



**University of Fairfax**  
*Secure Your Future™*

***Student Handbook***

***March 1, 2012 – July 31, 2011***

**2070 Chain Bridge Road  
Suite G-100  
Vienna, Virginia 22182**

**703.790.3200  
[www.UFairfax.net](http://www.UFairfax.net)**



703.790.3200  
www.UFairfax.net

2070 Chain Bridge Road  
Suite G-100  
Vienna, VA 22182

## GOVERNING DOCUMENTS

The *University of Fairfax Catalog* is the governing document for all academic requirements and program-related information for the University of Fairfax. The *University of Fairfax Student Handbook* 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. Official versions of the catalog and the student handbook are posted on the University's website. The catalog and handbook posted most recently to the website supersede previous web and printed versions of these documents and may be downloaded from the University's website and the *Student Information Center* via the *eCollege* learning management platform.

This catalog is valid from March 1, 2012 through July 31, 2012. 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.

---

## ACCREDITATION AND CERTIFICATION

The University of Fairfax is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The Accrediting Commission of DETC 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).



Distance Education and Training Council  
1601 18<sup>th</sup> St. NW, Suite 2  
Washington, DC 20009  
202.234.5100  
<http://www.detc.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  
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 accredited in Indiana by the ICPPE in accordance with the provisions of Title 21, Chapter 17.1 of the Code of Indiana and applicable regulations of the ICPPE.



The Indiana Commission on Proprietary Education  
302 West Washington Street, Room E201,  
Indianapolis, IN 46204-2767,  
Toll Free Number 1-800-227-5695 or (317) 232-1320  
<http://www.in.gov/cope/directory>

The University of Fairfax, Inc., d/b/a University of Fairfax, is a non-profit (501.c.3) Delaware Corporation.

---

## TABLE OF CONTENTS

<b>GOVERNING DOCUMENTS .....</b>	<b>ii</b>
<b>NOTICE OF NONDISCRIMINATION.....</b>	<b>ii</b>
<b>ACCREDITATION AND CERTIFICATION.....</b>	<b>iii</b>
<b>STATEMENT OF MISSION AND GOALS.....</b>	<b>1</b>
MISSION.....	1
VISION .....	1
INSTITUTIONAL GOALS .....	1
INSTITUTIONAL OBJECTIVES .....	1
MOTTO.....	2
ACCESSIBLE EDUCATION .....	2
HISTORICAL PERSPECTIVE .....	3
<b>ACADEMIC PROGRAMS.....</b>	<b>4</b>
DOCTORATE IN INFORMATION ASSURANCE (DIA).....	5
Description.....	5
Program Objectives.....	5
Qualifying Exam.....	5
Comprehensive Exams (Level I) .....	6
Credit Requirements .....	6
Earning Graduate Certificates.....	6
DOCTOR OF SCIENCE IN INFORMATION ASSURANCE (DSC) .....	7
Description.....	7
Program Objectives.....	7
Qualifying Exam.....	7
Comprehensive Exams (Level I and II) .....	8
Credit Requirements .....	8
Earning Graduate Certificates.....	8
MASTER OF SCIENCE IN INFORMATION SECURITY MANAGEMENT (MSISM).....	9
Program Objectives.....	9
Credit Requirements .....	10
Multiple Specializations.....	10
Earning Graduate Certificates.....	10
MASTER OF SCIENCE IN ENTERPRISE MANAGEMENT (MSEM).....	11
Program Objectives.....	11
Credit Requirements .....	11
Earning Graduate Certificates.....	12
GRADUATE CERTIFICATE PROGRAM .....	13
Description.....	13
Program Objectives.....	13
Credit Requirements .....	13
Multiple Graduate Certificates.....	13
Degree Seeking Candidates Earning Graduate Certificates.....	13
Graduate Certificate Options .....	14

<b>ADMISSIONS .....</b>	<b>16</b>
PROGRAM ADMISSION REQUIREMENTS.....	16
DUAL DEGREES .....	16
ADVANCED STANDING.....	16
INTERNATIONAL CREDENTIALS.....	17
ENGLISH LANGUAGE PROFICIENCY.....	17
ADMISSION STATUS .....	17
Formal Admission.....	17
Conditional Admission .....	17
Provisional Admission.....	17
ADMISSION PROCEDURES .....	18
All Programs .....	18
<b>CURRICULA .....</b>	<b>19</b>
DOCTORATE IN INFORMATION ASSURANCE (DIA).....	19
DOCTOR OF SCIENCE (DSC) IN INFORMATION ASSURANCE .....	20
MASTER OF SCIENCE IN INFORMATION SECURITY MANAGEMENT (MSISM).....	21
MASTER OF SCIENCE IN ENTERPRISE MANAGEMENT (MSEM).....	23
GRADUATE CERTIFICATES .....	24
<b>ADMINISTRATION .....</b>	<b>27</b>
KEY CONTACT INFORMATION .....	27
OFFICE HOURS.....	28
UNIVERSITY HOLIDAYS .....	28
<b>STUDENT SUPPORT SERVICES.....</b>	<b>29</b>
EXECUTIVE STAFF .....	29
President.....	29
ADMISSIONS.....	29
Admissions Officer .....	29
Vice President of Admissions and Marketing .....	29
ACADEMICS .....	29
Chief Academic Officer.....	29
Dean of Academic Systems, Services and Assessment .....	29
Dean of Doctoral Research .....	29
Director of Doctoral Advising .....	29
Director of Curriculum Content – Information Security .....	29
Director of Curriculum Content – Enterprise Management .....	30
Dissertation Advisors.....	30
Faculty Advisors .....	30
STUDENT SERVICES .....	30
Academic Operations Coordinator .....	30
Academic Services Coordinator .....	30
Academic Records Coordinator / Assistant Registrar .....	30
Online Librarians .....	30
Registrar.....	30
STUDENT FINANCE.....	30
Controller .....	30
Financial Services Coordinator.....	31

ADDITIONAL SUPPORT SERVICES .....	31
Orientation .....	31
Student Information Center.....	31
Mobile Access.....	31
Twitter.....	31
Textbooks.....	32
Help Desk.....	32
Electronic Library and Research Resources .....	32
Library Tutorials and Webinars (LIBTUTOR).....	32
Certification Training Center for Continuing Professional Education .....	33
Additional Doctoral Student Support.....	33
<b>ACADEMIC POLICIES AND PROGRAM EXPECTATIONS.....</b>	<b>34</b>
ACADEMIC CALENDAR .....	34
ACADEMIC TERM.....	34
ACADEMIC YEAR .....	34
ACADEMIC CREDIT POLICY.....	34
ACADEMIC INTEGRITY POLICY .....	34
PROFESSIONAL CONDUCT POLICY .....	35
ATTENDANCE.....	35
PARTICIPATION .....	35
TECHNOLOGY REQUIREMENTS.....	35
STANDARDS OF ACADEMIC PROGRESS.....	35
Cumulative Grade Point Average .....	36
Maximum Coursework Allowed.....	36
Completion Rate .....	36
ACADEMIC STANDING.....	36
Good Academic Standing .....	36
Academic Warning .....	36
Academic Probation.....	36
Academic Dismissal.....	37
COMPUTING A CUMULATIVE GRADE POINT AVERAGE (CGPA) .....	37
GRADING SCALE .....	37
Incompletes .....	38
Withdrawals .....	38
Audited Courses.....	38
Repeated Courses.....	38
PROGRAM MODIFICATIONS .....	38
Course Substitutions .....	38
Transfer of Course Credits.....	39
Program Modifications for Dual Degree Seekers.....	39
STUDENT IDENTITY VERIFICATION .....	39
PROCTORED EXAMS .....	39
Master’s Degrees .....	39
Doctoral Degrees .....	40
CONTINUOUS ENROLLMENT/GOVERNING RULES.....	40
TIME LIMIT FOR COMPLETION .....	40

GRADUATION REQUIREMENTS .....	41
All Graduates .....	41
Graduates of the Doctoral Program .....	41
Alternate Degree Award for Doctoral Students.....	41
TRANSCRIPT REQUESTS .....	41
<b>FINANCIAL INFORMATION .....</b>	<b>42</b>
TUITION .....	42
STUDENT FEES .....	42
SPECIAL SERVICES FEES .....	42
Advanced Standing Evaluation.....	42
Dissertation Quality Review .....	42
Registration .....	43
Review Seminar Fee .....	43
Student Services.....	43
Technology .....	43
Transfer Credit .....	43
FINANCIAL POLICIES .....	43
Add/Drop Period.....	43
Withdrawals .....	43
Refunds .....	44
FINANCIAL ASSISTANCE .....	44
Program and Lifetime Maximums.....	44
FORMS OF FINANCIAL ASSISTANCE.....	44
Military Spouse Career Advancement Accounts (MyCAA) .....	44
Employer Tuition Reimbursement/ Direct Billing .....	44
Scholarships, Fellowships and Loans .....	45
<b>PROGRAM DELIVERY AND EXPECTATIONS .....</b>	<b>47</b>
PROGRAMS OF STUDY .....	47
<i>E</i> COLLEGE LEARNING MANAGEMENT PLATFORM .....	47
<i>E</i> COLLEGE FEATURES .....	47
Course Shell .....	47
Course Content.....	48
Course Tools .....	48
<i>Gradebook</i> .....	48
eMail .....	49
Document Sharing .....	49
Dropbox .....	49
Webliography.....	49
Features Which Support Interaction .....	50
<i>E</i> COLLEGE ACCESS IDS.....	51
COURSE DELIVERY .....	51
Online Chat Rooms.....	51
Asynchronous Discussion Threads.....	51
SyncSessions™.....	51
Microphone Control.....	52
Setting Up Your Microphone/Headset.....	53

