Syllabus - Linux System Administration

Course: ITEC 1475-80, Four (4) Credits

Fall Semester 2025: Monday 25 August - Friday 19 December 2025

Classroom: *Blended Hybrid* with Labs in T.3050 on some Wednesdays 12:00-16:10

Instructor: Brian D. Huilman (pronounced "**HILL**man")
Office: T.3061
Student Time: Mondays 11:00-12:00 (Zoom & T.3020) and 18:00-19:00 (Zoom), or by request
Zoom: https://minnstate.zoom.us/my/brian.huilman **Password**: 19151957
Open Lab: Mondays 12:00-15:00 on-campus in T.3020 - ***This is an OPTIONAL session if you want help***
Contact: <Brian.Huilman@minneapolis.edu> (preferred) or 612.234.7778 mobile (textable)

Keep this syllabus! This is your guide and roadmap to our course. Put it in your notebook or folder and keep it handy to look at often. You're required to know everything here.

Course Information:

Description:

This course provides an introduction to the free, open-source, Linux operating system. You will learn how to install, setup, use, manage, and troubleshoot Linux installations. You will begin with learning command-line interface (shell) concepts and techniques, including basic commands, navigating the file system, I/O redirection, and how the shell processes commands. Other topics include installing and managing software packages, managing users and groups, creating and formatting file systems, and the basics of Linux text processing and regular expressions. Possible additional topics are booting and shutting down, basic shell scripting, network configuration and administration, and basic Linux system security.

Objectives:

By the end of this course, you will be able to:

- Understand the central concepts and architecture of Linux operating systems
- Manage and organize files, folders and other file structures in the Linux file system on hard drives and removable media
- Develop a strategy for identifying and troubleshooting problems; troubleshoot problems using appropriate tools
- Manage and allocate system resources, including methods of maintaining and improving system performance
- Examine and implement backup strategies and tools which maintain data integrity; appreciate the importance of such tools
- Identify and use appropriate basic command-line commands to operate a Linux computer
- Describe basic Linux history and concepts
- Use Linux command-line (shell) tools for most of the above, including editing text files, managing software, doing network configuration and administration, and reading and writing basic scripts
- Perform basic Linux system administration including system installation and booting, user and group management, installing and configuring various network services, managing hardware, and system security
- Perform Linux server installation in a virtualized environment

Topical Outline:

1. Current Linux client and server operating system distributions and tools, as used in personal and business environments
2. Linux file system fundamentals, including files, folders, links, and permissions
3. Linux package installation and management, including troubleshooting
4. Common Linux system administration tasks, including managing user accounts, installing and updating software, booting and shutting down, and managing storage volumes and partitions
5. Linux shell concepts including I/O redirection, shell expansion, pipelines, environment variables, and keyboard shortcuts and techniques
6. Basic Linux networking

Prerequisites:

ITEC 1110 - Information Technology Skills, ITEC 1425 - Data Communications, ITEC 1100 - Information Technology Concepts, and ITEC 1150 - Programming Logic and Design. If you haven't completed these courses, you may have registered for this class in error.

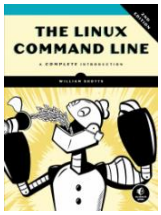
Drop / Withdraw:

- Full refund available until **Tuesday 02 September 2025 by 23:59.**
- The last date to drop this class is **Friday 29 August 2025 by 23:59**.
- The last date to withdraw from this class is **Wednesday 26 November 2025 by 23:59**.

Course Materials:

Most of the required material for this class is available to you digitally via a link in Brightspace D2L (just D2L hereafter). Other than CompTIA's LabSim, all other required software and accounts are ***free*** for students and available for Windows, Mac, and Linux. Instructions for obtaining and installing software will be provided in class. You may also need other free software and accounts during the class. If so, details and installation instructions will be provided.

