8121, and RES8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question(s), and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. RES8110 is the first course in which students start developing the dissertation proposal (Chapters 1-4.1)

RES8120 Dissertation Proposal (Chapter 2) (3 credits)

This is the second course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (RES8110, RES8120, RES8121, and RES8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. RES8120 is the second course in which students continue developing the dissertation proposal (Chapters 1-4.1).

RES8121 Dissertation Proposal (Chapter 2, Continued) (3 credits)

This is the third course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (RES8110, RES8120, RES8121, and RES8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. RES8121 is the third course in which students continue developing the dissertation proposal (Chapters 1-4.1).

RES8130 The Dissertation Proposal (Chapters 3 and 4.1 and IRB) (3 credits)

This is the fourth and final course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (RES8110, RES8120, RES8121, and RES8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and

developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. RES8130 is the fourth and final course in which students continue developing the dissertation proposal (Chapters 1-4.1).

DST8110 Dissertation Manuscript (Chapters 4 and 5) (1 credit)

In DST8110, doctoral candidates complete the approved field research and collect and analyze data according to the plan set forth in the approved dissertation proposal (Chapters 1-4.1) that was completed and approved in the RES course sequence during Phase II.

DST8130X Dissertation Documentation and Defense (1 credit)

(Prerequisite: Approval to Defend) In this course, candidates present their findings to the Dissertation Committee at the defense.

Dissertation Development Courses-DBA

BR8110 Dissertation Proposal (Chapter 1) (3 credits)

Welcome to Phase II of the doctoral plan. This is the first course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (BR8110, BR8120, BR8121, and BR8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire BR course sequence (BR8110, 8120, 8121, and 8130) is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1). In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. BR8110 is the first course in which students start developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling.

BR8120 Dissertation Proposal (Chapter 2) (3 credits)

This is the second course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (BR8110, BR8120, BR8121, and BR8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire BR course sequence (BR8110, 8120, 8121, and 8130) is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1). In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. BR8120 is the second course in which students continue developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling.

BR8121 Dissertation Proposal (Chapter 2 - Continued) (3 credits)

This is the second course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (BR8110, BR8120, BR8121, and BR8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire BR course sequence (BR8110, 8120, 8121, and 8130) is to complete the dissertation proposal (Chapters 1, 2, 3 and

4.1). In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. BR8120 is the second course in which students continue developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling. Please see the most recent version of the University of Fairfax Dissertation Handbook for all the information needed to complete the dissertation proposal (Chapters 1-4.1).

BR8130 The Dissertation Proposal (Chapter 3, Chapter 4.1 & the IRB) (3 credits)

In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. BR8130 is the fourth and final course in which students continue developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling. The fourth and final course, BR8130, requires you to describe the context of your study and the approach and methods you will use in conducting your dissertation research. In this course, students finalize the operational requirements of the dissertation proposal and specify their proposed improvement in professional practice. Students document research procedures utilized as the final deliverable in the course.

DIS8110 Dissertation Manuscript (Chapters 4 & 5) (1 credit)

Welcome to Phase III of the doctoral plan. This course (DIS8110) comprises the entirety of Phase III of the doctoral plan. In DIS8110, doctoral candidates complete the approved field research and collect and analyze data according to the plan set forth in the approved in the dissertation proposal (Chapters 1-4.1) that was completed and approved in the BR course sequence during Phase II. Upon completion of the data collection, analysis and interpretation, doctoral candidates produce the final draft of the dissertation. Students requiring additional time to produce the dissertation draft re-enroll in DIS 8110 until the document is approved for Defense.

DIS8130x Final Dissertation Manuscript & Defense (1 credit)

In this class, you will work with your assigned doctoral committee consisting of a Mentor/Chair and two or more faculty reviewers/readers to complete your dissertation manuscript. You work with your Mentor/Chair to solidify a solid final working draft of your entire manuscript for submission, review, and approval by your entire committee.

Dissertation Development Courses-DSD

DS8110 Dissertation Proposal (Chapter 1) (3 Credits)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies, Phase I Classes) This is the first course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DS8110, DS8120, DS8121, and DS8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question(s), and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. DS8110 is the first course in which students start developing the dissertation proposal (Chapters 1-4.1)

DS8120 Dissertation Proposal (Chapter 2) (3 Credits)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies, Phase I Classes and DS8110) This is the second course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DS8110, DS8120, DS8121, and DS8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question(s), and developing the

operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire course sequence is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. DS8120 is the second course in which students continue developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling.

