COURSE SYLLABUS

CUI Handling and Data Classification Course

A half day live on the full CUI lifecycle — recognizing it, marking it, handling it, and reporting incidents — including the new federal guidance on using CUI with AI tools.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/cui-handling-and-data-classification



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Course Outline

Module 1

- Introduction to CUI and the Federal Framework
- Defining CUI in plain language
- The three-tier framework of classified, CUI and public
- Where CUI comes from and why personal judgment does not create it
- Executive Order 13556 and 32 CFR Part 2002
- The roles across the CUI lifecycle. Includes a sort-the-information-tier activity.

Module 2

- CUI Categories and Recognizing CUI
- The CUI Registry as the single authoritative source
- CUI Basic versus CUI Specified
- Common category groupings covering privacy, procurement-sensitive, law-enforcement-sensitive and export-controlled or critical infrastructure information
- Everyday examples
- What CUI is not. Includes a CUI-or-not-CUI sorting activity.

Module 3

- Marking and Labeling CUI
- Why markings are handling instructions rather than decoration
- Banner marking components
- Portion marking
- Marking email, removable media and file names
- What to do with unmarked or mismarked CUI. Includes a build-the-banner-marking assembly activity and a marking-location matching activity.

Module 4

- Safe Handling, Storage, Transmission, and Destruction
- Need-to-know
- Physical storage and visual access
- Authorized systems and approved storage locations
- Encrypted transmission and approved file transfer
- Remote work and travel
- Destruction and media sanitization
- The common mistakes that cause most incidents. Includes a scenario-to-safeguard matching activity.

Module 5

- Incident Reporting, Consequences, and Emerging Considerations
- What counts as a CUI incident
- Reporting promptly and to whom
- Why speed reduces harm
- What not to do
- The range of administrative, civil and criminal consequences
- CUI and artificial intelligence under current government-wide guidance