
 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST</b> <b>Graduate Programs</b>		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner _____ Catalog _____
	<b>Department</b> School of Accounting <b>College</b> Business		
<b>Current Course Prefix and Number</b> ACG 6498		<b>Current Course Title</b> Advanced Digital Forensics in Forensic Accounting	
Syllabus must be attached for <b>ANY</b> changes to current course details. See <a href="#">Template</a> . Please consult and list departments that may be affected by the changes; attach documentation.			
<b>Change title to:</b>  <b>Change prefix</b> From: _____ To: _____ <b>Change course number</b> From: _____ To: _____ <b>Change credits*</b> From: _____ To: _____ <b>Change grading</b> From: _____ To: _____ <b>Academic Service Learning (ASL) **</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>		<b>Change description to:</b> To meet the needs of employers and clients, today's accounting professionals must have technological and digital acumen. This course guides students through the process of using computer forensics software to obtain and analyze digital accounting...See addendum for complete description. <b>Change prerequisites/minimum grades to:</b>  <b>Change corequisites to:</b>  <b>Change registration controls to:</b>	
* See <a href="#">Definition of a Credit Hour</a> . ** Academic Service Learning statement must be indicated in syllabus and approval attached to this form.		Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade.	
<b>Effective Term/Year for Changes:</b> Fall 2023		<b>Terminate course? Effective Term/Year for Termination:</b>	
<b>Faculty Contact/Email/Phone</b> Robert Pinsker/rpinsker@fau.edu/561-297-3422			
<b>Approved by</b> Department Chair  College Curriculum Chair <u>Anita Pennathur</u> College Dean <u>Ken Johnson</u> UGPC Chair <u>Mihaela Cardei</u> UGC Chair <u>Paul R. Peltier</u> Graduate College Dean <u>Walter D. Kallies</u> UFS President _____ Provost _____		<b>Date</b> 2/2/23 2/13/2023 2/13/2023 Mar 6, 2023 Mar 7, 2023 Mar 7, 2023 _____ _____	

Email this form and syllabus to [UGPC@fau.edu](mailto:UGPC@fau.edu) 10 days before the UGPC meeting.



Florida Atlantic University  
COLLEGE OF BUSINESS

**ACG 6498 – Section 101  
CRN 18707  
Advanced Digital Forensics in Forensic Accounting  
Fall 2021  
Distance Learning  
12:00 noon– 1:15 p.m.**

**Professor Information**

Dr. Andrew Blair Staley, CPA, CFE CISA Certified Access Data Examiner  
[staleya@fau.edu](mailto:staleya@fau.edu)

**Office Hours**

Since this is an online course, please communicate via email.

**Required Text and Materials**

**Three Required Texts (3):**

1) Digital + Looseleaf Bundle: Nelson/Phillips/Steuart's Guide to Computer Forensics and Investigations, Loose-leaf Version, 6th + MindTap Computing, 1 term (6 months) Printed Access Card 9781337757096Z **OR** Digital Standalone: MindTap Computing, 1 term (6 months) Printed Access Card for Nelson/Phillips/Steuart's Guide to Computer Forensics and Investigations, 6th 9781337568999

2) Data Analytics for Auditing using ACL 4<sup>th</sup> Edition, Arens et al, Armond Dalton Publishers, 978-0-912503-62-2.

I strongly recommend you by the e-book, directly from the publisher at:

<https://armonddalton.directfrompublisher.com/catalog/book/data-analytics-auditing-using-acl-4th-edition>

and 3)AccessData Forensics Training Manual Academic Edition.

**Recommended Texts:**

Digital Evidence and Computer Crime: Forensic Science, Computers and the Internet, 3<sup>rd</sup> Edition, Casey, ISBN13: 978-0-12-374268-1



Auditing and Assurance Services: Understanding the Integrated Audit, 1st edition, Karen L. Hooks (Florida Atlantic University), ISBN: 0471726346, ISBN-13:9780471726340

Auditing and Assurance Services with ACL Software CD, 7<sup>th</sup> Edition, William Messier, Steven Glover, Douglas Prawitt, ISBN13: 9780077343460, ISBN10: 0077343468

Information Technology Auditing, 3<sup>rd</sup> Edition, Hall, ISBN10: 1-4390-7911-0, ISBN13: 978-1-4390-7911-9.