Checking Your Headset/Microphone in ClassLive! .....	53
ATTENDANCE AND PARTICIPATION .....	54
SUBMISSION OF COURSE WORK .....	54
GRADING OF DELIVERABLES .....	54
Discussion Threads .....	55
Written Assignments .....	56
FACULTY AVAILABILITY .....	57
<b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>58</b>
STUDENT RIGHTS .....	58
Academic Freedom .....	58
Academic Records Policy .....	58
Arbitration Agreement .....	58
Harassment Policy .....	58
Intellectual Property Policy .....	58
Nondiscrimination Policy Notice .....	58
Grievance Policy .....	59
Safety and Security .....	59
Student Identification Cards .....	59
STUDENT RESPONSIBILITIES .....	60
Academic Integrity Policy .....	60
Cheating .....	60
Academic Integrity Violations .....	61
Copyright Policy .....	62
Drug and Alcohol Policy .....	63
End-of-Course Evaluations .....	63
Confidential Information Policy .....	63
Professional Conduct Policy .....	63
Student Research Involving Human Subjects .....	64
<b>COMMUNICATION .....</b>	<b>65</b>
CHANGE OF STATUS .....	65
NAME CHANGE REQUEST .....	65
STUDENT EMAIL ACCOUNTS .....	65
students@ufairfax.org Email Accounts .....	65
User Name and Password .....	65
Web-Mail Procedures .....	66
Configuring Microsoft Outlook for Your Student Email Account .....	67
NETIQUETTE .....	68
SYNCSESSION™ ETIQUETTE .....	68
<b>TIPS FOR YOUR SUCCESS .....</b>	<b>69</b>
BE PREPARED .....	69
COMMUNICATE .....	69
NETWORK .....	69
BE ACTIVE IN THE LEARNING PROCESS .....	69

## **STATEMENT OF MISSION AND GOALS**

### **MISSION**

The mission of the University of Fairfax is to support the cybersecurity community by providing adult learners with quality, accessible, distance education. The practitioner-oriented graduate programs offered produce applied research in Enterprise Management, focusing on Information Assurance and Information Security.

### **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 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**

- To help address a critical global priority
- To operate with integrity
- To support the cybersecurity community
- To meet the career path needs of adult professionals
- To maintain currency with cybersecurity trends and technology
- To sustain a learner-centered institutional culture
- To foster processes of continual improvement
- To be recognized as a thought leader
- To preserve an institutional commitment to providing quality distance education

### **INSTITUTIONAL OBJECTIVES**

The objectives of the University of Fairfax ensure that its practitioner-oriented curricula are continually improved through outcomes assessment and consultation with stakeholders; that students apply critical thinking skills and applied research competencies to cybersecurity challenges; that graduates apply theory, concepts and skills which contribute to their career advancement; that learners utilize a multi-disciplinary approach for problem solving in order to address the needs of the enterprise; and that the University generates the resources to maintain the University's programs.

## **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 cybersecurity 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 delivery of its programs. Courses are delivered via the *Pearson eCollege Learning Studio* (more familiarly known as *eCollege*), 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.

## **HISTORICAL PERSPECTIVE**

The University of Fairfax (UoF) was accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) on January 20, 2012. The Accrediting Commission of DETC 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). DETC is the leader in accrediting global distance learning with more than 4 million students enrolled in DETC accredited institutions. ([www.detc.org](http://www.detc.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 policy-makers 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, DETC 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.

## ACADEMIC PROGRAMS

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

- **Doctorate in Information Assurance**
- **Doctor of Science in Information Assurance**
- **Master of Science in Information Security Management** with specializations in:
  - Information Security Analysis (ISA)
  - Information Security Auditing (IAU)
  - Information System Certification (ISC)
  - Information Security Engineering (ISE)
  - Information Security Research (ISR)
- **Master of Science in Enterprise Management** with specializations in:
  - Information Security Analysis (ISA)
- **Graduate Certificates** in:
  - Cybersecurity Best Practices (CBP)
  - Information Security Professional Practices (ISPP)
  - Information Security Analysis (ISA)
  - Information Security Auditing (IAU)
  - Information System Certification (ISC)
  - Information Security Engineering (ISE)
  - Information Security for the Enterprise (ISEN)
  - Certified Cybersecurity Researcher (CCR)
  - Information Security Research Practices (ISRP)
  - Knowledge-Based Research for Information Security Practitioners (KRIS)
  - Solution-Based Research for Information Security Practitioners (SRIS)

## **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.

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 at the conclusion of the RM8500 course.

## Comprehensive Exams (Level I)

Doctoral students enrolled in the DIA program must pass two Level I Comprehensive Exams completed in CEX8220, CEX8230 or CEX8240. Each Level I Comprehensive Exam consists of a 25-30 page research paper on a specified topic in Information Security and must demonstrate mastery of content and literature-based research skills, while utilizing APA format and citation requirements. If necessary, students may repeat any or all of the Level I Comprehensive Exams.

## Credit Requirements

The *Doctorate in Information Assurance* consists of a minimum of 60 semester credits beyond a Master's degree, including 57 credits of pre-dissertation courses (consisting of 24 credits of Information Security content taken from core and specialization courses, 18 credits of research methods courses, 6 credits of comprehensive exam courses, 9 credits of research-preparation courses) and 3 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.

In the preliminary Research Methods courses (*RM6000, RM8250, RM8500, RM9100*), DIA students are introduced to the research paradigm and develop research skills through the completion of course deliverables. In later Research Methods courses (*RM9150, RM9200*) students follow a structured approach for selecting a research site and identifying a research topic.

In the Research Preparation courses (*RES8110-RES8140*) doctoral students develop the *Feasibility Study Specification (FSS)* which describes the proposed research study. Candidacy is granted after approval of the FSS.

Once doctoral candidates in the DIA program complete the research preparation courses, they enroll in Dissertation Development courses (*DST8110-DST8130*) during which they conduct the approved research and complete the dissertation.

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

## Earning Graduate Certificates

DIA students complete the requirements for graduate certificates as they progress through their programs. Upon completion of the required courses, they may elect to receive the applicable graduate certificate(s) listed under the *Graduate Certificate Program* section in this document.

## **DOCTOR OF SCIENCE IN INFORMATION ASSURANCE (DSc)**

### **Description**

This degree program helps students to advance in cybersecurity policy development and research positions. In this program, students engage in primary research and complete original applied field research, derived from theory and practice, which contributes to the advancement of knowledge and application in Information Assurance.

This program fosters the development of students who:

- Are recognized as thought leaders with expertise in a specialized field of applied research relevant to the cybersecurity community
- Apply critical thinking and problem-solving skills in assessing research issues relevant to information assurance
- Possess an awareness and expertise in recognizing gaps in knowledge that have generalized applicability to the cybersecurity community
- Have a commitment to advancing the state of practice and knowledge relevant to the field of information assurance
- contribute to the strategic development of practices in the field of cybersecurity

### **Program Objectives**

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

- Demonstrate primary research competencies through the completion of an original applied field research project in information assurance
- Demonstrate secondary research competencies in the investigation and identification of research topics relevant to information assurance practitioners
- Analyze, evaluate and propose opportunities for applied research projects relevant to the cybersecurity community
- Formulate the rationale and justification for conducting primary research which investigates practice-relevant research questions
- Apply appropriate hypothesis testing methodologies and analysis techniques in conducting practice-driven primary research
- Interpret and apply the results and findings from individual primary research projects in the formulation of recommendations to industry practitioners

### **Qualifying Exam**

Doctoral students enrolled in the DSc program must pass the Qualifying Exam. This exam is used to evaluate mastery of the concepts and foundations of applied research and is administered at the conclusion of the RM8500 course.

## Comprehensive Exams (Level I and II)

Doctoral students enrolled in the DSc program must pass two Level I Comprehensive Exams completed in CEX8220, CEX8230 or CEX8240. Each Level I Comprehensive Exam consists of a 25-30 page research paper on a specified topic in Information Security and must demonstrate mastery of content and literature-based research skills, while utilizing APA format and citation requirements.

DSc students must also pass the Level II Comprehensive Exam completed in CEX9200, which consists of a 25-30 page paper addressing a research question relating to one of the 10 Information Security domains known as the Common Body of Knowledge (CBK). The exam must demonstrate mastery of the subject matter content as well as literature-based research skills, while utilizing APA format and citation requirements.

If necessary, students may repeat any or all of the Level I or Level II Comprehensive Exams.

## Credit Requirements

The *Doctor of Science in Information Assurance* consists of a minimum of 70 semester credits beyond a Master's degree, including 63 credits of pre-dissertation courses (consisting of 18 credits of Information Security content taken from core and specialization courses, 18 credits of research methods courses, 9 credits of comprehensive exam courses, 18 credits of research-preparation courses) and 7 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.

In the preliminary Research Methods courses (*RM6000, RM8250, RM8500, RM9100*), DSc students are introduced to the research paradigm and develop research skills through the completion of course deliverables. In later Research Methods courses (*RM9150, RM9250*) students follow a structured approach for selecting a research site and identifying a research topic.

In the Research Preparation courses (*RES8510-RES8580*) doctoral students proceed under the guidance of an advisor and develop the required proposals. Candidacy is granted after approval of the *Proposed Research Plan (PRP)*. DSc students are granted permission to conduct research after approval of the *Research Design Specification (RDS)*.

Once doctoral candidates in the DSc program complete the research preparation courses, they enroll in Dissertation Development courses (*DST8510-DST8540*) during which they conduct the approved research and complete the dissertation.

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

## Earning Graduate Certificates

DSc students complete the requirements for graduate certificates as they progress through their programs. Upon completion of the required courses, they may elect to receive the applicable graduate certificate(s) listed under the *Graduate Certificate Program* section in this document.

## **MASTER OF SCIENCE IN INFORMATION SECURITY MANAGEMENT (MSISM)**

### **Specializations**

- Information Security Analysis (ISA)
- Information Security Auditing (IAU)
- Information System Certification (ISC)
- Information Security Engineering (ISE)
- Information Security Research (ISR)

### **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, students 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 business 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 MSISM degree program consists of 36 semester credits beyond a baccalaureate degree, including 18 credits of core courses, 6 credits of research methods courses, and 12 credits of specialization-specific courses.