DS8121 Dissertation Proposal (Chapter 2, Continued) (3 Credits)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies, Phase I Classes and DS8110 and DS8120) This is the third course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DS8110, DS8120, DS8121, and DS8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question(s), and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire course sequence is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

DS8130 The Dissertation Proposal (Chapters 3 and 4.1 and IRB) (3 Credits)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies, Phase I Classes and DS8110 and DS8120 and DS8121) This is the fourth and final course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DS8110, DS8120, DS8121, and DS8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question(s), and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire DS course sequence (DS8110, 8120, 8121, and 8130) is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

DS9500 Final Draft Dissertation (Chapters 4 & 5) (1 credit)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies, Phase I and Phase II courses) This course comprises the entirety of Phase III of the doctoral plan. In DS9500, doctoral candidates complete the approved field research and collect and analyze data according to the plan set forth in the approved dissertation proposal (Chapters 1-4.1) that was completed and approved in the course sequence during Phase II.

DS9600X Dissertation Defense (1 credit)

(Prerequisites: Program Core, Pre-Dissertation, Research Methodologies, Phase I, Phase II, and Phase III) Welcome to Phase IV of the doctoral plan. In this class, you will work with your assigned doctoral committee consisting of a Mentor/Chair and two or more faculty reviewers/readers to complete your dissertation manuscript. You work with your Mentor/Chair to solidify a solid final working draft of your entire manuscript for submission, review, and approval by your entire committee.

Dissertation Development Courses-PhD Computer Science & Engineering

DC8110 Dissertation Proposal (Chapter 1) (3 credits)

This is the first course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DC8110, 8120, 8121, and 8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational

details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire course sequence is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. DC8110 is the first course in which students start developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling.

DC8120 Dissertation Proposal (Chapter 2) (3 credits)

This is the second course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DC8110, 8120, 8121, and 8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire course sequence is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. DC8120 is the second course in which students continue developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling.

DC8121 Dissertation Proposal (Chapter 2, Continued) (3 credits)

This is the second course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DC8110, 8120, 8121, and 8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire course sequence is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

In this seminar, students will revisit the foundations of research methods and apply them to the modifications required for creating the required dissertation deliverables. DC8120 is the second course in which students continue developing the dissertation proposal (Chapters 1-4.1). Concepts covered include research problems, questions and hypotheses, data types, quantitative and qualitative approaches, research designs, variables and scales, data collection instruments, and sampling.

DC8130 The Dissertation Proposal (Chapters 3 and 4.1 & the IRB) (3 credits)

(Prerequisites: all program core, all pre-dissertation, phase I, DC8110, DC8120, DC8121)

This is the fourth and final course in Phase II of the doctoral plan. Phase II consists of the Research Preparation courses (DC8110, 8120, 8121, and 8130) in which doctoral students follow a structured approach to designing their dissertation study, refining their research question/s, and developing the operational details for their study. The focus is on clearly specifying the assessment criteria and organizational requirements needed to justify a proposed improvement in professional practice, and on designing and implementing such an assessment. The goal of the entire DC course sequence (DC8110, 8120, 8121, and 8130) is to complete the dissertation proposal (Chapters 1, 2, 3 and 4.1).

DC8700 Final Draft Dissertation (Chapters 4 and 5) (1 credit)

This course comprises the entirety of Phase III of the doctoral plan. In DC8700, doctoral candidates complete the approved field research and collect and analyze data according to the plan set forth in the approved in the dissertation proposal (Chapters 1-4.1) that was completed and approved in the course sequence during Phase II.

DC8800X Dissertation Defense (1 credit)

(Prerequisites: all program core, all pre-dissertation, phase I, phase II, phase III) In this course (Phase IV), candidates present their findings to the Dissertation Committee at the defense.

Professional Development Course

IC7000 Official CISSP Review Seminar (0 credits)

This course provides students with CBK domain review materials and instructor guidance in preparation for the CISSP certification exam.