### **Course Description**

**Old:** Introduces students to professional accounting engagements involving the application of computer forensics to the discovery, acquisition, analysis and reporting of digital evidence. Emphasis is placed on gaining knowledge of and proficiency in using software tools and General Audit Software (GAS) as part of the investigation and case management processes.

**New:** To meet the needs of employers and clients, today's accounting professionals must have technological and digital acumen. This course guides students through the process of using computer forensics software to obtain and analyze digital accounting data in a manner that sustains challenges of burden of proof or other challenges from third parties. Students are also guided on the process of using generalized audit software to analyze and interpret complex digital accounting data.

### **Course Prerequisites and Credit Hours**

ACG 6027 and admission to the School of Accounting Executive Programs

### **Course Learning Objectives**

After complete this course students will be able to

1. Explain the issues address by computer forensics.
2. Explain how to set up an investigation involving computer forensics
3. Explain the different types of digital forensics investigations
4. Identify the key factors in setting up a computer forensics lab
5. Acquire and validate digital evidence under a wide range of typical scenarios



6. Explain how to process incident and crime scenes
7. Conduct investigation involving various types of data sources, including accounting systems, text files, email, and various types of documents and files.
8. Process and analyze forensic digital evidence with various operating systems
9. Identify the major functions of widely-used computer forensic software platforms
10. Recover various types of files, including those that are encrypted
11. Conduct an investigation in a virtual machine environment.
12. Conduct investigation using many types of hardware, including mobile devices
13. To develop effective reports and give expert testimony

### **Grading Scale**

#### Percentile points

A	93	+
A-	90	+
B+	87	+
B	83	+
B -	80	+
C+	77	+
C	73	+
C-	70	+
D+	67	+
D	63	+
D-	60	+
F	0	+

The above point scale will be used to weight individual items that contribute to the total course grade. For example, if the maximum score for the final exam is 140 points, then this score will be weighted 25% (25/100) towards the total course grade.



**Course Evaluation Method** (see also Homework, below)

**Grading:** There will be a total of 100 points available:

Portion	Points
Term Paper	20
Quizzes	05
Final Exam	20
Group Assignments: ACL Labs	20
AccessData (FTK) Labs	10
Short Paper(s)	10
Homework: Cengage/Mindtap Labs	15
<b>Total</b>	<b>100</b>

**Term Paper**

The term paper will be on any topic covered in the class discussion or in the text. No approval for your topic is required. The maximum length permissible will be 10 typewritten pages, double-spaced with standard margins and a 12-point proportional font, including tables, figures, exhibits, and bibliography, and appendices. The cover page does not count towards the page limit. You should follow the specific instructions we will post on our Canvas course site, and instructions that we post there have precedence over those given here.

Included with the final examination will be instructions on how to submit the paper and final. Do not submit the paper before the submission instructions are posted.

**Grading of Term Papers**

General Style (30%)

- visual appeal, format
- spelling
- uniformity and consistency
- grammar

Content (70%)

- Scope/organization, originality
- Currentness and interest
- Relevance

Total (100%)

## Term Paper FAQ

Is there any overall advice?

Do not write a book review. Do not use as the principal source any of the texts or lectures in Advanced Digital Forensics or Advanced Accounting Information Systems. Make sure to cite refereed journal articles.

What is a term paper?

A term paper is a paper that either:

- a topic that takes an advanced digital forensics for accounting topic from the lecture or the book and researches whether and how it has been applied or
- takes another accounting or management theory and uses it to solve an advanced digital forensics for accounting topic from the lecture or
- addresses a compelling advanced digital forensics for accounting topic from the lecture or the book or
- addresses an advanced digital forensics for accounting topic from the lecture or the book with tension or
- a topic that addresses problems and issues with an advanced digital forensics for accounting topic from the lecture or the book.