## **Multiple Specializations**

MSISM degree students may pursue multiple specializations through the completion of graduate certificates. Each specialization requires completion of four specialization-specific courses. Required specialization courses may apply to multiple certificates.

## **Earning Graduate Certificates**

MSISM students complete the requirements for a graduate certificates as they progress through their programs. Upon completion of the required courses, they may elect to receive the applicable graduate certificate(s) listed under the *Graduate Certificate Program* section in this document.

## **Specialization Options**

The University of Fairfax offers a variety of specialization options to meet the needs of information security professionals.

### ***Information Security Analysis (ISA)***

Students develop competencies in implementing an enterprise strategic security plan by integrating effective security policies, standards, procedures and controls.

### ***Information Security Auditing (IAU)***

Students develop competencies in forensically analyzing cyber evidence, enforcing data process controls, certifying information protection programs, and managing risk and compliance.

### ***Information System Certification (ISC)***

Students develop competencies in supporting a management structure to certify and accredit information systems by developing policies, standards and procedures in accordance with a prescribed set of criteria.

### ***Information Security Engineering (ISE)***

Students develop competencies in assessing network vulnerabilities and attack methods as well as in designing and deploying counter-measures and resilient security architectures.

### ***Information Security Research (ISR)***

Doctoral students who have completed a minimum of 36 semester credits of a University of Fairfax doctoral degree program, but wish to discontinue studies, may be awarded an MSISM degree in *Information Security Research*.

## **MASTER OF SCIENCE IN ENTERPRISE MANAGEMENT (MSEM)**

### **Specializations**

- Information Security Analysis (ISA)

### **Description**

This degree program prepares students to be strategic and tactical contributors in the development, implementation and evaluation of enterprise level 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 enterprise management
- Apply critical thinking and problem-solving skills in the analysis of issues relevant to enterprise managers
- Utilize secondary research competencies in the investigation and selection of best practice solutions to enterprise challenges
- Demonstrate the knowledge and skills necessary to address a specialized area of enterprise management

### **Program Objectives**

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

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

### **Credit Requirements**

The MSEM degree program consists of 36 semester credits beyond a baccalaureate degree, including 18 credits of core courses, 6 credits of research methods courses, and 12 credits of specialization-specific courses.

### **Earning Graduate Certificates**

MSEM students complete the requirements for graduate certificates as they progress through their programs. Upon completion of the required courses, they may elect to receive the applicable graduate certificate(s) listed under the *Graduate Certificate Program* section in this document.

### **Specialization Options**

The University of Fairfax offers a variety of specialization options to meet the needs of enterprise management professionals.

#### ***Information Security Analysis (ISA)***

Students develop competencies in implementing an enterprise strategic security plan by integrating effective security policies, standards, procedures and controls.

## **GRADUATE CERTIFICATE PROGRAM**

### **Description**

Graduate certificates represent a level of achievement of technical competencies and project experience which relate to specialized fields of practice in Information Security.

Requirements for earning a graduate certificate cannot be satisfied through transfer credit.

Upon acceptance into a University of Fairfax degree program, 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.

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:

- Compile, analyze, and assess the applicability of best practices in addressing information security issues
- Demonstrate mastery of theory, concepts and skills in addressing specialized aspects of information security management

### **Credit Requirements**

Graduate certificates vary from 6 semester credits to 18 semester credits. However, the majority of offerings are 12 credits.

### **Multiple Graduate Certificates**

Students may earn multiple graduate certificates concurrently or sequentially. Credits earned toward a graduate certificate may also apply to one or more additional graduate certificate(s).

### **Degree Seeking Candidates Earning Graduate Certificates**

Degree candidates complete the requirements for graduate certificates as they progress through their programs. Upon completion of the required courses, they may elect to receive the applicable graduate certificate(s).

## **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 ten domains of Information Security and prepare for an industry related certification exam which demonstrates mastery of subject knowledge in the discipline.

### ***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. Upon completion of this certificate, students are awarded the NSA certifications for *Information Systems Security Professionals (CNSS No. 4011)* and *Senior Systems Managers (CNSS No.4012)*.

### ***Information Security Analysis (ISA)***

Students develop competencies in implementing an enterprise strategic security plan by integrating effective security policies, standards, procedures and controls.

### ***Information Security Auditing (IAU)***

Students develop competencies in forensically analyzing cyber evidence, enforcing data process controls, certifying information protection programs, and managing risk and compliance.

### ***Information System Certification (ISC)***

Students develop competencies in supporting a management structure to certify and accredit information systems by developing policies, standards and procedures in accordance with a prescribed set of criteria.

### ***Information Security Engineering (ISE)***

Students develop competencies in assessing network vulnerabilities and attack methods as well as in designing and deploying counter-measures and resilient security architectures.

### ***Information Security for the Enterprise (ISEN)***

Students explore the ten domains of Information Security and examine effective approaches to implementing security awareness programs within an enterprise.

In addition, students enrolled in doctoral degree programs may earn the following graduate certificates as they progress through their programs.

***Certified Cybersecurity Researcher (CCR)***

Students examine the emerging trends that pertain to security programs, technology, and regulation while developing skills necessary to implement Information Security research projects.

***Information Security Research Practices (ISRP)***

Students explore concepts and foundations of applied research, identify a feasible research site, and utilize industry-relevant problems to propose an original field research study.

***Knowledge-Based Research for Information Security Practitioners (KRIS)***

Students learn how to articulate a research problem, conduct a research literature review, and synthesize relevant research in the development of an original Information Security research project derived from theory and practice. *(DSc students only)*

***Solution-Based Research for Information Security Practitioners (SRIS)***

Students learn how to articulate a research problem, conduct a research literature review, and synthesize relevant research in the development of a solution-based Information Security research project. *(DIA students only)*

## ADMISSIONS

### PROGRAM ADMISSION REQUIREMENTS

Applicants are evaluated individually based on their professional experience, academic credentials from accredited institutions and admissions interview, to assess their potential for completing the relevant academic program successfully. The table below summarizes the minimum requirements for admission to each program offered by the University.

Program Name	Relevant Professional Experience	Required Degrees from Accredited Institution(s)
DIA	Min. 5 Years	Master's
DSc	Min. 5 Years	Master's
DSc with Advanced Standing	Min. 8 Years	Two Master's, or a Professional Degree (e.g., JD), or "ABD" Status*
MSISM	Min. 3 Years	Baccalaureate
MSEM	Min. 3 Years	Baccalaureate
MSISM/DIA or MSISM/DSc (Dual Degree)	Min. 3 Years	Baccalaureate
Graduate Certificate	Min. 3 Years	90 Semester Credits

\* completed all required pre-dissertation coursework of a doctoral program

### DUAL DEGREES

Students may apply for a program of study which leads to two consecutive degrees (MSISM/DIA or MSISM/DSc) on an accelerated schedule. These students are required to follow a program of study which includes core, specialization-specific, elective, research and dissertation courses. The MSISM degree is awarded upon successful completion of the required 36 semester credits. Formal admission to the doctoral program selected is granted upon successful completion of the MSISM degree.

### ADVANCED STANDING

Applicants with at least eight years of relevant experience who hold one of the following from an accredited institution: a professional degree (e.g., Juris Doctorate); more than one master's degree; or have completed all required pre-dissertation coursework in a doctoral program (i.e., have achieved "ABD" status) within the past 10 years may apply for advanced standing in the Doctor of Science (DSc) program. Such students are required to complete a program of study which consists of a minimum of 60 semester credits, including courses in research methods, research design and dissertation development.

## **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. The University of Fairfax accepts evaluations provided by World Education Services (WES), American Association of Collegiate Registrars and Admissions Officers (AACRAO), Educational Credential Evaluators (ECE) or International Educational Research Foundation (IERF). If the academic records are in a language other than English, an English translation is required that is as close to word-for-word as possible.

## **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 receive a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), or its equivalent.

## **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 second registration period 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.

Students applying for dual degrees (MSISM/DIA or MSISM/DSc) may be granted provisional admission to the selected doctoral program without the need for a petition, provided conditional or formal admission to the MSISM degree has been granted.

## **ADMISSION PROCEDURES**

### **All Programs**

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

- complete and submit the Application for Admission along with a \$75 application fee.
- complete and submit the Application for Doctoral Program if applicable.
- submit proof of graduation or previous credits earned. (Acceptable documents include an Issued to Student transcript or copy of a diploma.)
- submit a resume or summary of employment history.
- complete a telephone 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 term.
- submit TOEFL scores, if applicable.

Information provided in these application materials is used by the University in making admissions decisions and may be verified through official transcripts, reference checks, and/or credit reports.

## CURRICULA

### DOCTORATE IN INFORMATION ASSURANCE (DIA)

<i>Course #</i>	<i>Course Title</i>
-----------------	---------------------

**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>
PM8100	<i>Information Security Project Management</i>

**Specialization Courses:**

IA8020	<i>Security Policies, Practices and Standards</i>
IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>

**Comprehensive Exam Courses: (two of the following)**

CEX8220	<i>Security Program Strategies and Implementation (Level I)</i>
CEX8230	<i>Legal and Ethical Management Issues in Information Security (Level I)</i>
CEX8240	<i>Strategic and Technological Trends in Information Security (Level I)</i>

**Research Methods Courses:**

RM6000	<i>Effective Writing in Information Security Analysis</i>
RM8250	<i>Web-Based Research Methods in Information Security</i>
RM8500	<i>Research Foundations for Information Security Practitioners</i>
RM9100 <sup>1</sup>	<i>Qualitative and Quantitative Analysis</i>
RM9150	<i>Feasible Problem-Driven Research in Information Security</i>
RM9200	<i>Designing Solutions to Information Security Problems</i>

**Research Preparation Courses:**

RES8110	<i>Research Needs and Requirements Analysis</i>
RES8120	<i>Identification of Evidence-Based Solutions</i>
RES8130	<i>Operational Design and Specification</i>
RES8140 <sup>2</sup>	<i>Continuing FSS Development</i>

**Dissertation Development Courses:**

DST811X <sup>3</sup>	<i>Feasibility Testing and Planning</i>
DST8120 <sup>3</sup>	<i>Continuing Dissertation Development</i>
DST813X <sup>4</sup>	<i>Dissertation Documentation and Defense</i>

**Minimum credits required for DIA: 60**

<sup>2</sup> Comprehensive Exams must be completed and passed prior to enrollment in this course.

