

DoW: Cyber Service Academy (CSA)

Meeting's Agenda on August 28, 2026

Announcements:

1. Congratulations to all the selected scholarship recipients: Allison, Steve, Eric, and Owen.
2. We are seeking a volunteer to record minutes from meetings.
3. I would like to thank NEW students for attending the required boot camp in GWU in Washington, DC last July.
4. Official award have just been received by IUP last week. It will take just few days to issue this award internally at IUP and set up other project logistics.
5. Over the past few weeks, the grant PI, Dr. Farag, have met and collaborated with several offices at IUP, to ensure that all scholarship recipients receive the scholarship benefits although, the grant has been a little late.
 - We establishment the cost centers for the grant (in preparation for the official receipt of the fully executed grant).
 - I will submit your tuition/fees waiver right after the Add/Drop ends but do not worry because I contacted FA and other IUP offices to ensure that there will be NO late fees on delayed tuition/fees payment for you.
 - The waiver form will be based on the number of credits you are registered for this fall. Every one of you is asked to confirm the following numbers in this meeting and confirm that there is NO plan to change this number until add/drop is over.
 - Allison 12cr, Steve 14cr, Eric 14cr, and Owen 16cr.
 - The PI will work with representatives from the IUP Research Institute (RI) and the Grant Accounting to kick-off grant soon.
 - I have worked with the IUP bookstore to create special accounts for you as communicated to all of you in my email dated 8/24/2026. Below are the instructions on how to obtain your textbooks. Each of you should have a semester-based allowance of \$500 for required textbooks. If you still have questions about textbooks ordering, **please contact Ms. Breanne Donahue bdonahue@iup.edu directly.**
 - Students should go to the IUP bookstore (Coop) website www.iupstore.com and order their books online. They need to go through the textbook ordering process and then select “**DoD** scholarship” as their payment type. **Their** credit balance will then be used to allow for purchase.
 - If you still have questions about textbooks ordering, please contact Ms. Breanne Donahue bdonahue@iup.edu.

- We had many discussions regarding financial aid to make sure that all of you receive your complete scholarship benefits. In summary:
 - All of you should receive complete DoD Scholarship benefits.
 - IUP FA office communicated to me that “in most cases, the CSA awards are well in excess of a student’s cost of attendance at IUP and they generally have to cancel (or greatly reduce) any other scholarships awarded.” **See also Attached A.**
 - **If you still have any questions about your Financial Aid (FA)/other eligibility to receive any other scholarships/awards, please contact IUP FA office.**
- I have created the CSA scholarship on the NextGen system and assigned \$14,500 to each student in each semester, please confirm the receipt of your stipend.
- *All CSA recipients are reminded that the scholarship ONLY covers your academic semester courses (fall and spring). No winter NOR summer courses are covered. Please make sure you ALWAYS consider this when registering for your courses and planning your graduation date.*
- *If anyone of you have questions, you need to raise them during our meetings or via email. You should NOT contact the CSA Program Manager without copying the PI. Please note that, the above does NOT apply to your communications with your agency PoC unless you are advised to do so by your agency PoC.*
- Each NEW student needs to work on identifying the desired specs for his/her laptop/PC. Please email me details of your choice for approval. After approval, I will ask each new student to go ahead and purchase his/her machine, and you **will be reimbursed for up to \$1,650.**
- If you are interested in the potential for limited student-health insurance coverage, please let me know now.

Students’ Responsibilities:

1. Maintain your eligibility throughout AY 2026-27. GPA above 3.2, on-time graduation based on your signed contract, actively participating in the program and in all mandatory activities, etc. Please refer to the project website at www.iup.edu/DoDScholarship for the complete list of scholarship rules and requirements.
2. Participate in the DoW internship (if requested).
3. You might be able to work provided that all the following conditions are satisfied:
 - The number of work hours does not exceed 20 hours per week.
 - Work will not impact your academic study and plan for on-time graduation.
 - Inform the PI and commit to fulfill IUP scholarship program requirements such as peer-mentoring, promoting the program, and other activities, see below.