For example, a term paper introduction might begin with a statement of the topic to be discussed, then explain the significance of the topic or problem, and finally explain how the paper will discuss the topic in a new and meaningful way or resolve the problem.

What is NOT a term paper?

A paper that solely summarizes a term paper an advanced digital forensics for accounting topic from the lecture or the book is NOT a term paper. For example, a paper that explains how to make a forensic copy of a file is not a term paper.

How many pages should the paper be?

No more than 10 pages. This includes all pages (e.g., table of contents, executive summary, references, tables, and figures.) The only page that it does not include is the cover page.

Do I need approval for the topic of my paper?

No, the paper may be on any topic in the text or any topic related to digital forensics and accounting discussed in the class discussions.

What format should I use for the references?

Please follow APA style guidelines. See “What are APA guidelines?” below.



How wide should the margins be? What fonts or font sizes am I permitted to use?  
Please follow APA style guidelines. See “What are APA guidelines?” below.

Do I need an executive summary?  
Yes, a 1-paragraph executive summary would be helpful.

Do the references need to be on a separate page by themselves?  
Please follow APA style guidelines. See “What are APA guidelines?” below.

Can I work with someone else to prepare my term paper?  
No, all students must work by themselves and submit their own papers.

Can I use a paper that I prepared in another class?  
No, all papers must be originally prepared for this class.

Can my paper be a persuasive-type paper?  
No, please submit a research-type paper for this course

How will I submit my term paper?  
The instructions on how to submit the term paper will be posted before it is due. Do not email your term paper. Emailed papers are likely to be ignored. We need your term paper submission registered in Canvas.

What about Anti-plagiarism Software?  
Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University’s honor code.

Should I submit my paper early to receive feedback from the Anti-plagiarism Software?  
Yes. You should submit all of your written assignments early to receive automated feedback from the anti-plagiarism software and to make all necessary adjustments.

Do I have to post the last 4 digits of my SSN in the upper-left-corner of my final and paper? Can I instead use my Student ID Number?  
If I ask you to include the last 4 digits of your ssn as part of your final exam or term paper, you may instead optionally include your full student Z number in its place. If you don't know your student Z number, then use the last 4 digits of your SSN. I use this information to help resolve name changes and duplicate names, both issues that arise from time to time.

Exactly what do you mean by the upper-left-hand corner with respect to placing my SSN or Student Number?

I'm referring to the cover page. It can be in the page header or immediately below the page header. You can place it in the page header, or immediately below the page header, for the first page. I am not picky about the exact location.

What are APA style guidelines?

The APA (<http://www.apastyle.org/>) publishes guidelines for things like formatting references..

The APA style guidelines are summarized here:

<https://owl.english.purdue.edu/owl/resource/560/01/> .Here is an example:

<http://my.ilstu.edu/~jhkahn/APAsample.pdf> .

The main idea is to follow the format for the title page, abstract, and references. We won't be picky if you don't get it right. Just do your best.

### **Quizzes**

There are five short quizzes. These are procedural (i.e., they relate to how the course is run).

### **Research Essay(s)/Short Papers**

You have assignments which call for you to write short essays (not more than 1 or 2 pages).

These assignments will be posted on the Canvas. You will not be able to access these assignments ahead of time. Please use APA style guide (see above).

### **Threaded Discussions**

Due to the technical nature of this class, there are no threaded discussions.

### **Participation in Group Assignments**

You will be assigned a group project. It will start sometime on or after the third week of class.

Your work on the project will be "asynchronous" meaning that it will be done the threaded discussions. You are required to keep a log of your contributions to the project. This will be done with the group journal functionality.

### **AccessData (FTK) Lab**

You will be given remote access to the AccessData (FTK), a powerful computer forensics software suite. You will complete assignments using this software. It will start sometime on or after the third week of class.