<sup>2</sup> This course must be repeated until deliverables are approved.

<sup>3</sup> Course number varies based on number of credit hours earned.

---

**DOCTOR OF SCIENCE (DSC) IN INFORMATION ASSURANCE**

***Course #      Course Title***

---

***Core Courses:***

IA7020      *Information Security Systems and Organizational Awareness*  
 IA7030      *Legal and Ethical Practices in Information Security*  
 IA8010      *Business and Security Risk Analysis*

***Specialization Courses:***

IA8020      *Security Policies, Standards and Procedures*  
 IA8030      *Design, Development and Evaluation of Security Controls*  
 IA8190      *Forensic Evaluation and Incident Response Management*

***Comprehensive Exam Courses:***

*Two of the following:*

CEX8220      *Security Program Strategies and Implementation (Level I)*  
 CEX8230      *Legal and Ethical Management Issues in Information Security (Level I)*  
 CEX8240      *Strategic and Technological Trends in Information Security (Level I)*

***Plus:***

CEX9200      *Research Topics in Information Security (Level II)*

***Research Methods Courses:***

RM6000      *Effective Writing in Information Security Analysis*  
 RM8250      *Web-Based Research Methods in Information Security*  
 RM8500      *Research Foundations for Information Security Practitioners*  
 RM9100<sup>4</sup>      *Qualitative and Quantitative Analysis*  
 RM9150      *Feasible Problem-Driven Research in Information Security*  
 RM9250      *Building a Knowledge-Base in the Information Security Discipline*

***Research Preparation Courses:***

RES8510      *Research Topic Rationale*  
 RES8520      *Review and Synthesis of Prior Research*  
 RES8530      *Proposed Research Methodology*  
 RES8540<sup>5</sup>      *Continuing PRP Development*  
 RES8550      *Research Design: Data Collection Plan*  
 RES8560      *Research Design: Results and Findings*  
 RES8570      *Research Design Specification*  
 RES8580<sup>6</sup>      *Continuing RDS Development*

***Dissertation Development Courses:***

DST851X<sup>6</sup>      *Data Collection and Preparation*  
 DST852X<sup>7</sup>      *Data Analysis and Findings*  
 DST8530<sup>6</sup>      *Continuing Dissertation Development*  
 DST854X<sup>7</sup>      *Dissertation Documentation and Defense*

***Minimum credits required for DSc: 70***

---

<sup>4</sup> *Comprehensive Exams must be completed and passed prior to enrollment in this course.*

<sup>5</sup> *This course must be repeated until deliverables are approved.*

<sup>6</sup> *Course number varies based on number of credit hours earned.*

---

**MASTER OF SCIENCE IN INFORMATION SECURITY MANAGEMENT (MSISM)**

***Specialization: Information Security Analysis (ISA)***

<i>Course #</i>	<i>Course Title</i>
<b>Core Courses:</b>	
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>
PM8100	<i>Information Security Project Management</i>
IA9200	<i>Strategic Analysis in Information Security</i>
<b>Research Methods Courses:</b>	
RM6000	<i>Effective Writing in Information Security Analysis</i>
RM8250	<i>Web-Based Research Methods in Information Security</i>
<b>Specialization Courses:</b>	
IA8125=	<i>Information Security Policy Planning and Analysis</i>
IA8020	<i>Security Policies, Standards and Procedures</i>
IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>
<b>Credits required for MSISM: 36</b>	

***Specialization: Information Security Auditing (IAU)***

<i>Course #</i>	<i>Course Title</i>
<b>Core Courses:</b>	
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>
PM8100	<i>Information Security Project Management</i>
IA9200	<i>Strategic Analysis in Information Security</i>
<b>Research Methods Courses:</b>	
RM6000	<i>Effective Writing in Information Security Analysis</i>
RM8250	<i>Web-Based Research Methods in Information Security</i>
<b>Specialization Courses:</b>	
IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8110	<i>Certification and Accreditation</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>
IA8210	<i>Risk Management and Compliance</i>
<b>Credits required for MSISM: 36</b>	

***Specialization: Information System Certification (ISC)***

***Course #      Course Title***

---

***Core Courses:***

IA7020      *Information Security Systems and Organizational Awareness*  
 IA7030      *Legal and Ethical Practices in Information Security*  
 IA7040      *Information Security and Organizational Change*  
 IA8010      *Business and Security Risk Analysis*  
 PM8100      *Information Security Project Management*  
 IA9200      *Strategic Analysis in Information Security*

***Research Methods Courses:***

RM6000      *Effective Writing in Information Security Analysis*  
 RM8250      *Web-Based Research Methods in Information Security*

***Specialization Courses:***

IA8030      *Design, Development and Evaluation of Security Controls*  
 IA8110      *Certification and Accreditation*  
 IA8140      *Business Continuity Planning and Recovery*  
 IA8190      *Forensic Evaluation and Incident Response Management*

***Credits required for MSISM: 36***

***Specialization: Information Security Engineering (ISE)***

***Course #      Course Title***

---

***Core Courses:***

IA7020      *Information Security Systems and Organizational Awareness*  
 IA7030      *Legal and Ethical Practices in Information Security*  
 IA7040      *Information Security and Organizational Change*  
 IA8010      *Business and Security Risk Analysis*  
 PM8100      *Information Security Project Management*  
 IA9200      *Strategic Analysis in Information Security*

***Research Methods Courses:***

RM6000      *Effective Writing in Information Security Analysis*  
 RM8250      *Web-Based Research Methods in Information Security*

***Specialization Courses:***

IA8050      *Security Risk and Vulnerability Assessment*  
 IA8060      *Intrusion Detection, Attacks and Countermeasures*  
 IA8070      *Design and Development of Security Architectures*  
 IA8080      *Security Solution Implementation*

***Credits required for MSISM: 36***

---

**MASTER OF SCIENCE IN ENTERPRISE MANAGEMENT (MSEM)**

***Specialization: Information Security Analysis (ISA)***

<b><i>Course #</i></b>	<b><i>Course Title</i></b>
<b><i>Core Courses:</i></b>	
EM7020	<i>Organizational Behavior and Awareness</i>
EM7030	<i>Legal and Ethical Practices</i>
EM7040	<i>Organizational Change</i>
EM8010	<i>Business Risk Analysis</i>
PM8000	<i>Project Management</i>
EM9200	<i>Strategic Analysis</i>
<b><i>Research Methods Courses:</i></b>	
RM6100	<i>Effective Writing</i>
RM8200	<i>Web-Based Research Methods</i>
<b><i>Specialization Courses:</i></b>	
IA8125	<i>Information Security Policy Planning and Analysis</i>
IA8020	<i>Security Policies Standards and Procedures</i>
IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>
<b><i>Credits required for MSEM: 36</i></b>	

---

**GRADUATE CERTIFICATES**

***Cybersecurity Best Practices-CISSP (CBP)<sup>7</sup>***

***Course #      Course Title***

---

IA7020	<i>Information Security Systems and Organizational Awareness</i>
IA7030	<i>Legal and Ethical Practices in Information Security</i>
IC7000	<i>(ISC)<sup>2</sup> Official CISSP Review Seminar</i>

***Credits required for Certificate: 6***

***Information Security Professional Practices (ISPP)<sup>8</sup>***

---

IA7020	<i>Information Security Systems and Organizational Awareness</i>
IA7030	<i>Legal and Ethical Practices in Information Security</i>
IA8010	<i>Business and Security Risk Analysis</i>
IA8020	<i>Security Policies, Standards and Procedures</i>
IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>

***Credits required for Certificate: 18***

***Information Security Analysis (ISA)***

---

IA8125	<i>Information Security Policy Planning and Analysis</i>
IA8020	<i>Security Policies Standards and Procedures</i>
IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>

***Credits required for Certificate: 12***

***Information Security Auditing (IAU)***

---

IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8110	<i>Certification and Accreditation</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>
IA8210	<i>Risk Management and Compliance</i>

***Credits required for Certificate: 12***

***Information System Certification (ISC)***

---

IA8030	<i>Design, Development and Evaluation of Security Controls</i>
IA8110	<i>Certification and Accreditation</i>
IA8140	<i>Business Continuity Planning and Recovery</i>
IA8190	<i>Forensic Evaluation and Incident Response Management</i>

***Credits required for Certificate: 12***

---

<sup>7</sup> This certificate requires the student to provide verification of attendance at an (ISC)<sup>2</sup> Official CISSP Review Seminar.

<sup>8</sup> Upon completion of this certificate the student is awarded the NSA 4011 Certification for Information Systems Security Professionals (CNSS No.4011) and the NSA 4012 Certification for Senior Systems Managers (CNSS No. 4012).

---

***Information Security Engineering (ISE)***

***Course #      Course Title***

---

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>

***Credits required for Certificate: 12***

***Information Security for the Enterprise (ISEN)***

---

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>
PM8100	<i>Information Security Project Management</i>

***Credits required for Certificate: 12***

***Certified Cybersecurity Researcher (CCR)<sup>9</sup>***

---

RM6000	<i>Effective Writing in Information Security Analysis</i>
RM8250	<i>Web-Based Research Methods in Information Security</i>
RM8500	<i>Research Foundations for Information Security Practitioners</i>

***At least two of the following:***

CEX8220	<i>Security Program Strategies and Implementation (Level I)</i>
CEX8230	<i>Legal and Ethical Management Issues in Information Security (Level I)</i>
CEX8240	<i>Strategic and Technological Trends in Information Security (Level I)</i>
CEX9200	<i>Research Topics in Information Security (Level II)</i>

***Credits required for Certificate: 15***

***Information Security Research Practices (ISRP)<sup>10</sup>***

---

RM6000	<i>Effective Writing in Information Security Analysis</i>
RM8250	<i>Web-Based Research Methods in Information Security</i>
RM8500	<i>Research Foundations for Information Security Practitioners</i>
RM9100	<i>Qualitative and Quantitative Analysis</i>
RM9150	<i>Feasible Problem-Driven Research in Information Security</i>

***At least one of the following:***

RM9200	<i>Designing Solutions to Information Security Problems</i>
RM9250	<i>Building a Knowledge-Base in the Information Security Discipline</i>

***Credits required for Certificate: 18***

---

<sup>9</sup> Student must be enrolled in a doctoral program to earn this certificate.