Required Textbook: (free online at http://linuxcommand.org/tlcl.php)



Title: *The Linux Command Line* (5th Internet ***or*** 2nd print ed.)
Author: William Shotts
ISBN-13: 978-1-59327-952-3
Publisher: No Starch Press
Print book: (not free) through the College Bookstore or other book retailers

Required Textbook:

Title: *Linux Pro, v6*
Author: Various
ISBN-13: 978-1-935080-38-1
Publisher: CompTIA
This text can be purchased directly from TestOut.com (using a special "Price Code," instructions are in D2L under "Class Resources") or through the College Bookstore. This gives you access to ***required*** course materials.

Additional Requirements or Supplies:

- **Internet access**, Activated StarID, and Minneapolis College email address.
- **USB storage device** (either a HDD/SDD or "thumb-drive") with at least 8 GB of storage (more is better) and, if possible, USB v3.0 "SuperSpeed" capabilities (with blue plastic inside the connector) for speed of access.
- All students are expected to have their own computer they can install software on. ITEC has a limited number of laptops to loan for ***free***. You can schedule a time with me if you need a laptop.

Course Format:

This course is ***mostly*** online, except for dedicated on-campus lab times, and will be a combination of lectures, a couple discussions, quizzes, and online labs. You will be doing individual assignments and projects.

To be successful in undergraduate college classes, it is expected that you will spend roughly two times (2x) the class hours per week on assignments, projects, reading, and other class work. ITEC 1475-80 is a 4-credit class so you should expect to spend an additional eight (8) hours per week doing homework and studying assigned materials for this class.

Requirements and Assignments:

Due dates are noted on the schedule above and in D2L. If there is a discrepancy between the schedule below and D2L, ***follow the schedule in D2L***. This class ***may*** include the following:

- **Weekly Reading:** available in both D2L and LabSim as an online electronic textbook, plus some supplemental web pages, videos, and presentations in D2L.
- **Weekly Quizzes:** Quizzes are based on the chapter reading. Read the chapter for the week and then take the corresponding quiz by the given due date.
- **Weekly Labs:** Most labs will occur online in LabSim or the ITEC vCenter and will require you to perform various guided activities related to the chapter. There are also four face-to-face labs on campus.
- **Discussions:** There are two discussions you will participate in, at the beginning and end of the semester.

Submitting Work:

Most course work will be completed and submitted through LabSim except the Discussions and exams which happen in D2L. However, you are expected to follow all activities in D2L.

Exams:

There will be a Midterm exam, usually as a mixture of multiple choice, true/false, short and long written answer questions, and may include hands-on activities. The exam will be open notes, open book, and open Internet. There is also a Final Project that you will complete at the end of the course.

Schedule:

I reserve the right to change or modify any or all of the course schedule to accommodate guest presenters, student or instructor needs, class needs, schedule interruptions, or any other event or events that may occur. Notifications may be made by one or more of these methods: email, Announcements in class, or posts on D2L. Announcements will be made as far in advance as possible but you are strongly encouraged to check your student email and D2L on a regular basis so as not to miss any announcements. Assignments are outlined in detail on D2L under Content.

Assignments are typically due on Sunday night at 11:59 PM, just *before* the next week starts. Check D2L for details.