### **Homework**

Homework continues throughout the semester. It will be completed on Cenage/Mindtap. The automatic scoring on the Mindtap labs may be graded on a pass-fail basis (i.e.,  $\geq 60\%$  will equal 100%;  $< 60$  will equal 0%). The pre-course assessment quiz may be graded on a participation basis (i.e., attempting it equals a 100%). Homework is sometimes called Project 1, sometimes called Mindtap, and sometimes called the individual project, to distinguish from the group project.





### **Final Examination**

The final will be a "take-home" essay exam in which you will have about a week (or possibly more) to answer. It will be consistent with materials that we have covered in the text and the class discussions. At least some research on the will be required.

### **Assigned Text Readings**

This text readings schedule is approximate and subject to any changes needed to adapt to the progress of the class.

### **Additional Course Policies**

#### Missing Exams

Missed exams will receive a grade of zero.

#### Late Assignments

Late assignments will receive a grade of zero.

#### Attendance Policy

The course is taught asynchronously. No physical attendance is required.

#### Anti-plagiarism Software

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed above. You should submit all of your written assignments early to receive automated feedback from the anti-plagiarism software and to make all necessary adjustments.

#### Special Issues

Sometimes students slip up and make a mistake like submitting a paper late and after any grace period has expired. In other cases, students forget to participate in a discussion thread, write a term paper or submit a final exam that exceeds the designated page limit, or make some major or minor slipup that might affect their course grade. In such cases students sometime come to me and ask me to ignore the slipup or not strictly apply published grading policies.

I am always happy to consider "special requests" relating to slipups, hardships, and academic issues. However, to ensure that all students are treated exactly the same, I consider all special requests at one time at the very end of the semester, after I have finished grading all course components. As a first step I check to see if the issue actually affects any student's course grade.



There is no need to even consider an exception unless at least one student's course grade is affected—and in many cases, none is affected. However, assuming that at least one student's course grade is affected, I then consider the possibility of making the exception and then applying it evenly to the entire class, so that all students receive the same benefit. This policy assures that all students are treated fairly and equally.

### Course Hosting

This online portion of this course is hosted in Canvas. Please login to Canvas as you have been instructed to for your other regular courses in the program. For help with Canvas issues, visit <http://helpdesk.schoolofaccounting.com>. The online portion is a required component of this course. You should login to Canvas as soon as possible.

### Online Collaboration

At first participating in online discussions and in groups may seem a little scary, but please trust in the ability of many people to collaborate on a project. Many successful collaborative projects exist on the web. For example, here are some details on Wikipedia (<http://en.wikipedia.org/wiki/Wikipedia:About> )

"Since its creation in 2001, [Wikipedia](#) has grown rapidly into one of the [largest](#) reference [websites](#), attracting 400 million unique visitors monthly as of March 2011 according to [ComScore\[1\]](#). There are more than [82,000 active contributors](#) working on more than [17,000,000 articles](#) in more than [270 languages](#). As of today, there are 3,669,117 articles in [English](#). Every day, hundreds of thousands of visitors from around the world collectively make tens of thousands of edits and create thousands of new articles to augment the knowledge held by the [Wikipedia](#) encyclopedia (*see also* [Wikipedia:Statistics](#).)"

Wikipedia is just one example. A whole lot of the important software that powers e-commerce web sites have been developed by many people spread around the globe.

Some other examples of products produced through online collaboration:

[Apache Web Server](#). This web server is by far the most popular web server on the Web. About 2/3 of the world's web sites are powered by Apache.

[Open Office](#). This suite is an alternative to Microsoft Office and is used by many government agencies.

[MySQL](#). This is one of the most popular database systems used in e-commerce.

### **General Course Policies**

*Technical Support.* Contact [helpdesk@Schoolofaccounting.com](mailto:helpdesk@Schoolofaccounting.com) for any support requests. Regarding how to do your homework/assignments, contact your course instructor.