FACULTY – TERMS 23SU4, 23FA1, AND 23FA3

The University of Fairfax provides high quality practitioner-oriented online and hybrid graduate programs. University of Fairfax utilizes an expert professional faculty who are senior practitioners in cyber security and/or field research methods. These experienced professionals help students to remain current with accelerating trends and ensure that they may rapidly apply what they learn on the job, enabling them to continue to advance their careers.

Adnanson, Larry

DIA, University of Fairfax, Information Assurance
MS, SUNY Buffalo State College, Multidisciplinary Studies
BS, Middle East Technical University, Teaching Secondary Mathematics
CISSP, MCSA, Security+, Network+

Azad, Ali

DS, Robert Morris University, Information Systems and Communication
MBA, Indiana University of PA, Management Information Systems
MPA, University of Pittsburgh, Information Services Management & Management Science
BBA, University of Baghdad, Accounting

Cherry, Paula

DBA, Argosy University
MBA, Strayer University, Human Resource Management
BS, Strayer University, Business Administration
AA, Strayer University, General Studies

Christensen, Joel

DIT, Capella University, Doctor of Information Technology
MS, DeVry University, Networking and Communications
BS, Rasmussen College, Cybersecurity
BS, University of Phoenix, Business Management-Information Systems
AAS, Rasmussen College, Marketing and Sales

Edgeston, Samuel

DBA, Argosy University, Business Administration/Organizational Leadership
MAPC, Argosy University, Counseling, Psychology
BS, Freed-Hardeman University, Psychology

Elias, Nilsa

PhD, Capella University, Information Technology
MS, Applied Computer Science
BS, Universidad the Puerto Rico, Natural Sciences

Foley, Patricia

DIA, University of Fairfax, Information Assurance
MPS NY Institute of Technology, Human Relations
BE Stevens Institute of Technology, Engineering
MCT, MCP, A+, Network+, Security+

Fonseca, Sandra

PhD, Universidad Ana G. Mendez, Management Information Systems
MIS, EDP University, Information Systems
BA, Universidad the Puerto Rico, Business Administration

Godlove, Timothy

PhD, University of Fairfax, Information Assurance
MS, Central Michigan University, Information Resource Management
BA, Chapman University, Social Science
AS, Northern Virginia Community College, Liberal Arts

Goodwin, Orenthio

PhD, Capella University, Organization and Management
MS, Regis University, Computer Information Technology
BS, Bellevue University, Business Administration

Issa, Joseph

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MBA, Notre Dame University, Project Management
MS, San Jose State University, Electrical Engineering
BE, Georgia Institute of Technology, Computer Engineering

Kuruvimalai, Sethuraman

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Master of Computer Applications, Thiagarajar College of Engineering
BS, Anna University, Applied Sciences

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BS, Strayer University, Computer Networking

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BS, University of Maryland, Computer Science

McIver, Rodney

DBA, Walden University, Information Systems
MS, East Carolina University, Technology Systems
BAS, North Carolina Wesleyan, Computer Information

Merton, Joseph

DM, Colorado Technical University, Management
MBA, Colorado Technical University
BS, University of Illinois, Agricultural Economics

Orellana, Franklin

DBA, Northcentral University, Project Management
MBA, American InterContinental University, Business Administration
MIT, American InterContinental University, Information Technology
BA, Espiritu Santo, University, Computer Administration

Pandya, Shardul

PhD, Old Dominion University, Engineering Management
MS, Colorado State University, Mechanical Engineering

Panta, Kanchan

DCS, Colorado Technical University, Computer Science
MBA, Regis University, Business Administration

Scott, Carolyn

DBA, Argosy University
MBA, South University, International Business
BS, Argosy University, Business Administration
AA, Western International University, Business Administration

Soomro, Safeullah

PhD, Graz University of Technology
MSc, University of Sindh, Jamshoro, Computer Science
BSc, University of Sindh, Jamshoro, Computer Science

Sorber, Timothy

DCS, Colorado Technical University, Computer Science
MS, National University, Software Engineering
BS, Pennsylvania State University

Stewart, Juanita

DIT, Capella University, Information Technology, Information Assurance & Security
MS, American Intercontinental University, Information Technology
BS, Park University, Management

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DBA, Argosy University, Business Administration
MBA, University of Phoenix, Business Administration
BS, Coleman University, Computer Business Administration
AS, Coleman University, Computer Business Administration

Webb, James

PhD, Capella University, Information Technology
MS, Boston University, Computer Information Systems
BS, University of Maryland, Information Systems Management

PROFESSIONAL ADVISORY BOARDS

The *University of Fairfax Professional Advisory Boards* provide guidance and feedback to the University to ensure that the Fairfax curricula continue to reflect current industry trends and continue to address the evolving needs of the Business, Electrical Engineering and Information Assurance community.