<sup>10</sup> Student must be enrolled in a doctoral program to earn this certificate.

---

***Knowledge-Based Research for Information Security Practitioners (KRIS)<sup>11</sup>***

<b><i>Course #</i></b>	<b><i>Course Title</i></b>
RES8510	<i>Research Topic Rationale</i>
RES8520	<i>Review and Synthesis of Prior Research</i>
RES8530	<i>Proposed Research Methodology</i>
RES8550	<i>Research Design: Data Collection Plan</i>
RES8560	<i>Research Design: Results and Findings</i>
RES8570	<i>Research Design Specification</i>

***Credits required for Certificate: 18***

***Solution-Based Research for Information Security Practitioners (SRIS)<sup>12</sup>***

RES8110	<i>Research Needs and Requirements Analysis</i>
RES8120	<i>Identification of Evidence-Based Solutions</i>
RES8130	<i>Operational Design and Specification</i>

***Credits required for Certificate: 9***

---

<sup>11</sup> Student must be enrolled in the Doctor of Science (DSc) program to earn this certificate.

<sup>12</sup> Student must be enrolled in the Doctorate of Information Assurance (DIA) program to earn this certificate.

## ADMINISTRATION

### KEY CONTACT INFORMATION

#### Departmental Emails

Students may utilize the following departmental emails for assistance:

**Academics:** academics@ufairfax.net

**Admissions:** admissions@ufairfax.net

**Dissertation:** dissertation@ufairfax.net

**Librarian:** librarian@ufairfax.net

**Registrar:** registrar@ufairfax.net

**Student Finance:** studentfinance@ufairfax.net

**Student Services:** studentservices@ufairfax.net

**eCollege Help Desk:** 877.740.2213

**Academic Records Coordinator/Assistant Registrar:** Elisa Dickens

Phone: 703.962.1615

EFax: 703.891.9564

Email: edickens@ufairfax.net

**Academic Services Coordinator:** Deborah Flomberg

Phone: 703.962.1605

EFax: 703.636.8915

Email: dflomberg@ufairfax.net

**Chief Academic Officer/Dean of Doctoral Research:** Alden Bean, PhD

Phone: 703.790.0835

EFax: 703.636.8915

Email: abean@ufairfax.net

**Controller:** Lisa Klein

Phone: 703.962.1620

EFax: 703.891.9400

Email: lklein@ufairfax.net

**Dean of Academic Systems, Services and Assessment:** Janice Orcutt

Phone: 703.962.1616

EFax: 703.891.9564

Email: jorcutt@ufairfax.net

**Financial Services Coordinator:** Courtney Perna

Phone: 703.962.1620

EFax: 703.891.9400

Email: cperna@ufairfax.net

**Online Librarians:** Elizabeth Hammes and Gregg Grunow

Phone: 703.790.3298

EFax: 703.790.9201

Email: betsy.hammes@ufairfax.net or gregg.grunow@ufairfax.net

**Vice President of Admissions and Marketing:** Jo-Anne King

Phone: 703.790.3203

EFax: 703.891.9400

Email: jking@ufairfax.net

**OFFICE HOURS**

Regular office hours are Monday through Friday, 9:30 a.m. – 6:00 p.m. Eastern Time. The office is also open on selected Saturdays from 8:30 a.m. – 2:00 p.m. when course *SyncSessions* are scheduled.

**UNIVERSITY HOLIDAYS**

University offices are closed in observance of the following holidays:

Martin Luther King's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and Friday after Thanksgiving  
Christmas Day  
New Year's Day

## **STUDENT SUPPORT SERVICES**

### **EXECUTIVE STAFF**

#### **President**

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

### **ADMISSIONS**

#### **Admissions Officer**

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

#### **Vice President of Admissions and Marketing**

The Vice President of Admissions and Marketing is available as an additional resource to students during the admissions process and throughout their matriculation at the University of Fairfax.

### **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 Academic Systems, Services and Assessment**

The Dean of Academic Systems, Services and Assessment (DASSA) oversees the delivery of courses and serves as the primary academic advisor to students prior to research related courses.

#### **Dean of Doctoral Research**

The Dean of Doctoral Research (DDR) is the final authority with respect to the dissertation approval process, ensuring that the dissertation deliverables meet the quality standards of the University. The DDR serves as the subject matter expert for research-related courses and oversees the Director of Doctoral Advising and Dissertation Advisors.

#### **Director of Doctoral Advising**

The Director of Doctoral Advising (DDA) assists the DDR in evaluating training and development needs of Dissertation Advisors and serves as an academic resource to doctoral students during their dissertation coursework.

#### **Director of Curriculum Content – Information Security**

The Director of Curriculum Content – Information Security (DCC-IS) serves as the subject matter expert for Information Security courses. The DCC-IS evaluates and assesses the overall integration of course objectives with the degree requirements and goals, ensuring the academic rigor and quality of the degree programs offered by the University.

### **Director of Curriculum Content – Enterprise Management**

The Director of Curriculum Content – Enterprise Management (DCC-EM) serves as the subject matter expert for Enterprise Management courses. The DCC-EM evaluates and assesses the overall integration of course objectives with the degree requirements and goals, ensuring the academic rigor and quality of the degree programs offered by the University.

### **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 term 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**

### **Academic Operations Coordinator**

The Academic Operations Coordinator (AOC) supports multiple facets of the University's online environment and academic operations to meet the needs of both students and faculty.

### **Academic Services Coordinator**

The Academic Services Coordinator (ASC) supports multiple facets of the University's student services to meet the needs of new, continuing and returning students.

### **Academic Records Coordinator / Assistant Registrar**

The Academic Records Coordinator (ARC) /Assistant Registrar (AR) maintains the student academic records, confirms student registration, and provides support to the Registrar.

### **Online Librarians**

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

### **Registrar**

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

## **STUDENT FINANCE**

### **Controller**

The Controller provides oversight for the maintenance of student financial records and supervises student financial services

## Financial Services Coordinator

The Financial Services Coordinator (FSC) maintains student financial records and is the point of contact for student finance questions.

## ADDITIONAL SUPPORT SERVICES

### Orientation

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, they are given access to the *Orientation Center* and the *Student Information Center* on the *eCollege* platform. The *Orientation Center* includes information on:

- the *eCollege* platform 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.

### Student Information Center

The *Student Information Center* (SIC) is an online gateway to information for students. Available within *eCollege*, the SIC is presented within a familiar course structure as *UOF101*. Through the SIC, students can:

- 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 using the University's *mSite*. This mobile-accessible website (<http://m.ufairfaxonline.net>) supports browser enabled phones such as Androids, iPhones and WindowsPhones.

### Twitter

Students may subscribe to Twitter feeds from UoF Academics to ensure they get timely notice of important deadlines and announcements. Students may sign up to follow the University by visiting <http://www.twitter.com> and following @UoFAcademics.

### **Textbooks**

The Master Booklist which identifies required and optional textbooks for all courses is posted in the *Student Information Center* (SIC) in *eCollege* and on the University's website. Direct links to *Amazon* and *CourseSmart* (eBooks) for purchasing books are also available in the SIC.

### **Help Desk**

For technical assistance, *eCollege* provides a 24-hour Help Desk which is available seven days a week at 877.740.2213.

### **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 *eCollege* platform, 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 (LIBTUTOR)**

The Online Librarians conduct tutorials using *ClassLive Pro* within the *eCollege* platform in the LIBTUTOR course shell. The following is a list of tutorials which are held on a regularly scheduled basis:

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

## **Certification Training Center for Continuing Professional Education**

The *Certification Training Center for Continuing Professional Education* was established to support the continuing professional education needs of students and alumni. Through this center, the University provides support by co-sponsoring information security certification training and provides complimentary online tools to aid in preparing for the CISSP certification exam.

## **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 Center***

Prior to Research Preparation courses, doctoral students are given access to the *Dissertation Center* in *eCollege*. The *Dissertation Center* is a resource for doctoral students which includes templates for dissertation deliverables, APA guidelines, access to the DIA and DSc Dissertation Handbooks and completed dissertations of UoF alumni.

### ***Dissertation Development Support***

On an as needed basis, the Director of Doctoral Advising conducts a writing workshop for doctoral students needing additional guidance on the development of dissertation deliverables. Doctoral students may also attend webinars presented by members of the Candidacy Committee who describe dissertation requirements and the dissertation approval process.

### ***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. Students have access to this document in the *Student Information Center* and in the *Dissertation Center*.

### ***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.

## **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 *eCollege*.

### **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 each (Course Session I and II). Course sessions begin on the first Sunday of January, March, May, July, September and November, unless changed due to major holidays.

### **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. Assignment for credit must be equivalent and conform to commonly accepted and traditionally defined units of academic measurement. The University assigns one semester 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.

### **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 to the Dean of Academic Systems, Services, and Assessment (DASSA).

The University of Fairfax regards academic honesty and scholarly integrity to be essential to the education of our students. Violations are not tolerated. Students may be dismissed for violation of the University of Fairfax standards of academic conduct. Detailed explanations of violations and procedures are available in the *Student Handbook* and *Faculty Handbook*.

## **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.

## **ATTENDANCE**

Attendance in the first week of the course is evidenced by participation in the discussion threads. Registered students who do not participate (i.e., post to discussion threads) by Saturday of Week 1 are dropped from the course and receive a grade of “DR”.

