CISA 4323-600, **Computer Forensics**, Spring 2026
Department of Computing and Cyber Security, College of Business
Course Syllabus

Class Meeting Time and Place: Wednesdays, 5:30 PM – 8:15 PM, Online-Synchronous
Class Duration: 01/17/2026 - 05/07/2026
Instructor: Akila Jayawardhana
 Office: Not Applicable

Tel: 214-809-4428
E-Mail: rjayawardha@tamusa.edu
Student emails will receive a reply within two business days.
Course Website: https://tamusa.blackboard.com/
Online Office Hours: Available via Zoom by appointment only. Mondays or Tuesday after 6pm CST.

COURSE DESCRIPTION:

This course familiarizes students with skills and best practices for computer forensics investigation and analysis. Students will learn how to gather and analyze digital evidence and use critical thinking skills to solve computer-based crimes. This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters relating to the law and technology. Includes discussions on how to manage a digital forensics operation in today's business environment.

Prerequisites: Grade of C or better in CSCI 3321 or CISA 4321 or CSCI 4321). **Students who do not meet the pre-requisites must contact the instructor immediately.** *TSI Restriction(s):* Reading, Math, and Writing

COURSE OBJECTIVES:

Upon successful completion of this course, students should demonstrate knowledge and proficiency in the following areas:

- Understanding the Windows boot process and file system • Identifying computer hardware that can contain evidence.
- Acquiring evidence in a forensics lab
- Conducting online investigations
- Documenting an investigation
- Maximizing the admissibility of digital evidence
- Performing network forensic investigation

- Performing mobile forensic investigation
- Performing photographic forensic investigation

- Performing forensic investigation on a Mac system

REQUIRED COURSE MATERIALS:

Dr. Darren R. Hayes, *A Practical Guide to Digital Forensics Investigations*. Pearson IT Certification, 2020.
ISBN 13: 978-0-7897-5991-7

ISBN 10: 0-7897-5991-8

METHOD OF INSTRUCTION:

This class includes lectures and class discussion, demonstrations, and hands-on practice. Student participation is encouraged and mandatory in required assignments and practical demonstrations, including both individual and group tasks.

STUDENT EXPECTATIONS:

- Read all course materials, including the syllabus and description of the grading and testing systems to be used in the course.
- Attend every class session and complete all assignments on time.
- Participate in all classroom learning activities.
- Interact respectfully with faculty, staff, and fellow students.
- Refrain from all academic misconduct
- Avoid situations that give the appearance of misconduct.
- Report any observed academic misconduct.

GRADING SYSTEM:

The grading system is as follows:

Graded Element	Maximum Points
Tests (4 @ 52.5 points each)	210
Projects (10 @ 35 points each)	350
Class participation (14 @ 10 points each)	140
Midterm/Final Exams (150 points each)	300
Total	**1000**

* Note: Instructor may choose to add hands-on labs or exercises to the course

Grade Scale (Percentage)	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

GRADING POLICY: The final course grade will be based on your performance on the quizzes, exams, assignments, and class participation using the following weights:

Attendance/Class Participation	10%
Assignments/Quizzes/Exams	30%
Mid-term Exam	15%
Final Exam (as per University Schedule)	20%
Class Projects	25%
Total	100%

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

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	Cheating
Including a brief quote from a web page with the source cited.	Copying entire pages or paragraphs and republishing it as you 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

SPRING 2026 CLASS SCHEDULE

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.

WEEKLY COURSE OUTLINE

Week	Topics	Chapter Readings	Assignments	In-Class Activities
1	**The Scope of Computer Forensics** • Importance of forensics • Digital evidence types • Skills, training, education • Job opportunities • History of computer forensics • Investigation agencies	Chapter 1	Read pp. 2-28	Classroom Discussions, p. 30 Projects, p. 33
2	**Windows Operating and File Systems** • Definition of OS • Numbering systems • Physical structure of a hard drive • Boot process • Windows file systems • Windows features	Chapter 2	Read pp. 34-84	Classroom Discussions, p. 88 Projects, p. 91

3	**Handling Computer Hardware** • Types of hardware • Disk drive interfaces • Extraction devices • Handling and analyzing storage media. • Using storage media in investigations	Chapter 3	Read pp. 92-120	Classroom Discussions, p. 122 Projects, p. 125
4	**Acquiring Evidence in a Computer Forensics Lab** • Lab certification • Best practices • Structure of a lab • Lab hardware and software • Evidence handling methods.	Chapter 4	Read pp. 126170	Classroom Discussions, p. 172 Projects, p. 175

	• Investigating fraud • Using UNIX search commands			
5	**Online Investigations** • Gathering personal data • Accessing law enforcement resources • Types of online crime • Capturing Internet content for a report	Chapter 5	Read pp. 176216	Classroom Discussions, pp. 218-219 Projects, p. 221

