



CISA 4326-001, Security Operation Practicum, Fall 2025

Department of Computing and Cyber Security, College of Arts & Sciences

Course Syllabus

Class Meeting Time and Place:	Online Asynchronous (No Classes)
Class Duration:	08/25/2025 - 12/12/2025
Instructor:	Dr. Kim Withers, Ph.D. Office: Not Applicable
	E-Mail: kwithers@tamusa.edu Students will receive a reply within two business days.
Course Website:	https://tamusa.blackboard.com/
Online Office Hours:	Available via by appointment only. Mondays or Tuesdays after 6pm CST.

Course Summary

Course Description

This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on confidentiality, availability, and integrity aspects of information systems.

The course is designed to provide a rich learning experience to students through the use of discussions and hands-on exercises on the course material. Learning is reinforced with a course-long project that provides an opportunity to apply the concepts covered throughout the course to a real-world scenario.

Major Instructional Areas

1. Information systems security (ISS) fundamentals
2. Risks, threats, and vulnerabilities found in a typical IT infrastructure
3. Securing information systems
4. Contingency planning and digital forensics
5. Information security standards, certifications, and compliance laws

Course Objectives

1. Explain information systems security and its effect on people and businesses.
2. Describe the principles of risk management, risk assessments, and issues related to threats and vulnerabilities in an IT infrastructure.
3. Describe networking principles and security mechanisms.
4. Explain the role of access controls in an IT infrastructure.
5. Explain how businesses apply cryptography in maintaining information security.

6. Describe the impact of malware on an organization's systems and how to prevent and detect attacks.
7. Explain the role of security operations, security policies, security audits, testing, and monitoring in an IT infrastructure.
8. Explain the role of contingency planning, the basics of incident handling, and the tools and techniques that digital forensic specialists use to carry out a forensic investigation.
9. Apply information security standards, professional certifications, and compliance laws to real-world applications in both the private and public sector.

Learning Materials and References

Available Resources

- Kim, David, and Michael G. Solomon. *Fundamentals of Information Systems Security*, Fourth Edition, Burlington, MA: Jones & Bartlett, 2023 (ISBN 978-1284220735)
- Cloud Labs

Recommended Resources

The following series of tables provide sources of supplementary information to augment your learning. You may consult as many resources as you wish.

Web References: Links to web references in this document and related materials are subject to change without prior notice. These links were last verified on August 27, 2021.

Books

Title	Author	Year	ISBN
<i>Complete Guide to Building An Information Security Program: Connecting Policies, Procedures, & IT Standards Paperback</i>	David Rauschendorfer	2019	978-1687218247
<i>CompTIA Security+ Get Certified Get Ahead: SY0-601 Study Guide</i>	Darril Gibson	2021	979-8748708180
<i>Elementary Information Security</i> , Third Edition	Richard E. Smith	2021	978-1284153040
<i>Foundations of Information Security: A Straightforward Introduction</i>	Jason Andress	2019	978-1718500044
<i>Future Crimes: Inside the Digital Underground and the Battle for Our Connected World</i>	Marc Goodman	2015	978-0385539005
<i>The Hacker Playbook 3: Practical Guide To Penetration Testing</i>	Peter Kim	2018	978-1980901754

Title	Author	Year	ISBN
<i>The Information Systems Security Officer's Guide, Third Edition: Establishing and Managing a Cyber Security Program</i> , 3rd Edition	Gerald L. Kovacich	2016	978-0128021903
<i>Investigating Windows Systems</i>	Harlan Carvey	2018	978-0128114155
<i>Kali Linux Revealed: Mastering the Penetration Testing Distribution</i>	Raphael Hertzog, Jim O'Gorman	2017	978-0997615609
<i>Security Development Lifecycle A Complete Guide - 2020 Edition</i>	Gerardus Blokdyk	2021	978-1867307242
<i>The Security Risk Assessment Handbook: A Complete Guide for Performing Security Risk Assessments</i> , Third Edition	Douglas Landoll	2021	978-1032041650

Journals/Magazines

Title	URL
<i>Cyber Defense Magazine</i>	https://www.cyberdefensemagazine.com/
<i>Infosecurity Magazine</i>	https://www.infosecurity-magazine.com/
<i>Journal of Information System Security</i>	https://www.jissec.org/
<i>Security Magazine</i>	https://www.securitymagazine.com/