## **PARTICIPATION**

The University’s learning management platform (*eCollege*) enables students to conveniently access coursework. Students are required to participate by posting to asynchronous threaded discussions 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.

## **TECHNOLOGY REQUIREMENTS**

Students must have personal access to a Windows-enabled computer with a minimum of 512 MB RAM, high speed internet connectivity, and the appropriate office suite of software to support word-processing, presentation development and spreadsheet capabilities. In addition, a web-cam and microphone/headset are required.

## **STANDARDS OF ACADEMIC PROGRESS**

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

- Cumulative grade point average
- Maximum coursework allowed
- Completion rate

### **Cumulative Grade Point Average**

Students must maintain a minimum cumulative grade point average (CGPA) of 3.0 in order to remain in good academic standing.

### **Maximum Coursework Allowed**

Students may attempt no more than 1.5 times the number of credit hours associated with the program in which they are enrolled. A student who exceeds this maximum and has not graduated may be dismissed.

### **Completion Rate**

Students must earn credit toward graduation at a pace (rate of progress) that ensures successful program completion within the maximum coursework allowance. At least one course must be completed during an academic term in which they are enrolled. The completion rate is the ratio of credit hours passed to credit hours attempted. A student must maintain a minimum completion rate of 67 percent of attempted credit hours.

## **ACADEMIC STANDING**

### **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 maintain a minimum CGPA of 3.0 or higher, have attempted no more than 1.5 times the number of credit hours associated with their designated program, and have maintained a completion rate greater than 67 percent of attempted credit hours.

### **Academic Warning**

Students who fail to maintain a status of good academic standing are placed on academic warning. Specifically, students who receive a grade of “F” in any course session or whose CGPA is below 3.0 in a given academic term 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.

### **Academic Probation**

Academic probation constitutes conditional permission for students to continue to enroll in courses. Students failing to return to a status of good standing or whose CGPA remains below 3.0 for consecutive academic terms (i.e., more than one academic term) are placed on academic probation.

Students on academic probation must obtain academic advising from the Dean and are given an academic plan for returning to the status of good standing. A student placed on academic probation may submit a written appeal of the decision to the Academic Affairs Committee.

## 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 the 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. The CGPA is also used in determining the student's academic standing. 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 GPA Points (GPAPTS) earned. GPAPTS are displayed on the transcript for each course. To determine the CGPA, the sum of all GPAPTS earned is divided by the total number of credits attempted. Courses assigned an "I," "DR", "W", "P", "NP" or "AUD" are not used in computing a grade point average.

## GRADING SCALE

The University uses a grading scale based on letter grades as outlined below.

Grade	GPA Value	Academic Designators	
A	4.0	Incomplete	I
A-	3.7	Drop	DR
B+	3.3	Withdrawal	W
B	3.0	Progress	P*
B-	2.7	No Progress	NP*
C+	2.3	Audit	AUD
C	2.0		
F	0.0		

\*In dissertation courses, the grades of "P" and "NP" are assigned instead of letter grades.

### **Incompletes**

The grade of Incomplete (“*I*”) is granted in cases where students in good standing are in need of additional time to complete course requirements due to circumstances such as work-related travel or health. If the remaining coursework has not been submitted within four weeks of the end of the term, the “*I*” automatically becomes a grade of “*F*” unless an extension is granted by the Dean.

### **Withdrawals**

Students who withdraw from a course are given a grade of “*W*”. 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*”.

### **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*” 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 Dean. 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 Dean.

## **PROGRAM MODIFICATIONS**

### **Course Substitutions**

Upon written request to the Dean, 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. 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 nine semester credits may be transferred into a degree 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.

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

- The student must have taken the course for graduate credit as part of a degree or graduate 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 “B” (courses taken on a pass/fail basis are not eligible for transfer); and
- Information Security courses must have been completed within the five years preceding initial enrollment at the University of Fairfax.

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.

## Program Modifications for Dual Degree Seekers

Students seeking consecutive degrees (MSISM/DIA or MSISM/DSc) who have a previously earned Master’s degree in an Information Security related discipline from an accredited institution may petition to transfer up to 18 credits toward the MSISM degree. In cases where the petition is approved, upon completion of the required courses, the MSISM degree may be awarded without a specialization.

## STUDENT IDENTITY VERIFICATION

Each student must submit a digital image of his/her government issued ID card to a secure Dropbox in the *Student Information Center*. The images are used by faculty members/proctors to validate each student’s identity during proctored exams. Students establish web-cam sessions during the proctored exams so that the proctor may compare the student appearing on-camera with the image on the previously submitted ID card to verify that they are the same.

## PROCTORED EXAMS

### Master’s Degrees

For the MSISM degree program, proctored oral examinations are conducted during the last SyncSessions of IA7020 and IA7030 to assess learning outcomes related to the evidence-based analysis and assessment of best practices associated with the 10 domains of Information Security; during the last SyncSession of RM6000 to assess learning outcomes related to the development of secondary research skills used in the analysis of issues relevant to Information Security practitioners; and during the last SyncSession of IA9200 to assess learning outcomes which integrate the concepts introduced in the core courses of the program. The proctored exams are based on the course activities and deliverables completed during these courses.

For the MSEM degree program, proctored oral examinations are conducted during the last SyncSessions of EM7020 and EM7030 to assess learning outcomes related to the evidence-based analysis and assessment of best practices associated with enterprise management; during the last SyncSession of RM6100 to assess learning outcomes related to the development of secondary research skills used in the analysis of issues relevant to enterprise managers; and during the last SyncSession of EM9200 to assess learning outcomes which integrate the concepts introduced in the core courses of the program. The proctored exams are based on the course activities and deliverables completed during these courses.

### **Doctoral Degrees**

For the doctoral degree programs, proctored oral examinations are conducted during the last SyncSessions of IA7020 and IA7030 to assess learning outcomes related to the evidence-based analysis and assessment of best practices associated with the 10 domains of Information Security; during the last SyncSession of RM6000 to assess learning outcomes related to the development of secondary research skills used in the analysis of issues relevant to Information Security practitioners; during the last SyncSession of RM8500 to assess learning outcomes associated with the concepts and foundations of applied field research; and at the oral defense of the doctoral dissertation (when the DIA candidate is enrolled in DST8130 or when the DSc candidate is enrolled in DST8540) to assess research competencies.

### **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 more than one academic term. For each interruption of continuous enrollment, students are governed by graduation requirements and policies in effect at the time of resumption of enrollment. Students who have not registered for a course for a year or more must re-apply for admission to the University.

### **TIME LIMIT FOR COMPLETION**

Doctoral students are given up to seven years from the date of initial enrollment to complete degree requirements. Students enrolled in the MS degree program are given up to five years from the date of initial enrollment to complete degree requirements. However, students may petition the Registrar to receive an extension.

## **GRADUATION REQUIREMENTS**

In the academic term following a student's last course, the Registrar certifies that the student has completed all requirements for graduation. If certified, a diploma indicating the degree and applicable specialization(s) is issued.

### **All Graduates**

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 doctoral degree..

### **Alternate Degree Award for Doctoral Students**

Doctoral students who have completed a minimum of 36 semester credits of a University of Fairfax doctoral program, but wish to discontinue doctoral studies, may be awarded an MSISM degree with a specialization in *Information Security Research*. These students may re-apply to a University of Fairfax doctoral program at any time. Previously earned credits at the University may be applied towards completion of the doctoral degree upon reentry.

## **TRANSCRIPT REQUESTS**

Transcripts are issued by the Registrar 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* and on the University website.

## FINANCIAL INFORMATION<sup>13</sup>

### TUITION

Tuition is \$895 per semester credit.

### STUDENT FEES

<i>Description</i>	<i>Rate</i>
Application	\$75
Graduate Certificate Award	\$200 per certificate
Graduation	\$400 <sup>14</sup>
Late Registration	\$25 per registration period
Returned Check/Declined Credit Card	\$25 per occurrence
Student Services	\$50 per course session
Technology	\$125 per course
Transcript Request	\$5 per transcript

### SPECIAL SERVICES FEES

<i>Description</i>	<i>Rate</i>
Advanced Standing Evaluation	\$895
Dissertation Quality Review	\$895
Registration ( <i>One Time</i> )	\$200
Transfer Credit	\$75
Review Seminar Fee	\$2695

#### Advanced Standing Evaluation

Applicants to the *Doctor of Science in Information Assurance (DSc)* who seek advanced standing status are charged an advanced standing evaluation fee.

#### 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*.

<sup>13</sup> Tuition, fees and financial policies are subject to change without notice.

<sup>14</sup> This fee is reduced by \$150 for degree seekers who have earned multiple graduate certificates.

## **Registration**

Students who drop/withdraw from a course after the five-day cancellation period are charged a registration fee. This fee is charged to a student only once during a degree or certificate program.

## **Review Seminar Fee**

This fee is charged for enrollment in an approved certification exam review seminar.

## **Student Services**

The Student Services Fee helps to support access to the *Library Portal (LP)* and ongoing enhancements to the LP, including digital data base subscriptions and Inter-Library Loan, as well as tutorials conducted by the Online Librarians. This fee also helps to support University sponsorship of student membership in the *Information Systems Audit and Control Association (ISACA)* which provides student access to peer-reviewed journal articles.

## **Technology**

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)*.

## **Transfer Credit**

Students who transfer credits to UoF from another institution are charged a transfer credit processing fee.

## **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. New students, however, are strongly encouraged to complete registration no later than Wednesday of Week 1. Course registrations beyond the Add/Drop period require approval by the Dean. 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 and will receive a grade of “DR”.

Students with mitigating circumstances may submit an appeal to the Registrar 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.

### **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 a Course Enrollment Agreement will receive a 100% refund of all monies paid, within thirty (30) days of notification.

