CISA 4323-001, **Computer Forensics**, 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 offers an introduction to digital forensics, investigation, and response. Areas of study include procedures for investigating computer and cybercrime, and concepts for collecting, analyzing, recovering, and preserving forensic evidence.

Major Instructional Areas

1. Digital forensic investigations
2. Forensic environments and tools
3. Evidence collection and handling
4. Forensic reporting
5. Solving business challenges with forensic investigations

Course Objectives

1. Summarize the basic principles of computer forensics.
2. Summarize important laws regarding computer forensics.
3. Describe various computer crimes and how they are investigated.
4. Describe digital forensic methodologies and evidence handling techniques.
5. Outline the proper approach to collecting, seizing, and protecting evidence.
6. Explain techniques for hiding and scrambling information as well as how data is recovered.
7. Summarize various types of digital forensics.
8. Describe contingency planning and incident response.
9. Explain how to perform network packet analysis.
10. Identify technical and legal trends in digital forensics.

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Learning Materials and References

Available Resources

- Chuck Easttom. *Digital Forensics, Investigation, and Response*, Fourth Edition, Burlington, MA: Jones & Bartlett, 2022 (ISBN 9781284226065)

- 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 June 18, 2022.

Books

Title	Author(s)	Year	ISBN
The Basics of Digital Forensics: The Primer for Getting Started in Digital Forensics	John Sammons	2014	978-0128016350
Computer Forensics InfoSec Pro Guide	David Cowen	2013	978-0071742450
Digital Forensics and Incident Response: Incident response techniques and procedures to respond to modern cyber threats, 2nd Edition	Gerard Johansen	2020	978-1838649005
Digital Forensics with Open Source Tools	Cory Altheide and Harlan Carvey	2011	978-1597495868
Investigating Windows Systems	Harlan Carvey	2018	978-0128114155
Kali Linux Revealed: Mastering the Penetration Testing Distribution	Raphael Hertzog, Jim O'Gorman	2017	978-0997615609
The Art of Memory Forensics: Detecting Malware and Threats in Windows, Linux, and Mac Memory	Michael Hale Ligh and Andrew Case	2014	978-1118825099
Mobile Forensics Mobile Forensic Investigations: A Guide to Evidence Collection, Analysis, and Presentation	Lee Reiber	2016	978-0071843638
Network Forensics	Ric Messier	2017	978-1119328285
Practical Forensic Imaging: Securing Digital Evidence with Linux Tools	Bruce Nikkel	2016	978-1593277932
Practical Mobile Forensics: Forensically investigate and analyze iOS, Android, and Windows 10 devices, 4th Edition	Rohit Tamma, Oleg Skulkin, Heather Mahalik, Satish Bommisetty	2020	978-1838647520

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Title	Author(s)	Year	ISBN
Wireshark 101: Essential Skills for Network Analysis, Second Edition	Laura Chappell and Gerald Combs	2017	978-1893939752

Certification Bodies and Certifications

Organization/Certification(s)	URL
AccessData AccessData Certified Examiner (ACE)	https://www.accessdata.com
EC-Council Certified Ethical Hacker (CEH), Certified Hacking Forensic Investigator (CHFI), more	https://www.eccouncil.org/programs/
International Association of Computer Investigative Specialists (IACIS) Certified Forensic Computer Examiner (CFCE)	https://www.iacis.com/certification/
(ISC)[2] Certified Cyber Forensics Professional	https://www.isc2.org/ccfp/default.aspx
OpenText Certification (formerly Guidance Software) EnCase Certified Examiner (EnCE)	https://www.opentext.com/products-and-solutions/services/training-and-learning-services/opentext-certification
SANS Institute Global Information Assurance Certification (GIAC) GIAC Certified Forensic Examiner (GCFE), GIAC Certified Forensic Analyst (GCFA), GIAC Reverse Engineering Malware (GREM), more	https://www.giac.org/certifications/focus-areas

Professional Associations

Organization	URL
American Academy of Forensic Sciences This organization provides an understanding of advanced science and its application to the legal system.	http://www.aafs.org
Association of Digital Forensics, Security and Law (ADFSL) This organization focuses on the academics and research of digital forensics, security, and law.	http://www.adfsl.org/
High Tech Crime Investigation Association (HTCIA) This organization facilitates the exchange of data, information, experience, ideas, and knowledge about	https://htcia.org/

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Organization	URL
methods, processes, and techniques relating to the prevention and investigation of high tech crimes.	