Wk	Week of	Topics Covered in Class	Assignments Given and Due End of Week
1	Mon 25 Aug 2025-08-25	Introduction, Syllabus, D2L, O365, Linux history, Shell, Navigation **27 Aug On-Campus Lab:** Make a Working Linux System (Virtualbox, WSL, Bootable USB, vCenter)	**Read Shotts:** Intro, Ch 1 , Ch 2 **LabSim:** Ch 0 Intro, Ch 1 Overview **Discussions:** Intro; **Quiz:** LabSim Ch 1
2	Mon 01 Sep 2025-09-01	Explore the System, Files and Directories **03 Sep On-Campus Lab:** Change the Hostname	**Read Shotts:** Ch 3, Ch 4 **LabSim:** Ch 2 Using Linux **Quiz:** LabSim Ch 2
3	Mon 08 Sep 2025-09-08	Basic commands, File Redirection **vCenter Lab:** Create User Accounts and SSH	**Read Shotts:** Ch 5, Ch 6 **LabSim:** Ch 3 Install and Localize **Quiz:** LabSim Ch 3
4	Mon 15 Sep 2025-09-15	Shell Expansion, Keyboard Shortcuts **17 Sep On-Campus Lab:** NTP and DNS	**Read Shotts:** Ch 7, Ch 8 **LabSim:** Ch 4 Boot and Shutdown **Quiz:** LabSim Ch 4
5	Mon 22 Sep 2025-09-22	File Permissions, Process Management **vCenter Lab:** Different Desktops	**Read Shotts:** Ch 9, Ch 10 **LabSim:** Ch 5 GUI **Quiz:** LabSim Ch 5
6	Mon 29 Sep 2025-09-29	The Environment (variables), Using vi **01 Oct On-Campus Lab:** Other Software Managers (PPA, source, Snap, Flatpak, AppImage, Nix, Wine)	**Read Shotts:** Ch 11, Ch 12 **LabSim:** Ch 6 Software Installation **Quiz:** LabSim Ch 6
7	Mon 06 Oct 2025-10-06	Setting the Prompt, Package management **vCenter Lab:** LDAP Server	**Read Shotts:** Ch 13, Ch 14 **LabSim:** Ch 7 Users and Groups **Quiz:** LabSim Ch 7
8	Mon 13 Oct 2025-10-13	**Midterm**	**None - All Previous Assignments Due**
9	Mon 20 Oct 2025-10-20	Storage Media, Networking **vCenter Lab:** Network Filesystems (NFS and sshfs)	**Read Shotts:** Ch 15, Ch 16 **LabSim:** Ch 8 Disk and Filesystem Maint **Quiz:** LabSim Ch 8
10	Mon 27 Oct 2025-10-27	Searching for Files, Archive and Backup **29 Oct On-Campus Lab:** SaMBa Server to Windows	**Read Shotts:** Ch 17, Ch 18 **LabSim:** Ch 9 Hardware Installation **Quiz:** LabSim Ch 9
11	Mon 03 Nov 2025-11-03	Regular Expressions, Text Processing **vCenter Lab:** Log Server	**Read Shotts:** Ch 19, Ch 20 **LabSim:** Ch 10 Processes and Services **Quiz:** LabSim Ch 10
12	Mon 10 Nov 2025-11-10	Formatting Output, Printing **12 Nov On-Campus Lab:** Raspberry Pis	**Read Shotts:** Ch 21, Ch 22 **LabSim:** Ch 11 System Monitoring **Quiz:** LabSim Ch 11
13	Mon 17 Nov 2025-11-17	Compiling Code **Home Lab:** Raspberry Pi Pi-Hole	**Read Shotts:** Ch 23 **LabSim:** Ch 12 Networking **Quiz:** LabSim Ch 12
14	Mon 24 Nov 2025-11-24	Raspberry Pi Final Project **vCenter Lab:** Web Server	**LabSim:** Ch 13 Cloud and Virtualization **Quiz:** LabSim Ch 13
15	Mon 01 Dec 2025-12-01	Shell Scripting **Work On:** Raspberry Pi Final Project	**Read Shotts:** Ch 24 **LabSim:** Ch 14 Scripting **Quiz:** LabSim Ch 14
16	Mon 08 Dec 2025-12-08	**Work On:** Raspberry Pi Final Project	**LabSim:** Ch 15 Security **Quiz:** LabSim Ch 15
17	Mon 15 Dec 2025-12-15	Raspberry Pi Presentations, Return Raspberry Pis **Final Exam**	**Discussion:** What Have You Learned **All Previous Assignments and Labs Due**

Extra Credit:

Extra Credit may be offered throughout the course and will either be applied to the relevant grade, up to a maximum of 5% of the component grade, or as an additional special grade. Extra credit will be announced in class and/or on D2L.