Students who withdraw from a course after the Cancellation Period receive refunds on a percentage basis according to the student's withdrawal date in relation to the most recent period of enrollment for which the student has paid. In addition, students are assessed a non-refundable "registration fee" of \$200, *only once* during the student's program of study. Any refunds due students will be received within 30 days of notification of drop/withdrawal as shown below:

<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>80% *</i>
<i>Week 3</i>	<i>60%*</i>
<i>Week 4</i>	<i>40% *</i>
<i>Week 5</i>	<i>20% *</i>
<i>Weeks 6-8</i>	<i>0%</i>

*\*Weeks are defined as Sunday – Saturday.*

## 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.

### FORMS OF FINANCIAL 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 the website: <https://aiportal.acc.af.mil/mycaa/>.

#### 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.

## **Scholarships, Fellowships and Loans**

The University offers multiple sources of tuition financing for eligible students, including fellowships, scholarships and loans. Fellowship and scholarship awards are based on merit and need and vary based on the availability of funds each term. Students must remain in good academic standing and meet financial obligations to the University in order to continue to receive fellowship or scholarship disbursements.

### **Scholarships**

#### ***Aladdin***

The University established the Aladdin Scholarship Fund on behalf of *Aladdin Systems* in recognition of its support for the University of Fairfax.

#### ***Cybersecurity Best Practices***

The University established the *Cybersecurity Best Practices Scholarship* to support and encourage cybersecurity professionals to obtain the CISSP certification. This scholarship applies to approved certification exam review seminars..

#### ***Government Security News (GSN)***

The University established the *GSN Scholarship Fund* in conjunction with GSN, a resource for up-to-date information serving a community of over 40,000 security professionals.

#### ***Information Security Certification***

The University established an *Information Security Certification Scholarship Fund* to assist degree-seeking applicants who hold selected, recognized information security certifications such as CISSP, CISM, and CISA prior to enrollment.

#### ***NSA Certification***

The NSA has validated the University of Fairfax curriculum as mapping 100% to the Committee on National Security Systems (CNSS) National Standards 4011 and 4012. To support and encourage cybersecurity professionals to obtain these certifications, the University has established the *NSA Certification Scholarship Fund*.

### **Research Fellowships**

The University has established several fellowship funds to support needed cybersecurity research. These funds include the *FISMA Fellowship*, the *HIPAA Fellowship*, the *Cybersecurity Policy Fellowship* and the *Cyber Intel Fellowship*.

Preference is given to individuals who demonstrate a capability and motivation to undertake doctoral studies in the DIA or DSc degree programs. 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.

## **Educational Loans**

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

### ***Sallie Mae***

Sallie Mae offers graduate students educational loans. To obtain an application, go to: [www.salliemae.com](http://www.salliemae.com) and click on *Sallie Mae Smart Option Student Loan* or call 888.2.SALLIE (725543).

### ***Institutional Financing***

The University offers institutionally supported loans and payment plans for students based on merit and/or need. To obtain an application, email the Financial Services Coordinator at [studentfinance@ufairfax.net](mailto:studentfinance@ufairfax.net).

## PROGRAM DELIVERY AND EXPECTATIONS

### PROGRAMS OF STUDY

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

### *E*COLLEGE LEARNING MANAGEMENT PLATFORM

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

### *E*COLLEGE FEATURES

The *eCollege* 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 *eCollege* 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 *eCollege* 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 (located in the upper navigation tabs in *Course Tools*).

## Course Tools

Along the upper portion of the window is a set of tabs which enables access to *Course Tools*. The tabs and their functions are listed below:

- The *Gradebook* is where your professor posts the grades for the graded activities in the course. You may use the *Gradebook* to track your academic progress.
- The *Email* tab enables you to email the professor and all members of the class.
- The *Live* tab provides access to "real-time" synchronous tools: *Chat Rooms* and *ClassLive*. The *Chat Rooms* are used for "real-time" discussion with the professor during weekly scheduled office hours. The *ClassLive* capability enables students to view slides in "real-time" with the professor during *SyncSessions*.
- The *Document Sharing* tab provides access to the PowerPoint slide printouts and other course documents which can be downloaded by students.
- The *Dropbox* is where you submit electronic copies of your assignments.
- The *Webliography* provides access to relevant website URL links which can be posted either by the professor or students.
- The *Help* tab provides access to detailed information on each of the features of the eCollege platform.

### ***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.

## **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.

## **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.

---

## Features Which Support Interaction

### *ClassLive Pro*

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 whiteboard within the course shell (which utilizes the product *Elluminate*). The whiteboard feature, known as *ClassLive Pro*, is found under the *Live* tab. Instructions on how to configure your microphone/headset for participation in the *SyncSessions* is found in your course shell under the tab labeled “*Participating in SyncSessions*”. To become familiar with this feature, please view the detailed information provided in the *eCollege Help* within each course shell. This *Help* area is found in the far right corner of the *Tools* navigation bar which appears at the top of the window.

### *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 *eCollege* 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.

## ***E*COLLEGE ACCESS IDS**

Prior to Orientation, you will be assigned an ID to access *eCollege*. Your access ID is your Student ID number which takes the form: SS0000XXXX. 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 *eCollege* at: [www.ufairfaxonline.net](http://www.ufairfaxonline.net).

The first screen you will see upon logging in will be your Personal Home Page. Here you will see term announcements regarding *SyncSession* schedules, textbook availability and other items of general interest. In this area you are also able to load personal web links that will remain active throughout your enrollment.

The first action you should take is to change your password. To do this, log in to the *eCollege* system, and select the “My Profile” link in the upper right corner on the Personal Home Page. You can input your new password and confirm it in the boxes available. Scroll down to where you see the “Update with New Values” button and select it. It may take a few minutes, but the new password will take effect the next time you log in.

## **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.

### **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.

### **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 term. 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 *ClassLive Pro* within each course on the *eCollege* platform. The *ClassLive* whiteboard is found under the *Live* tab on the top of the screen.

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!

### **Microphone Control**

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. You can determine if the microphone is free by viewing the icon in the lower left of window. If the microphone icon is viewable and pointing down, no one in the class has taken control of it.

You take control of the microphone by clicking on the microphone icon in the lower left corner of the window. When you have control, the microphone icon is pointing up (as shown) and anything you say will be automatically recorded.

You can identify who is using the microphone by the shading that appears behind the small microphone icon in the Participant's window and by the fact that the microphone icon in the lower left is grayed out.

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.

## Setting Up Your Microphone/Headset

These directions are for WINDOWS users. If you are using an Apple product, please consult your support manual.

To ensure your microphone or headset is recognized as an audio source in your computer, follow these steps prior to performing a check in *ClassLive*.

1. Open the control panel from your start button
2. Select the "Sounds and Audio Devices" icon
3. Select the "Voice" tab
4. Select your microphone/headset from the list to test Voice Playback
5. Select your microphone/headset from the list to test Voice Recording
6. Click "Test Hardware"
7. Run the wizard. You will be prompted to test the volume of recording and the playback of your microphone/headset.
8. Click "OK":

***When this is completed your microphone/headset is recognized by your computer and ready to be used in the whiteboard.***

## Checking Your Headset/Microphone in ClassLive!

After you have ensured that your microphone or headset is recognized by your computer, you should check to make sure it works in the ClassLive whiteboard. Follow these instructions to do this check:

1. Click on the "Live" tab in the upper toolbar
2. Click on "ClassLive"
3. Click on "Join Session" to initiate the whiteboard
4. Once the whiteboard is opened, click on "Tools" from the upper menu; Select "Audio" from the drop-down list; and Select "Audio Set Up Wizard"
5. Select your microphone/headset from the list and click "OK"
6. Click the "Play" button to listen to the recording and set your volume level so that is is comfortable for you to listen.
7. Once the volume level is appropriate, click "Yes"
8. Select your microphone/headset from the list and click "OK" to test it.
9. Click the "Record" button and speak a sentence or two.
10. You will see green bars appear while speaking if your microphone is working. Click on "Stop" after you have recorded a sentence or two.
11. Click the "Play" button to listen to your voice. Press "Stop" if it is clear.
12. Click "yes" if the recording is clear.
13. Click "OK"

***Once this is completed you are ready to participate in the audio portion of the SyncSession through ClassLive!***

## **ATTENDANCE AND PARTICIPATION**

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.

## **SUBMISSION OF COURSE WORK**

Students must submit deliverables for grading via the *eCollege Dropbox* and have access to each course shell for up to four weeks beyond each course session to do so. Should you need to submit work after that time period has elapsed (to resolve a grade of Incomplete) you will need to make arrangements with your instructor to submit the assignment(s) via email. In this situation, you should also submit a copy of the deliverable to the Dean via email.

A course deliverable submitted to fulfill the requirements of one course may not be submitted to fulfill the requirements of any other course.

## **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 few questions effectively.	No integration & synthesis of reading material; no demonstration of critical thinking; poor responses with no examples; does not respond to 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, 6<sup>th</sup> 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-)	<ul style="list-style-type: none"> <li>• is at the highest level of performance</li> <li>• demonstrates thorough mastery of virtually all required tasks</li> <li>• 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</li> </ul>
Good  (B+, B, B-)	<ul style="list-style-type: none"> <li>• is consistently at a high level</li> <li>• demonstrates substantial mastery of the majority of required tasks</li> <li>• 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</li> </ul>
Fair  (C+, C)	<ul style="list-style-type: none"> <li>• is competent most of the time</li> <li>• demonstrates satisfactory mastery of the essential required tasks</li> <li>• 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</li> </ul>
Unsatisfactory  (F)	<ul style="list-style-type: none"> <li>• is not at a minimally competent level</li> <li>• does not demonstrate mastery of the minimal essential required tasks</li> <li>• 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.</li> </ul>

### 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 *eCollege* courses;
- e-mail (preferred for individual questions); and
- phone as needed.

University of Fairfax faculty members make every attempt to:

- return phone calls within 24 hours;
- respond to emails within 48 hours;
- post feedback for “progressive” 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 the deadline for the next assignment.

## **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 Registrar 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.

#### **Arbitration Agreement**

Any controversies or claims by a student in connection with the student's relationship with the University which remain unresolved after the appropriate administrative procedures set forth in the catalog have been followed, shall be finally and exclusively determined by arbitration as provided below.