The *University of Fairfax's Business Programs Advisory Committee* members are:

Name/Credential	Title (Present Occupation)	Company Name & Location
Dr. Samuel Edgeston, DBA	Dean of Business Programs	University of Fairfax, Salem VA
Dr. Michael Alexander, DM	Adjunct Professor Business & Criminal Justice	Colorado Technical University
Dr. Steven Munkeby DM	Adjunct Professor – Business and Management	Colorado Technical University and University of Fairfax
Dr. Timothy Creel, DBA	Professor of Practice of Computer Science	University of Denver
Dr. Suzanne Morgan, PhD	Director of National Accounts and Healthcare Policy	NS Pharma
Dr. Priscilla Harrison, PhD	Adjunct Professor	Colorado State University - Global Campus and Campbellsville University

The *University of Fairfax's IT Technology Programs Advisory Committee* members are:

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Karthik Turaga, MSEE	Senior Manager, Software Engineer	7-Eleven Dev Ops, Boston, MA
Jyostona Palwai	Technical Program Manager	Quantiphi Information Technology & Services
Dr. Kyle Patrick Brennan, DIA, MSC, BSIT	Vice President Information Security Officer	Pentucket Bank, Haverhill, MA
Lauren Edwards Carnes, MBA	Cyber Supply Chain Risk Manager	Nou Systems, Inc.
Venoth Lal, MS	Director of Cybersecurity Services	KPMG Financial Services
Sam Zia, MBA, MS	Managing Director of Cloud Computing	Tata Consulting Services
Varun Sharma, MSc., BEng	Senior Technical Advisor	KBR Engineering Corporate Systems, London, England
Felicia Sweet, MS	CEO	Semantysis, Reston, VA

The *University of Fairfax's PhD Advisory Committee* members are:

Name	Title (Present Occupation)	Company Name & Location
Dr. Sajad Khorsandroo, PhD	Academic Dean/Chair	University of Fairfax, Salem, VA
Sujata Devraj, MSCS	Director of Software Development	M3 Enterprising Hospitality, Atlanta, GA
Sandra Fonseca-Lind, DBA, Ed.D., MIS, BBA	Adjunct Faculty and Research Advisor	Nexford University, Washington DC-Baltimore Area
Karun (Kar) Asireddy, DrBA, MS, BE	President and CEO	InfoSmart Technologies Inc., Alpharetta, GA
Demetrius King, BS	IT Specialist	Internal Revenue Service (IRS), Montgomery, AL

The *University of Fairfax's Electrical Engineering Advisory Committee* members are:

Name	Title (Present Occupation)	Company Name & Location
Dr. Sajad Khorsandroo, PhD	Academic Dean/Chair	University of Fairfax, Salem, VA
Shehnaz Soni, BSEE	Senior System Engineer	NASA, Huntsville AL
Gary Broadnox	Director of Procurement for Smart Energy	Honeywell
Srinivas Mosra, MS	Global Head of Solutions Architects and Platform	Borg Warner Inc.
Donald Wilcher, PhD., MS, BEE	Director of Manufacturing and Technology	Jefferson State Community College, Birmingham AL
Rudra Gnawali, PhD, MS, BS	Principal Investigator & Sr. Electro-Optical Engineer Scientist	Applied Optimization, Inc. OH
Terrance West, PhD., MSEE	Chief, PM Shield M&S Division (Acting)	PM Shield Project Office
Sunil Hanumante, BSEE	Senior Process Control & Automation Engineer	Georgia-Pacific, LLC

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Joel Musgrove, MBA - Director
Executive Vice President, Campus Support Operation

Stephanie Damanti
Secretary

ADMINISTRATION

Key Contact Information

Departmental Emails

Students may utilize the following departmental emails for assistance:

Academics: academics@ufairfax.edu

Admissions: admissions@ufairfax.edu

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Librarian: librarian@ufairfax.edu

Registrar: registrar@ufairfax.edu

Student Services: studentservices@ufairfax.edu

Canvas Help Desk: 833-741-0035

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Student Services Representative: Patricia Mitchem

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Associate Director of Admissions: Dr. Monica Bansal

Phone: 888.980.9151 (in U.S.) or 1.540.692.1452 (ext. 3108)

Email: admissions@ufairfax.edu

Online Librarian: Dr. Brandi Porter

Phone: 540.769.8302

Email: librarian@ufairfax.edu

Office Hours

Regular office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Eastern Time.