*Questions and Comments for the Instructor.* Questions should only be addressed privately to the instructor when the matter is strictly personal. This allows other students to benefit from your discussions with the instructor, and it eliminates unnecessary duplication in responding privately to multiple questions and comments with similar responses.

E-mail. All course-related e-mail addressed to instructor should contain the word "Computer Forensics" in the subject so that I can properly filter their incoming mail.

Netiquette: Always fill in the subject field when addressing a message. Change subject fields, as appropriate, when responding to messages in the discussion lists.

### **Distance Learning**

Distance learning requires a high degree of responsibility, dedication, and self-discipline on your part. You are responsible for

1. Either attending or listening to recorded lectures,
2. Reading assigned material,
3. Completing and submitting any assigned homework on a timely basis, and
4. Participating in threaded discussions.

Problems using Canvas, Accessing Videos, and other Technology Problems: The School of Accounting Executive Programs maintains an information technology help desk dedicated exclusively to its executive students. The help desk is staffed by 4 full-time IT Professionals and is open 9:00 a.m. to 5:00 p.m. on weekdays and during limited hours on the weekends, according to the schedule published at <http://it.schoolofaccounting.com>.

Please report all technical issues directly to <http://helpdesk.schoolofaccounting.com>.

**Please do not report technical issues to me or to any of our staff by email or other means outside of <http://helpdesk.schoolofaccounting.com>, as this will only cause a significant delay in your getting help.**

Professors do not provide technical support for Canvas, course video, or other IT services. Emailing your professor (or other person) will likely add a long delay in your getting help. If you email your professor about a problem, it might take a couple of days before your professor forwards your message to one of the IT staff professionals. The IT staff professional might be out of office and not receive the forwarded email message for a couple more days. Then, when the IT professional person does receive your email message, he or she will have to contact you and manually create a support ticket. The entire process could take up to a week or longer. On the other hand, if you instead submit your report or request directly to <http://helpdesk.schoolofaccounting.com>, a support ticket will automatically be created, and an

email copy of your request will instantly be sent to the IT staff professional on duty at the time. During normal business hours, your request will immediately be delivered to all 4 full-time IT professionals. Further, you will receive an immediate email response that contains a login ID and password that you can use to track progress relating to your issue.

Some typical IT problems served by <http://helpdesk.schoolofaccounting.com> include:

1. You can't login to Canvas
2. You are having problems within Canvas
3. You have problem viewing or hearing a class video
4. You are having a problem submitting an online quiz

During Saturday live lectures you can be connected directly to the video engineer for your live classroom by visiting <http://helpdesk.schoolofaccounting.com> and clicking on the Live Support Button. This is the simplest and fastest way to get help during live lectures for lecture-related problems.

### Changes

Specific assignments, topics covered, and due dates are tentative may be adjusted as needed by the professor to deliver this course in the most effective way.

### Course Outline

#### **Future Lesson Assignments**

Lessons assignments may be posted ahead or for the entire semester, just to give you a heads up on what might lie ahead, but all future lessons are subject to change before they become current. So please don't work on the lesson assignments before the week in which they are current and due.

#### **Reading Schedule**

Below is the tentative outline of topics covered and related reading assignments. This outline is subject to change. It may be adjusted as the semester progresses and will be supplemented by additional readings on a weekly basis.