Professional Organizations/Associations/Certification Bodies

Organization/Certification(s)	URL
Vendor-Neutral Certifications	
CompTIA Security+	https://www.comptia.org/
ISACA CISA, CISM, CGEIT, CRISC	https://www.isaca.org/
(ISC) ² SSCP, CISSP, CAP, more	https://www.isc2.org/
GIAC security certifications	https://www.giac.org/certifications/
U.S. DoD/Military Directive 8570.01	https://www.esd.whs.mil/Portals/54/Documents/D D/issuances/dodm/857001m.pdf?ver=2019-07-08-101252-253
U.S. DoD/Military Directive 8140.01	https://www.esd.whs.mil/Portals/54/Documents/D D/issuances/dodd/814001p.pdf
Vendor-Specific Certifications	
Check Point certifications	https://training-certifications.checkpoint.com/#/
Cisco certifications	https://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html
Juniper Networks certifications	https://www.juniper.net/us/en/training/certification.html

Organization/Certification(s)	URL
RSA certifications	https://community.rsa.com/t5/rsa-certification-program/tkb-p/rsa-certification-program
Symantec/Broadcom certifications	https://www.broadcom.com/support/education/symantec/certification

Other References

Title	URL
CERT® Coordination Center	https://www.sei.cmu.edu/about/divisions/cert/index.cfm
CVE List	http://cve.mitre.org/
Cybersecurity, Homeland Security	https://www.dhs.gov/topic/cybersecurity
National Cyber Awareness System	https://us-cert.cisa.gov/ncas
National Vulnerability Database	https://nvd.nist.gov/
U.S. Computer Emergency Readiness Team (US-CERT)	https://us-cert.cisa.gov/
US-CERT: Publications	https://us-cert.cisa.gov/security-publications
U.S. Department of Homeland Security	https://www.dhs.gov/
U.S. National Institute of Standards and Technology	https://www.nist.gov/

Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

- Availability
- Business continuity
- Business impact analysis
- Compliance laws
- Confidentiality
- Contingency planning
- Cryptography
- Disaster recovery
- Incident response
- Information security
- Information systems security
- Integrity
- IT risks, threats, and vulnerabilities
- IT security audit
- Malicious code
- Malware
- Network security
- Risk assessment
- Risk management
- Security breach
- Security control
- Security countermeasure
- Security incident
- Security management
- Security monitoring
- Security policies
- Security operations
- Security testing
- Security standards
- Unauthorized access

Course Plan

Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none">▪ Do take a proactive learning approach▪ Do share your thoughts on critical issues and potential problem solutions▪ Do plan your course work in advance▪ Do explore a variety of learning resources in addition to the textbook▪ Do offer relevant examples from your experience▪ Do make an effort to understand different points of view▪ Do connect concepts explored in this course to real-life professional situations and your own experiences	<ul style="list-style-type: none">▪ Don't assume there is only one correct answer to a question▪ Don't be afraid to share your perspective on the issues analyzed in the course▪ Don't be negative towards points of view that are different from yours▪ Don't underestimate the impact of collaboration on your learning▪ Don't limit your course experience to reading the textbook▪ Don't postpone your work on the course deliverables – work on small assignment components every day

Course Outline

Course textbook: *Fundamentals of Information Systems Security*, Fourth Edition (Kim and Solomon, 2023)

Grading Category	Activity Title	Lesson/ Chapter Due
Required Readings	Chapter 1: Information Systems Security	See Blackboard for Due Dates
Lab	Exploring the Seven Domains of a Typical IT Infrastructure	1
Required Readings	Chapter 2: Emerging Technologies Are Changing How We Live	
Discussion	Examining the Security of Internet of Things (IoT) Devices	2
Required Readings	Chapter 3: Risks, Threats, And Vulnerabilities	