University Locations

The University of Fairfax is located at 1813 East Main Street, Salem, Virginia, and shares the space with American National University. American National University's Roanoke Valley Campus was the original campus of National College, founded in 1886. The Roanoke Valley Campus resides in a thriving area of economic growth, enabling our graduates to explore career opportunities in their field of study. Located close to I-81, the 48,180 square-foot facility houses 14 lecture rooms, seven computer classrooms, three medical labs and an information technology lab.

The University of Fairfax offers residency classes in Room 244A. This 598.5 square foot classroom provides state of the art equipment, software, and connectivity required for video conferencing and all residency needs.

The University of Fairfax maintains an in-residence site located at 8203 Valencia College Lane, Orlando FL 32825. This classroom space is located in East Orlando and is inside the Renaissance Charter School building. Two classrooms equipped with Wi-Fi access and whiteboards in addition to administrative space are used for in-residence course offerings.

The University of Fairfax maintains an in-residence site located at 10509 Timberwood Circle, Suite 200, Louisville, KY 40223. This classroom space, co-located with American National University, contains classrooms equipped with Wi-Fi access and whiteboards in addition to administrative space for in-residence course offerings.

University Holidays

University offices are closed in observance of the following holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

New Year's Day

2023 ACADEMIC CALENDAR



Spring Term 2023 (23SP1) - Course Session 1A

December 23, 2022	New Student Application Deadline
January 2, 2023	Course Session Begins
February 26, 2023	Course Session Ends
March 8, 2023	Incomplete Assignment Deadline

Spring Term 2023 (23SP3) - Course Session 1B

December 23, 2022	New Student Application Deadline
January 2, 2023	Course Session Begins
March 9, 10, 11, 12	Term B Residency Dates
April 23, 2023	Course Session Ends
May 7, 2023	Incomplete Assignment Deadline

Spring Term 2023 (23SP2) - Course Session 2A

February 17, 2023	New Student Application Deadline
February 27, 2023	Course Session Begins
April 23, 2023	Course Session Ends
May 7, 2023	Incomplete Assignment Deadline

Spring Term 2023 (23SP4) - Course Session 2B

February 17, 2023	New Student Application Deadline
February 27, 2023	Course Session Begins
April 24 -30, 2023	Term B Spring Break
May 11, 12, 13, 14	Term B Residency Dates
June 25, 2023	Course Session Ends
July 9, 2023	Incomplete Assignment Deadline

Summer Term 2023 (23SU1) - Course Session 1A

April 21, 2023	New Student Application Deadline
May 1, 2023	Course Session Begins
June 25, 2023	Course Session Ends
July 9, 2023	Incomplete Assignment Deadline

Summer Term 2023 (23SU3) - Course Session 1B

April 21, 2023	New Student Application Deadline
May 1, 2023	Course Session Begins
July 6, 7, 8, 9, 2023	Term B Residency Dates
August 20, 2023	Course Session Ends
September 3, 2023	Incomplete Assignment Deadline

Summer Term 2023 (23SU2) - Course Session 2A

June 16, 2023	New Student Application Deadline
June 26, 2023	Course Session Begins
August 20, 2023	Course Session Ends
September 3, 2023	Incomplete Assignment Deadline

Summer Term 2023 (23SU4) - Course Session 2B

June 16, 2023	New Student Application Deadline
June 26, 2023	Course Session Begins
August 21-27, 2023	Term B Summer Break
Sept. 7, 8, 9, 10	Term B Residency Dates
October 22, 2023	Course Session Ends
November 5, 2023	Incomplete Assignment Deadline

Fall Term 2023 – (23FA1) Course Session 1A

August 18, 2023	New Student Application Deadline
August 28, 2023	Course Session Begins
October 22, 2023	Course Session Ends
November 5, 2023	Incomplete Assignment Deadline