4. Peer-mentoring. In order to help new students know more about the program and get the experience from returning students, please note the following simple proposed assignment: s that consider your DoD agency and other factors.
 - Allison will be the peer-mentor for all new students.
5. You MUST abide with the project requirements listed below:
 - A. Attend ALL monthly meetings and respond promptly to all email correspondences and/or requested information from the project PI, and funding agency.
 - B. Promote the CSA & cybersecurity among other students in our department.
 - C. Participate in extracurricular activities, such as, Cybersecurity Club, cyber competitions, IUP Cybersecurity Day (Oct. 13), etc.
 - D. Update the PI with grades, progress, and any outstanding issues that might affect your academic performance.
 - E. Work with the project PI on the assigned cybersecurity research projects, peer-mentoring activities and/or other assigned tasks intended to enhance the CSA at IUP.
 - F. Submit a portfolio of your involvement in cybersecurity-related activities. This portfolio needs to have documentation of activities, such as, club meetings, colloquia, workshops, conferences, etc. These portfolios will be reviewed and assessed. *Allison will share her portfolio with newer students for their information.*

Renewal:

It will be mainly based on your performance in this program, recommendation letter from the PI, and fulfillment of the obligations listed above.

Questions??

Attachment A (IUP CSA regulations/agreement)

3. →Aid Adjustments—since this is an agreement between the DoD and students, they are eligible for the full DoD amounts awarded and are not capped by IUP's Cost of Attendance. ¶

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a. →Per the DoD Cyber Scholarship contract, "Except for small achievement awards, not to exceed \$5,500 in an academic year, a student may not accept simultaneous remuneration from another scholarship or fellowship. The DoD CySP is a first-pay scholarship program." ¶

i. →Per Dr. Farag, "any additional financing support should be limited to \$5,500 (reference: 8/16/19 email from Dr. Farag to Alisa DeStefano—attached) ¶

b. →Pell and PA State Grants ¶

i. →The phrase "another scholarship or fellowship" does not include entitlement programs, such as Pell or PA State Grant, therefore students may retain these grants. (reference: 9/14/20 email from Dr. Farag to Alisa DeStefano—attached) ¶

c. →Federal Direct Loans, FSEOG, FWSP, IUP Scholarships and Grants, Alternative Loans ¶

i. →Must be cancelled/reduced to \$5,500 (this must include Pell/PA State Grant and outside scholarship amounts) ¶

d. →IUP Scholarships ¶

i. →Institutional scholarships will be reduced/cancelled if student's aid exceeds costs ¶

e. →Outside scholarships ¶

i. →Not adjusted ¶

IUP CSA Minutes 8-28-2026

Attendees:

Dr. Waleed Farag, Allison Stiteler, Eric Harter, Steve Combarry, Owen Schneider

Minutes

1. Congratulations to all scholarship recipients. Thank you to new students (Steve, Owen, Eric.) for attending the GWU bootcamp in July.
2. Dr. Farag is ensuring no negative consequences (late fees, etc.) are taken against student accounts.
3. Everyone is on track to graduate
4. Everyone confirmed credits (Allison 12cr, Steve 14cr, Eric 14cr, and Owen 16cr) and classes look good.
5. IUP bookstore special accounts are set up, \$500 allowance per semester for required textbooks.
6. New students: IUP Financial Aid indicated that CSA scholarship's benefits exceed cost of attendance at IUP, so other scholarship sources may be cancelled/ greatly reduced. This is handled by FA.
7. Living stipend has been distributed as \$14,500 per semester on the NextGen system and all students confirmed that they received their stipends.
8. Soon, each new student should identify desired specs for laptop/PC, to be reimbursed up to \$1,650. Email Dr. Farag with a link to the choice, to be approved.
9. All students declined health insurance through CSA.
10. All students are reminded of responsibilities of scholarship; GPA 3.2+, on time graduation, participate in program, and fulfill all PMO obligations.
11. Work with IUP point-of-contact (Dr. Farag) for questions about the program. In general, ask the PI first, if told to reach out to DoD CSA office make sure to CC Dr. Farag. Contact with your sponsoring agency is private, so you do not need to include the PI.
12. CSA scholars are permitted to work during the school year but must not exceed 20 hours per week, must not impact their academic progress, and they need to notify the PI.
13. Allison will be peer mentor for Eric, Steve and Owen

14. CSA scholar needs to attend all meetings, promote CSA and cybersecurity among students, participate in cyber-related extracurriculars, update PI with any academic progress issues as soon as possible, work on assigned tasks including research projects.
15. Submit a portfolio of cyber-related activities (Allison will send an example)
16. Renewal is dependent on performance, fulfillment of obligations, recommendation from PI.
17. Travel and all other arrangements to conferences should be approved by Dr. Farag and be within the academic year.
18. Email is to be official method of communication for questions regarding CSA.
19. Students are reminded that DoW CSA funds are ONLY for fall and spring semesters. Any coursework in winter or summer is typically not covered.

Respectfully submitted by Eric Harter and Dr. Farag