Grading Category	Activity Title	Lesson/ Chapter Due
Lab	Performing a Vulnerability Assessment	3
Assignment	Quantitative and Qualitative Risk Assessment Analysis	4
Project	Project Part 1: Data Classification Standards and Risk Assessment Methodology	4
Required Readings	Chapter 4: Business Drivers of Information Security	
Project	Project Part 2: Gap Analysis Plan	5
Required Readings	Chapter 5: Networks and Telecommunications	
Discussion	Understanding the Open Systems Interconnection (OSI) Model	5
Lab	Performing Packet Capture and Traffic Analysis	5
Assignment	Create a Remote Access Control Policy	6
Required Readings	Chapter 6: Access Controls	
Discussion	Applying Security Controls	6
Lab	Applying User Authentication and Access Controls	6
Required Readings	Chapter 7: Cryptography	
Discussion	Selecting an Appropriate Encryption Solution	7
Lab	Using Encryption to Enhance Confidentiality and Integrity	7
MIDTERM EXAMS – October 6-October 17		
Assignment	Design an Encryption Strategy	8
Required Readings	Chapter 8: Malicious Software and Attack Vectors	
Lab	Assessing Common Attack Vectors	8
Project	Project Part 3: Malware Attack and Security Breach	9
Required Readings	Chapter 9: Security Operations and Administration	
Lab	Implementing an IT Security Policy	9
Required Readings	Chapter 10: Auditing, Testing, and Monitoring	
Lab	Implementing Security Monitoring and Logging	10
Project	Project Part 4: System Hardening and Auditing	11
Required Readings	Chapter 11: Contingency Planning	
Lab	Configuring Backup and Recovery Functions	11
Assignment	Methods and Techniques When Uncertain How to Respond to Cybersecurity Incidents	12
Required Readings	Chapter 12: Digital Forensics	
Lab	Performing Incident Response and Forensic Analysis	12
Required Readings	Chapter 13: Information Security Standards	
Project	Project Part 5: Presentation to Leadership	14

Grading Category	Activity Title	Lesson/ Chapter Due
Required Readings	Chapter 14: Information Security Certifications	
Discussion	Choosing an Appropriate Certification	14
Required Readings	Chapter 15: Compliance Laws	
Assignment	Apply the Payment Card Industry Data Security Standard (PCI DSS)	15
Exam	Final Examination	End of course

FINAL EXAMS – December 6-December 12

Note: This course outline is subject to change

Evaluation and Grading

Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Midterm Exam	15%
Assignment/Discussions	20%
Lab	20%
Project	20%
Final Exam	25%
TOTAL	100%

Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage	Credit
A	90–100%	4.0
B	80–89%	3.0
C	70–79%	2.0
D	60–69%	1.0
F	<60%	0.0

Academic Integrity

All students must comply with the policies that regulate all forms of academic dishonesty, or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage.

CLASSROOM POLICIES

- Cell phone ringers must be off, and phones may NOT be used during class, no matter how briefly. If your phone is out during class, you will be asked to leave, and it will count as an unexcused absence.
- No food or drinks are allowed in the classroom.
- No reading of magazines, newspapers, or other unrelated texts during class.
- No racist, sexist, or homophobic language is allowed in the classroom.
- Laptops and tablets may be used for notetaking during lectures, but not for activities unrelated to the course. Students observed using devices for unrelated activities will lose the privilege of using devices in class.

ABSENCES

To succeed in the course, students must attend and participate in each class session. If you miss a session, it is your responsibility to learn any material missed.

Students who are absent more than 3 times will receive an automatic zero for participation in the course (12% of the final grade). Excused absences are excluded from this policy; excused absences must be arranged in advance and are at the instructor's discretion.

ACADEMIC INTEGRITY / CHEATING

Any form of cheating on an assignment, homework, lab, or test will result in both a zero score for the assignment and a one-letter grade penalty in the course.

Plagiarism is the use of someone else's words, ideas, or data without giving credit to the original author. Plagiarism is a form of cheating.

If you are confused as to the difference between helping each other (which is encouraged) and cheating (which will not be tolerated), ask your instructor.

Acceptable

Including a brief quote from a web page with the source cited.

Cheating

Copying entire pages or paragraphs and republishing it as your own.

Using graphics from a free clip art or graphic site.

Using someone else's graphics without permission.

Discussing an assignment with another student.

Copying another student's work or file.

Looking at online sources or asking for a classmate's help to figure out what to do.

Duplicating a classmate's lab answers as your own, without performing the lab activity yourself.

If you assist someone else in cheating, you can also be charged with cheating yourself. This can include giving another student access to your computer account, negligently permitting another student to access your account, or posting answer keys where others can access them. Protect your account as if your academic career depends on it!