Fall Term 2023 – (23FA3) Course Session 1B

August 18, 2023	New Student Application Deadline
August 28, 2023	Course Session Begins
November 2, 3, 4, 5	Term B Residency Dates
December 17, 2023	Course Session Ends
December 31, 2023	Incomplete Assignment Deadline

Fall Term 2023 (23FA2) - Course Session 2A

October 13, 2023	New Student Applications
October 23, 2023	Course Session Begins
December 17, 2023	Course Session Ends
December 31, 2023	Incomplete Assignment Deadline

Fall Term 2023 – (23FA4) Course Session 2B

October 13, 2023	New Student Applications
October 23, 2023	Course Session Begins
Dec. 18-Jan. 1, 2024	Term B Winter Break
January 11, 12, 13, 14	Term B Residency Dates
February 25, 2024	Course Session Ends
March 10, 2024	Incomplete Assignment Deadline

2024 ACADEMIC CALENDAR



Spring Term 2024 (24SP1) - Course Session 1A

December 23, 2023	New Student Application Deadline
January 2, 2024	Course Session Begins
February 25, 2024	Course Session Ends
March 10, 2024	Incomplete Assignment Deadline

Spring Term 2024 (24SP3) - Course Session 1B

December 23, 2023	New Student Application Deadline
January 2, 2024	Course Session Begins
March 7, 8, 9, 10	Term B Residency Dates
April 21, 2024	Course Session Ends
May 5, 2024	Incomplete Assignment Deadline

Spring Term 2024 (24SP2) - Course Session 2A

February 16, 2024	New Student Application Deadline
February 26, 2024	Course Session Begins
April 21, 2024	Course Session Ends
May 5, 2024	Incomplete Assignment Deadline

Spring Term 2024 (24SP4) - Course Session 2B

February 16, 2024	New Student Application Deadline
February 26, 2024	Course Session Begins
April 22 - 28, 2024	Term B Spring Break
May 9, 10, 11, 12	Term B Residency Dates
June 23, 2024	Course Session Ends
July 7, 2024	Incomplete Assignment Deadline

Summer Term 2024 (24SU1) - Course Session 1A

April 19, 2024	New Student Application Deadline
April 29, 2024	Course Session Begins
June 23, 2024	Course Session Ends
July 7, 2024	Incomplete Assignment Deadline

Summer Term 2024 (24SU3) - Course Session 1B

April 19, 2024	New Student Application Deadline
April 29, 2024	Course Session Begins
July 11, 12, 13, 14	Term B Residency Dates
August 18, 2024	Course Session Ends
September 2, 2024	Incomplete Assignment Deadline

Summer Term 2024 (24SU2) - Course Session 2A

June 14, 2024	New Student Application Deadline
June 24, 2024	Course Session Begins
August 18, 2024	Course Session Ends
September 2, 2024	Incomplete Assignment Deadline

Summer Term 2024 (24SU4) - Course Session 2B

June 14, 2024	New Student Application Deadline
June 24, 2024	Course Session Begins
August 19-25, 2024	Term B Summer Break
Sept. 5, 6, 7, 8	Term B Residency Dates
October 20, 2024	Course Session Ends
November 3, 2024	Incomplete Assignment Deadline

Fall Term 2024 – (24FA1) Course Session 1A

August 16, 2024	New Student Application Deadline
August 26, 2024	Course Session Begins
October 20, 2024	Course Session Ends
November 3, 2024	Incomplete Assignment Deadline

Fall Term 2024 – (24FA3) Course Session 1B

August 16, 2024	New Student Application Deadline
August 26, 2024	Course Session Begins
Oct 31, Nov 1, 2, 3	Term B Residency Dates
December 15, 2024	Course Session Ends
December 29, 2024	Incomplete Assignment Deadline

Fall Term 2024 (24FA2) - Course Session 2A

October 11, 2024	New Student Applications
October 21, 2024	Course Session Begins
December 15, 2024	Course Session Ends
December 29, 2024	Incomplete Assignment Deadline

Fall Term 2024 – (24FA4) Course Session 2B

October 11, 2024	New Student Applications
October 21, 2024	Course Session Begins
Dec. 16 - 29, 2024	Term B Winter Break
January 9, 10, 11, 12	Term B Residency Dates
February 23, 2025	Course Session Ends
March 9, 2025	Incomplete Assignment Deadline