Evaluation:

I will strive to grade all submitted work by one week after the due date. This class uses a "flat" linear grading scale where each assignment's points count equally toward your final grade. Your final score will be comprised of these components:

Item (points)	Quantity	Points	Overall Percentage
vCenter / On-Campus Labs (20)	13	260	30.59%
LabSim Quizzes (10)	37	370	43.53%
Discussions (10)	2	20	2.36%
Midterm Exam (100)	1	100	11.76%
Final Project (100)	1	100	11.76%
TOTALS	**54**	**850**	**100.00%**

Grading Scale:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = under 60%

Incomplete grades will ***only*** be given in extreme circumstances, at my discretion, and with appropriate documentation. You must have completed a substantial amount of class work, roughly 75%, and also be passing the course with a C at the time at which you request an incomplete grade. You and I will then work on a schedule of work for your remaining assignments and when they will be due, usually early in the subsequent semester.

Teaching Philosophy:

My personal teaching philosophy is that everyone can learn this material and my job is to guide you to the knowledge this course provides. My job is also one of clearing obstacles that get in the way of your learning. I have spent decades actually creating, designing, implementing, administering, using, maintaining, migrating, and retiring the various technologies you'll encounter, using all of the concepts you'll be learning. My best outcome is that all of you can take advantage of that experience and use it to help me clarify ideas that you don't fully understand. I strive to make what you're learning fit into both your own personal context, but also the greater context of technology as it exists today.

General Class Policies:

Participation:

In asynchronous online classes, participation may mean something different to each of you. I'm going to try to clarify what I expect for your participation, but know that "participation" is not limited to *just* what I say here. I expect you to login to our D2L class at least once a week. I also expect you to work on homework for this class at least once a week (completing a lab, quiz, reading, etc.). If you do ***not*** regularly participate, you may be administratively dropped from the class (see the Attendance section below).

Readings:

You are expected to read all relevant materials in advance of the class. The class schedule is outlined above. There is often lab or class work which will require you to have completed readings in advance.

Discussion Forum Posts:

- You may be asked to engage in online Discussions as indicated in D2L.
- You will be expected to write responses to discussion questions and to respond to other students' posts.
- It is recommended that you begin your contributions to the discussion at least one week before the discussion close date so that other students may respond to your posts.
- You are expected to make substantial contributions to each discussion by responding to at least five other students.
- You must contribute to discussions in a professional and respectful manner.

Assignments and Missing/Late Work:

All assigned work should be completed and submitted by the due date given on the schedule and indicated in D2L. **Late assignments are not guaranteed to be accepted.** A late assignment is defined as being submitted after the due date as noted on the syllabus or D2L. If you are not sure about what is expected, ask me for clarification. Assignments must be completed by the deadline, and uploaded to the correct location, unless by prior arrangement with me.

Late assignments will be assessed and graded on a case-by-case basis before each exam. In the event of exceptional circumstances, you will be allowed to make up missed work if you communicate with me in a timely manner.

If a late assignment is accepted, it will be graded as follows:

- ∉ up to 2 days late, maximum of 90%
- ∉ up to 4 days late, maximum of 80%
- ∉ up to a week late, maximum of 70%

In general:

- ∉ Missing work receives a ***0 grade***.
- ∉ Incomplete work turned in before the deadline will receive a ***reduced grade***.
- ∉ Incorrect work turned into the assignment folder may be penalized.
- ∉ With very few exceptions, graded assignments ***may not be re-done***.