Readings		
Week	Topic(s)	Assignments
1	Introduction	

2	Understanding the Digital Forensics Profession and Investigations.	Texts: NPS Chapter 1
3	Data Acquisition	Texts: NPS Chapter 3
	Applied CAATs/Digital Forensics	AEB Chapter 2
4	Data Acquisition (Con't)	Texts: NPS Chapter 3
	Applied CAATs/Digital Forensics (Con't)	AccessDataTraining Manual Chapter 2
5	Processing Crime and Incident Scenes	Texts: NPS Chapter 4
	Applied CAATs/Digital Forensics (Con't)	AEB Chapter 3
6	Working with Windows and CLI Systems	Texts: NPS Chapter 5
	Applied CAATs/Digital Forensics (Con't)	AccessDataTraining Manual Chapter 3
7	Current Computer Forensics Tools	Texts: NPS Chapter 6
	Applied CAATs/Digital Forensics (Con't)	AEB Chapter 4
8	Macintosh and Linux File Systems	Texts: NPS Chapter 7
	Applied CAATs/Digital Forensics (Con't)	AccessDataTraining Manual Chapter 6
9	Recovering Graphics Files	Texts: NPS Chapter 8
	Applied FTK/Professional FTK	AEB Chps. 5& 6
10	Digital Forensics Analysis and Validation	Texts: NPS Chapter 9
	Applied FTK/Professional FTK (Con't)	AccessDataTraining Manual Chapter 7
11	Virtual Machine, Live Acquisitions and Network Forensics	Texts: NPS Chapter 10
	Applied FTK/Professional FTK (Con't)	AEB Chapter 11, Case 1 only
12	Email Investigations and Mobile Device Forensics	Texts: NPS Chps. 11 & 12

	Applied FTK/Professional FTK (Con't)	AccessDataTraining Manual Chapter 9
13	Cloud Forensics	Text: NPS Chapter 13
14	Expert Testimony in Digital Forensic Investigations.  and  Ethics for the Digital Forensic Examiner and Expert Witness.	Texts: NPS Chps. 15 & 16

### Important Notes

- It is essential that you keep your email address up to date in your Canvas AND discussion board profiles. (See below for information on the discussion board) You will be responsible for announcements sent to both these addresses.
- If you change your email address in the discussion board, you will receive an automated message at your OLD email address. Until you respond to the automated message you won't be able to access the discussion board. Please remember this if you change your email address in the discussion board.
- If at any time the discussion board is down from more than 12 hours, you should visit this web site for further information. Don't be concerned if the discussion board is down for a few hours. Lesson closing dates will be automatically extended for any prolonged outages that occur on Sunday evenings. If you are unable to post to the discussion board, either because of an outage or because the lesson is closed, *please do not email your comments to me*. This is because it's a discussion, not homework, and discussions can only take place in a group.

### Getting Started

- Make sure you meet all computer-related requirements listed under the Course Home of this web site. If you do not meet these requirements you may need to attend all on-campus class session. Please discuss it with me if you are in doubt.



- Make sure you have the course textbooks, listed below.
- Study this entire web site. You are responsible for all content in this web site and related web sites and discussion lists. Be sure to check back regularly for updates, as changes may appear on a regular basis.
- Familiarize yourself with all policies published on the FAU [School of Accounting Web Site](#). You are also responsible for any policies that may be posted to the [College of Business Web site](#). Make sure you have an Owl Card. You may apply [online](#) (Click on the link for Student). You will need the Owl Card to access the FAU on-line library collection, which you will need to complete the term paper assignment discussed below.

### Selected University and College Policies

#### School of Accounting Policies

You are responsible for School of Accounting policies at

<http://business.fau.edu/departments/accounting/school-of-accounting-policies/index.aspx>. *These policies are considered to be an integral part of this syllabus.*

#### Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty.

For more information, please see FAU Regulation 4.001 at: [FAU Regulation 4.001](#).

#### Student Accessibility Services

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585)—and follow all SAS procedures.

#### Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University to observe religious practices,





observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: [FAU Regulation 2.007](#).

#### Attendance Policy Statement

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

#### Disability Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at <http://fau.edu/sas/>

#### Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

#### Policy on the Recording of Lectures

Because of a new Florida Statute in 2021, the following model language is suggested for inclusion in course syllabi, at the discretion of individual faculty:

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as



part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity

#### Incomplete Grade Policy Statement

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

#### Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

#### Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in FAU Regulation 4.002.

#### Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who behave in the classroom such that the educational experiences of other students and/or the instructor's course objectives are disrupted are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to: non-



approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

#### Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

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