Arbitration shall be held in Fairfax County, Virginia, by one arbitrator, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon an award may be entered in court. The decision of the arbitrator shall be final and conclusive, and not subject to review in a court, unless the decision of the arbitrator is found by the court to be fraudulent, arbitrary, or grossly erroneous.

#### **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 Vice President of Student Services 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 Notice**

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.

## **Grievance Policy**

Grievances should always be resolved at the most immediate level possible. In the case of academic complaints or disputes:

- The student is directed to communicate the problem to the faculty member involved.
- If a complaint or dispute is not satisfactorily resolved by the faculty member, the student appeals to the Dean of Academic Systems, Services, and Assessment (DASSA) in writing.
- The DASSA investigates and may choose to involve the Academic Affairs Committee or Dean of Doctoral Research (DDR), as appropriate.
- If the complaint or dispute is still unresolved after appeal to the DASSA and the Academic Affairs Committee, the student may appeal in writing to the CAO, whose decision is binding.
- If the complaint or dispute is still unresolved after appeal to the CAO, the student may appeal to the State Council of Higher Education of Virginia (SCHEV) at 804-225-2600.

## **Safety and Security**

The security of all members of the University of Fairfax community is a priority. Students who become aware of any maintenance or safety issues should report them to a University of Fairfax staff member immediately.

The Tycon Courthouse building in which the University of Fairfax is located has a Security Guard on duty 24 hours a day, seven days a week.

The University of Fairfax is not liable for any personal possessions on the campus.

The following emergency numbers are available for on-campus students:

- Fairfax County Emergency--Police, Fire, Ambulance: 9-1-1
- Fairfax County Non-Emergency: 703.691.2131, TTY 703.204.2264
- *Tycon Courthouse* Security Guard: 517.233.0509

## **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 RESPONSIBILITIES

### 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 to the Dean of Academic Systems, Services, and Assessment (DASSA).

The University of Fairfax regards academic honesty and scholarly integrity to be essential to the education of our students. Violations are not tolerated. Students may be dismissed for violation of the University of Fairfax standards of academic conduct.

### 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 three types of plagiarism:

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

During Orientation, students must complete the *Plagiarism Tutorial* in order to help them avoid unintentional plagiarism in their writing by correctly citing all sources. A more robust version of the *Plagiarism Tutorial* is also available in the *Student Information Center* and is continually available to you. In it are suggestions on techniques for note-taking and writing which help reduce the occurrence of plagiarism.

The University also provides students access to the online service *TurnItIn.com* within the *Orientation to TurnItIn* course. The Online Librarian conducts tutorials on how to interpret the results of the Originality Report generated by the product within this course. You may use dropboxes in this course to access *Turnitin.com* as a tool to perform a self-evaluation of the originality of your work by submitting any deliverable (prior to submission to your professor.) This tool will assist you to ensure that all assignments meet citation rules for source materials.

## Academic Integrity Violations

While intentional plagiarism is not tolerated, UoF believes that the occurrence of plagiarism can be significantly reduced if students develop a better understanding of what is acceptable and what is not. Thus, the University operates on a “three strike” rule in responding to allegations of plagiarism, since it may be unintentional. Nonetheless, intentional plagiarism is cause for dismissal.

The TurnItIn.com product is integrated into the course dropboxes for assignments. Upon submission, an Originality Report is generated, and the Similarity Index Score is calculated for the assignment. If the score generated is greater than 25%, a color code of yellow, orange or red is displayed in the dropbox, and indicates that a student has not complied with UoF academic integrity policy requirements. In these instances, the professor is required to contact the Dean of Academic Systems, Services and Assessment (DASSA) and report the violation. The DASSA maintains records of all violation reports, investigates allegations and makes a determination if the occurrence is intentional. The results of this investigation are reported to the CAO.

Because the University provides access to TurnItIn.com for self-evaluation, incidents of higher than acceptable limits for Similarity Index Scores will be considered violations of the Academic Integrity Policy. The Academic Affairs Committee has established the following procedures to address academic integrity violations:

### ***First incident***

- The faculty member posts comments in the *Gradebook* stating that the assignment is considered to be in violation of the University’s Academic Integrity Policy and assigns a failing grade (0 points) to the assignment.
- The student may not resubmit the assignment.
- A letter is issued to the student indicating that the student is in violation of the University’s Academic Integrity Policy and is placed on Academic Warning.
- A copy of the letter is kept in the student file. The student may appeal the decision to the Academic Affairs Committee.

### ***Second incident***

- The faculty member posts comments in the *Gradebook* stating that the student has been reported for a violation of the University’s Academic Integrity Policy and will be subject to Academic Review by the Academic Affairs Committee.
- A letter is issued to the student stating that the student will be given a failing grade in the course, will be required to repeat the course and is being placed on Academic Probation.
- A copy of the letter is kept in the student file.
- The student may appeal the decision to the Academic Affairs Committee.

### ***Third incident***

- The faculty member posts comments in the *Gradebook* stating that the student has been reported for a violation of the University's Academic Integrity Policy.
- The student is dismissed.
- A letter is issued to the student indicating that the student has been dismissed from the program for violation of the Academic Integrity Policy.
- A copy of this letter is kept in the student file.
- The student may appeal the decision to the Chief Academic Officer.

### **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 Webliography 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 DASSA 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. Via *eCollege*, students are required to complete the course evaluation in order to gain access to *eCollege* activities in the final week of the session.

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 Dean and Program Directors use the results in the course revision process to make improvements.

### **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.

### **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.

### **Student Research Involving Human Subjects**

All students should be aware of the University's policy regarding research involving human subjects. If you plan to conduct surveys (email, telephone, regular mail), interviews, testing or any other type of assessment involving human subjects or personal data, your 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, you must complete an IRB Research Application Form describing the proposed study and submit it to the IRB. After reviewing your 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*.

## COMMUNICATION

### CHANGE OF STATUS

If any of your personal information changes, such as your Address/Phone/Email/Employer, you should submit updated information using the *Student Profile Change Form* which is available in the SIC.

### NAME CHANGE REQUEST

If you are requesting a name change on your academic record you will need to provide the following to the Registrar:

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

### STUDENT EMAIL ACCOUNTS

#### **students@ufairfax.org Email Accounts**

All students are assigned a UoF email account prior to Orientation. Be sure to check your students@ufairfax.org email account regularly, since University staff and faculty will use this account for all University-related correspondence. It is imperative that you notify the AOC immediately if you have any difficulty accessing the UoF email system so that you do not miss any critical information.

In addition, this email account is associated with your *eCollege* access ID. It is important that you not change your email address in *eCollege* so that you do not miss important communications from your professors.

You may access your students.ufairfax.org email account either as a web-mail account or by downloading it into Outlook.

#### **User Name and Password**

This email account will take the form of: studentname@students.ufairfax.org (where "studentname" is assigned, generally as firstname.lastname). Your User Name for the web-mail system is your email account (studentname@students.ufairfax.org), and your 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.

We recommend that you change initial password immediately by logging onto the web-mail (see below). 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.

### **Web-Mail Procedures**

To facilitate use of the University's web-mail, be sure to set your pc to allow cookies. In addition, you should list the following sites as safe: [www.ufairfax.org](http://www.ufairfax.org), [students.ufairfax.org](http://students.ufairfax.org) and [ufairfax.org](http://ufairfax.org).

#### ***To access web-mail:***

- open your web browser and go to <http://students.ufairfax.org/webmail>;
- at User name:, enter your email address ([studentname@students.ufairfax.org](mailto:studentname@students.ufairfax.org));
- at Password, enter your assigned password; and
- click Login.

#### ***To change your password:***

- on the bottom of the login screen, click Change Password ;
- at New Password: enter your new password;
- at Password (Again): enter your new password again;
- click Change.

#### ***If you forget your password:***

Please contact the AOC ([academics@ufairfax.org](mailto:academics@ufairfax.org)) to have your password reset.

#### ***To check your mail:***

Once on the login page, you have three options for viewing your email using *Horde*, *SquirrelMail* or *RoundCube*. If you are not going to be downloading your email via a desktop email application, we recommend you click on each of the three options to determine which one of these options best suits your needs.

Click the logout icon in the upper right corner to logout.

#### ***To forward your student email to another email account:***

- on the bottom of the login screen, click Forwarding Options;
- click Add Forwarder (at the bottom center of your screen);
- under Destination: enter the email address where emails will be forwarded to;
- click Add Forwarder.

## **Configuring Microsoft Outlook for Your Student Email Account**

We recommend that you download email to Outlook so that important University correspondence can be retained on your individual computer. The web interface for the email system is similar to Outlook; however, it has space limitations that require you to delete old messages. The web interface provides instructions on how to access your email account through other desktop email applications, such as Outlook Express or MacMail. These instructions are found at the bottom of the webmail login screen by clicking on the link labeled “Configure Mail Client”.

### ***To download messages to Outlook 2007:***

- Open Outlook
- Select Tools>account settings from the main Outlook Menu
- Select NEW from the next screen
- Select Microsoft Exchange, POP3, IMAP or HTTP and click Next
- Select Manually configure server settings and click Next
- Select Internet Email and click Next
- Enter the following information:
- Your Name: name you want to display
- Email Address: studentname@students.ufairfax.org
- Account Type: POP3
- Incoming Mail Server: mail.students.ufairfax.org
- Outgoing Mail Server (SMTP): mail.students.ufairfax.org
- User Name: studentname@students.ufairfax.org
- Password: your email password
- Select More Settings
- On Outgoing Settings tab: select Outgoing server requires authentication
- On Advanced tab: set Server Ports for Incoming Server(Pop3) to 110 and Outgoing Server (SMTP) to 26
- Click OK
- Click Finish

NOTE: Do not check any box that talks about SSL or SPA.

## NETIQUETTE

University of Fairfax students are expected to follow the conventional rules of *netiquette* in all University correspondence, including emails, *eCollege* 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.

## **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 term.
- Review the course syllabus posted in the SIC.
- 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.net](http://www.ufairfax.net).

### **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.