6	**Documenting the Investigation** • Obtaining evidence from an ISP • Documenting a crime scene • Seizing evidence • Handling evidence • Forensic tools for documentation • Report writing • Expert witnesses • Standard operating procedures	Chapter 6	Read pp. 224-245	Classroom Discussions, p. 246 Projects, pp. 249-250
	MIDTERM EXAMS – February 23 – March 6 **SPRING BREAK – March 9 -14**			
7	**Admissibility of Digital Evidence** • Legal system structure • Constitutional law • Search and seizure • Admissibility of evidence • Digital surveillance law • Computer forensics gone wrong. • EU legal system	Chapter 7	Read pp. 252306	Classroom Discussions, p. 309 Projects, p. 312-313

	• Data privacy and forensics in the EU		

8	**Network Forensics and Incident Response** • Importance of network forensics • Hardware devices with network logs • IPv4 and IPv6 • OSI model • Common mistakes • Windows artifacts • Advanced persistent threats • Network intrusion investigation Chapter 8	Read pp. 314-364	Classroom Discussions, p. 367 Projects, p. 370
9	**Mobile Forensics** • Cellphone forensics • Evidence from carriers • Retrieving evidence from a phone • SIM card forensics • Cellphone OSes • Legal considerations • Tablets and GPS • Documentation Chapter 9	Read pp. 372416	Classroom Discussions, p. 421 Projects, pp. 423-424
10	**Mobile App Investigations** • Mobile app investigations • Static and dynamic analysis • Popular apps • Value of deep-linking • SQLite databases Chapter 10	Read pp. 426457	Classroom Discussions, p. 458 Projects, p. 459

11	**Photograph Forensics** • Photographs on social media • Photo metadata • Types of photograph files • Admissibility of photos	Chapter 11	Read pp. 460474	Classroom Discussions, p. 475 Projects, p. 478

	• Case studies involving photos •			
12	**Mac Forensics** • Importance of Mac forensics • History of Apple devices • HFS and HFS+ • Virtual files • PLists • Applications and their files • Hardware and software tools • Apple mobile devices	Chapter 12	Read pp. 480531	Classroom Discussions, p. 535 Projects, p. 537
13	**Case Studies** • Dark Web marketplaces • Proving intent • How forensics are used at trial • Types of objections • Role of a forensics examiner • Cyberbullying and digital evidence • Anti-cyberbullying legislation	Chapter 13	Read pp. 538-563	Classroom Discussions, p. 564 Projects, pp. 566-571

		• Forensic evidence in investigating steroid use in MLB			

14	**Case Studies**
	   • IoT Devices
	   • IoT with AI
	   • Impact of 5G
	   • Police safety
	   • Police vehicles
	   • Wearable technologies
	   • Action camera evidence
		Chapter 14	Read pp. 572588	Classroom Discussions, p. 590
				
				Projects, pp. 566-571
				
				FINAL EXAM

FINAL EXAMS – May 6 -12

Note: This course outline is subject to change

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/studentresources.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 9 | (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 as Microsoft Word (only in PDF when specified). 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_SP23_FinalResearchReport.docx or .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 extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within one to two days of the missed assignment/quiz/exam. For late submissions, 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 **<u>are required</u>** 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 email 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 PERSONS WITH DISABILITIES: The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation for their disability. If you have a diagnosed disability that may require accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

ACADEMIC LEARNING CENTER: The Academic Learning Center provides free coursebased 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) 7841307, 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/or 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 Modular C, Room 166 (Rear entrance).

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.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit www.tamusa.edu/studentcounseling

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 Preparedness and the Emergency Response Guide can be found here: https://www.tamusa.edu/uploadfile/folders/sdbowen23/pdf/pdf635073426137928167-10.100.20.116.pdf

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.

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 contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

MILITARY AFFAIRS: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and in special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military@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 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.

Respect for Diversity: We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are

willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

· Share their unique experiences, values, and beliefs.

· Be open to the views of others.

· Honor the uniqueness of their colleagues.

· Value each other's opinions and communicate respectfully.
· Keep confidential discussions that the community has of a personal (or professional) nature.

· Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

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) nonpunitive 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, equality of 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, diversity, pluralism, 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, or gender expression. 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 victims' 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 or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 2107842061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

STUDENTS' RIGHTS AND RESPONSIBILITIES: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

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, 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, University Catalog and to comply with them, as well as 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 an environment for learning.

5.   A student has the responsibility to check their university email for any updates or official university notification.

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. Behaviors that infringe 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.

NO USE OF GENERATIVE AI PERMITTED

CISA 4323 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.

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://bit.ly/WLDCCenter

KEY DATES FOR SPRING 2026 SEMESTER

The complete academic calendar is available online:
https://www.tamusa.edu/academics/academic-calendar/current-year/spring-2026.html