Journals

Organization	URL
The Journal of Digital Forensics, Security and Law (JDFSL)	https://www.jdfsl.org/
Journal of Forensic Sciences	https://onlinelibrary.wiley.com/journal/1556409 29

Other References

Title	URL
Computer Crime & Intellectual Property Section: United States Department of Justice	https://www.justice.gov/criminal-ccips
DoD Cyber Crime Center (DC3)	https://www.dc3.mil/
Federal Rules of Evidence	https://www.law.cornell.edu/rules/fre
Forensic Focus	https://www.forensicfocus.com/
HSI Cyber Crimes Center (C3)	https://www.ice.gov/partnerships-centers/cyber-crimes-center
International Association of Chiefs of Police (IACP) Law Enforcement Cyber Center	https://www.iacpcybercenter.org/
National Institute of Justice Library and Multimedia (search for forensics-related materials)	https://nij.ojp.gov/library
National Institute of Standards and Technology (NIST) Digital Evidence	https://www.nist.gov/digital-evidence
Regional Computer Forensic Laboratory (RCFL)	https://www.rcfl.gov/
SANS	http://www.sans.org
UCF National Center for Forensic Science	https://ncfs.ucf.edu/

Information Search

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

- Anti-forensics
- Attacks
- Chain of custody
- Cloud forensics
- Computer forensics

- Cryptography
- Cybercrime
- Digital forensics
- Email forensics
- Evidence

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- Expert testimony
- Forensic investigation
- Forensics
- Incident recovery
- Incident response
- Linux forensics
- Mac OS forensics
- Malware
- Memory forensics
- Mobile forensics
- Network analysis
- Privacy laws
- Steganography
- System forensics
- Windows forensics

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
- 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	- 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

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Course Outline

Course textbook: *Digital Forensics, Investigation, and Response*, Fourth Edition (Easttom, 2022)

Grading Category	Activity Title	Lesson/ Chapter Due
Required Readings	Chapter 1: Introduction to Forensics	See Blackboard for Due Dates
Assignment	Digital Forensic Firms	2
Required Readings	Chapter 2: Overview of Computer Crime	
Assignment	Denial of Service Tools	3
Required Readings	Chapter 3: Forensic Methods and Labs	
Assignment	Digital Forensic Software or Equipment Proposal	4
Project	Project Part 1: Preparing for a Digital Forensic Investigation	4
Required Readings	Chapter 4: Collecting, Seizing, and Protecting Evidence	
Lab	Applying the Daubert Standard to Forensic Evidence	4
Assignment	Chain of Custody Roles and Requirements	5
Required Readings	Chapter 5: Understanding Techniques for Hiding and Scrambling Information	
Lab	Recognizing the Use of Steganography in Image and Audio Files	5
Assignment	Steganography Detection Tools	6
Required Readings	Chapter 6: Recovering Data	
Discussion	Comparing File System Logical Damage Recovery Techniques and File Carving	6
Lab	Recovering Deleted and Damaged Files	6
Assignment	Create a Data Recovery Plan	7
MIDTERM EXAMS – October 6-October 17		
Required Readings	Chapter 7: Incident Response	
Lab	Conducting an Incident Response Investigation	7
Assignment	Adding Forensics to Incident Response	8
Required Readings	Chapter 8: Windows Forensics	
Lab	Conducting Forensic Investigations on Windows Systems	8
Assignment	Windows Forensics	9

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Grading Category	Activity Title	Lesson/ Chapter Due
Required Readings	Chapter 9: Linux Forensics	
Discussion	Comparing Windows and Linux Forensic Investigations	9
Lab	Conducting Forensic Investigations on Linux Systems	9
Assignment	Linux Forensics	10
Project	Project Part 3: Obtaining Evidence from an ISP	10
Required Readings	Chapter 10: Mac OS Forensics	
Assignment	Mac OS Forensics	11
Required Readings	Chapter 11: Email Forensics	
Lab	Conducting Forensic Investigations on Email and Chat Logs	11
Assignment	How Email Works and the Protocols Involved	12
Required Readings	Chapter 12: Mobile Forensics	
Lab	Conducting Forensic Investigations on Mobile Devices	12
Assignment	Mobile Forensics	13
Required Readings	Chapter 13: Network Forensics	
Lab	Conducting Forensic Investigations on Network Infrastructure	13
Assignment	Network Traffic Analysis Tool Evaluation	14
Required Readings	Chapter 14: Memory Forensics	
Lab	Conducting Forensic Investigations on System Memory	14
Assignment	Malware Techniques and Digital Forensics	15
Required Readings	Chapter 15: Trends and Future Directions	
Assignment	Compare Traditional Backup Methods with Cloud Backup Services	End of course
Exam	Final Examination	End of course

FINAL EXAMS – December 6-December 12

Note: This course outline is subject to change

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Evaluation and Grading

Evaluation Criteria

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

Category	Weight
Midterm Exam	25%
Assignments	10%
Labs	25%
Quizzes	20%
Final Exam	20%
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.

This course has a requirement of a grade of C as a minimal grade for satisfactory completion of this course.

CLASSROOM POLICIES

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- 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	Cheating
Including a brief quote from a web page with the source cited.	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, Metaspoitable 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**

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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/texasamsanantoniostore/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.

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***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

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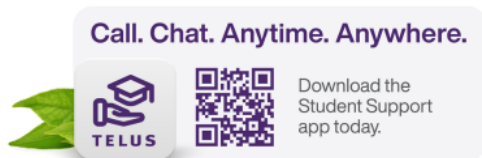
Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update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

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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

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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.

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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).

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

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composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through Jag Wire 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://bit.ly/WLDCCenter