No Use of Generative AI Permitted

This class assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

TIME PER TASK FOR ONLINE COURSES

For online courses, estimate the following:

- 30 to 60 minutes per chapter (reading)
- 15 to 20 minutes per end-of-chapter review questions set.
- 15 minutes per Fill in the Blanks quiz
- 30 to 60 minutes per project
- 1 to 2 hours per exam

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

AACSB Assessment:

The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

- **Blackboard:** Connect to <http://tamusa.blackboard.com>. All class communications will be through Blackboard and students should monitor this several times a day.
- **Software:** You will be required to obtain VMWare or Virtual Box. You can get VMWare free from the University. The website is <http://www.tamusa.edu/citcs/student-resources.html>. You will also be able to download the installation software from the Microsoft software center. You will also be required to download Kali-Linux, Metasploitable 2, Autopsy, CAINE, and Windows virtual images to your virtual machines. You will be required to use Microsoft Visio and Draw.io. Microsoft Visio is available in the computer labs on campus. You will also be able to download the installation software from the Microsoft software center. You will receive your login name and password at your Jaguar email address. Additional software tools will be required, for example, the JAVA SE Runtime Environment, Acrobat Reader, Flash Player and Windows Media Player. Instructions and website links or additional software will be available online.
- **Computer Hardware:** In order to participate in the tutoring sessions, you will need a computer with an internet connection, a microphone, and speakers/headphones.
- **Time Expectation for coursework:** You are expected to spend 4-8 hours per week on the course. Based on the background, some students may require more time. Time spent may be longer when assignment/exams are due.

Other Recommended / Reading Materials: Additional reading materials are available on the course website as recommended by the instructor. I recommend you become familiar with the National Institute of Standards and Technology (NIST) Special Publications (SP) as they relate to information security and risk assessment. The Labs will require additional reading and extra study time. There is also additional hardware required to complete the labs. Please read ahead for every assignment and lab.

Course Requirements every student must fulfill in order to succeed in course:

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Students should keep current with all course assignments, quizzes, and examinations.
3. If the course uses remote proctoring for exams, students must schedule their exam early in the semester.
4. Students should ask questions and communicate with the instructor either in class, online, off-line or during office hours.

5. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. Extensions will not be granted for lack of availability of internet connections.
6. Students should remember that hybrid and online courses assume greater responsibility and independent learning skills by the student for their own learning outcomes.
7. For online-asynchronous courses, students should keep current on class recordings. For online-synchronous courses, students are expected to attend virtually during the class meeting time.
8. For OLC-A courses, students are not required to come to class, even for proctored examinations.
 - a. The instructor can require students to take examinations using proctoring software as indicated in the Proctored Exams section.
 - b. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility regarding test location and the time to sit for the examination. Instructors should allow 72 hours for students to complete any examination.

Minimum Technology Requirements:

To complete this course, the student must have access to the following technologies:

A computing device - desktop, laptop (**500GB to 1TB free space and 16G to 32G of memory**) capable of:

- accessing Internet-based content
- displaying recorded video
- playing recorded audio - with speakers or headphones
- recording audio - with microphone or headset
- capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
- Internet access of sufficient speed to download/display recorded lectures.
- Free or trial software capable of creating slide + audio presentations.
- Standard office productivity applications like MS Word, Excel & PowerPoint, and Adobe Reader
- A printer (for printing course calendars, etc.)

Responsibilities of the Online Student

The following items apply to the student in an online degree or an online course. The student is responsible for:

- Having consistent and easy access to a personal computer (Windows or Mac) with a reliable high-speed Internet connection.
- Gaining access to online courses in the Blackboard learning management system (LMS).
- Acquiring all course materials (textbooks, software, etc.) in a timely manner.
- Knowing and abiding by all applicable policies and procedures as prescribed in the Online Student Handbook and individual course syllabi.
- Acquiring and maintaining the knowledge base needed to operate successfully in an online course/program.
- Communicating to and from the instructor via Blackboard and the Texas A&M student e-mail address.
- Accessing the online course regularly and completing course activities on time regardless of equipment/technology problems. Students are recommended to log into their course once a day.

Submitted Work Naming Convention:

Save and submit all your work only in PDF format. Make sure to save your files using the convention **FIRSTNAME_LASTNAME_COURSE ABBREVIATION_SEMESTER AND YEAR_ACTIVITY NAME OR NUMBER** Or as specified in the assignment instructions.

Example: **Luke_Cage_CISA4323_FALL25_FinalResearchReport.pdf**

Communication with the Professor:

I will be instructing a large student population, and I filter my emails based on the class number. When you need to reach out to me via email, you must include the complete Class Number (e.g., CISA4323), followed by your complete name, subject of email (e.g., Assignment 1), (e.g., Bridget Jones), and followed by your student number (e.g., **N01234567**) in the SUBJECT line of the email.

For example: **(Subject: CISA4323 Assignment 1 Bridget Jones N01234567)**. Doing so will allow a more rapid response to your questions.

Examinations and Quizzes: There will be a mandatory mid-term exam and a mandatory final exam (as per the university schedule). Missing an exam will result in a grade of zero for that exam and may result in

a failure grade in the course. The exams/quizzes will consist of conceptual multiple-choice questions, problem solving questions, and short essay questions. The exam/quiz materials will come from lecture notes, the text, and class discussions. Questions will emphasize understanding and applications of concepts and topics covered in class. Please take notes and pay attention to lectures. You will see the material on the quizzes or exams.

Proctored Exams: In order to ensure course integrity, students enrolled in this course may use Remote Test-Proctoring software for the administration of exams, if allowed and is set up by the instructor.

Assignments/ Research papers: There will be several assignments, labs, and projects during the course. Individual assignment statements and due dates will be posted through Blackboard. For all assignment and quiz problems, ALL intermediate work of the problem solution and lab steps MUST be shown. Considerable points will be taken off for not following these requirements.

Online individual / Group Activities: This class will have group/team activities. Students are expected to work with their respective teams and attend class weekly. Not abiding by these guidelines will be detrimental to the success of your team.

Make up and Late Assignment/exam/quiz policy:

As a general rule, make-up or late submissions will **NOT** be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extenuating circumstances such as an excused official university activity, a severe illness, death, or a dire emergency. However, you must provide comprehensive documentation either before or within one to two days of the missed assignment/quiz/exam. If late submissions are given, a 20-point penalty from the maximum possible points will be assessed. For example, if a paper is submitted late, the highest possible grade is 80%. Once the assignment is no longer available on Blackboard, no submission will be allowed. DO NOT attempt to send late assignments to the instructor via email. If extenuating circumstances exist that justify a late submission, full credit may be given on a case-by-case basis.

All assignments will be graded for **correctness and completeness**. The instructor retains the right to subjectively adjust an individual student's grade in appropriate cases, based upon observed performance. All assignment submissions **must be spell- and grammar- checked**. Students failing to present the information completely, professionally written and in the prescribed format will receive minimal credit for their work. **Students should double check their work before submitting assignments.**

Class conduct and civility code: Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:

1. Students **are required** to have their camera turned on for online synchronous classes. **WEBCAM REQUIREMENTS:** This class requires the use of a webcam. This may be a webcam on your personal computer, a webcam available in a TAMUSA computer lab, or a camera on your mobile device. If you need to purchase a webcam using financial aid, contact the TAMUSA Bookstore or visit their website at <https://www.bkstr.com/texasamsanantonio/home>.
2. Attendance will be taken at the beginning or the end of the class. Late or missed attendance will render no points.

3. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
4. Students must retain copies of all assignments and graded work for verification purposes and provide it to the instructor, if necessary. Keep your own copies of all computer files and e-mails till the final grade is received.
5. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
6. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned OFF and headphones removed.
7. For any questions about the exams and assignments, a student should contact the instructor well in advance of the day they are due, so the instructor may have enough time to provide feedback.
8. All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to student e-mail messages and voice messages within 2 business days (Monday-Friday).
9. All assignment submissions must be uploaded to Blackboard by the due date and on time. The submission window may close or be marked late, even if late by one second.

Anyone violating these policies may be subject to disciplinary actions.

Class attendance and Participation: A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work, and frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material, and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions, participate in class discussions and problem solving, and visit/contact the instructor during office hours in case of questions or concerns. Good attendance and participation will be rewarded when final grades are assigned. Attendance will be taken at each class session. Points will be added for attendance. There will be no opportunity to make up those points if you miss class.

The course is intensive and challenging and you are expected to master the materials presented in class. The structure of the class makes your individual study and preparation outside of class extremely important and may vary considerably based on student background. However, a **minimum** of two hours of work outside the class is expected for every one hour of class period per week. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to,

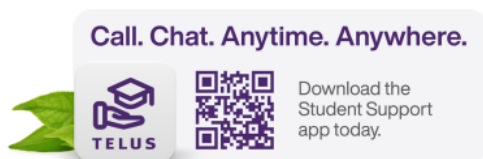
attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit tamusa.edu/studentcounseling

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these

funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination

prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

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