Attendance:

I expect that you will:

- be on time for class or labs; coming late should be a rare exception
- login to our D2L shell weekly to review materials, turn in assignments, or take quizzes
- be actively engaged with course material and doing something each week

If you are at risk of failing this course because of lack of attendance or missing class assignments, I will email you and your advisor alerting them of your standing in the class. This message is intended as a friendly reminder that you have not satisfied some important requirements for the course. If you receive an Alert message, you should contact me as soon as possible about resolving that issue so that you can improve your chances of success in the class. You can also expect to receive communications from your adviser. Additional policies include:

- **LDA:** You will be held to College Policy 4.16 regarding Last Date of Attendance (LDA) (see "Minneapolis College Policies" below). **If you go 10 consecutive business days with no participation in the class (just logging in does *NOT* count, you *must* complete and *SUBMIT* homework, labs, or quizzes), you may be administratively withdrawn from the class.**
- **Missing Class:** If you miss a class for any reason, you must contact me (email is acceptable) and inform me of the date you plan to return to class. If you must miss a class, it is your responsibility to find out what you missed from the syllabus and the materials posted on D2L. Get notes from fellow classmates. Come see me in my office hours. Please do everything in your power to come to class; we are all better with your presence and engaging in our work together is critical to everyone's success in the course.

Cheating, Plagiarism and Academic Integrity:

Cheating, plagiarism, and/or academic dishonesty will not be tolerated in this class. Violations are subject to disciplinary actions, which may lead to expulsion. The use of artificial intelligence to generate answers or papers is considered a violation of the Student Code of Conduct unless otherwise stated in an assignment allowing its use.

Any work submitted by you in this course for academic credit will be your own work, except for specifically assigned group projects. You are **encouraged** to work with other students to form study groups that discuss information and concepts covered in class, and provide academic help and support to each other, but ***do not*** give other students copies of your work, and ***do not*** let others copy your work, in any format. Plagiarism includes, but is not limited to, copying, paraphrasing, or directly quoting the published or unpublished work of another person (including the submitted or un-submitted work of other students) without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person, or website, or agency engaging in selling or otherwise providing term papers or other academic materials.

- Assignments: Always submit your own work, that you have created yourself, for assignments. You must cite all sources used when preparing assignments. Sources that should be cited include Internet resources, books, videos, TAs, and other students. If you work on an assignment, lab, or project with another student, a tutor, or any other person, you MUST use comments in your work to identify who worked on which sections. Include the name of the other person(s) who assisted you. If you are not sure whether your work requires citations, or if your work may be considered plagiarized, please contact me for guidance before you submit it for grading. Your work may be checked at any time by automatic plagiarism detection tools.
- Quizzes and Exams: You must do your own work without collaboration. You must not use unapproved materials when taking quizzes. For example, during a closed book quiz, you may not use textbooks, the Internet, lecture slides, notes, or any other materials. Quiz/Exam policies are noted in the Grading and Assessment portion of the syllabus.
- Labs: You will work in groups for in-class activities. In this case, you should collaborate and work with the other students in your group.

Any assignment, quiz, exam, lab work, project, or other work which is partly or wholly plagiarized, or violates any of the above policies, or is in violation of the Student Code of Conduct (see "Student Code of Conduct" in the "College Policies" below) in any way, will receive a 0 grade. Penalty for violation of this Code can also be extended to include failure of the course and College disciplinary action.

Online and Classroom Conduct:

The main ground rule of this class is mutual respect. I expect respectful classroom behavior from all of us at all times. Behavior that disrupts students or me is unacceptable. If you are concerned about anything in the class, please see me to discuss your thoughts. We all agree to abide by the following guidelines:

- I endeavor to treat all students with integrity, fairness, honesty and respect.
- All persons present in the classroom are responsible for creating a mutually respectful atmosphere, conducive to effective study, participation, and success of all students.
- Disorderly or disruptive behavior that negatively affects the ability of other students to participate in the class is unacceptable. This includes, but is not limited to:
    - entering class late or leaving class early
    - inappropriate talking during class
    - cell phones ringing or taking a phone call during class
    - sleeping during class
    - use of profanity or other aggressive actions
    - badgering or humiliation
- Any behavior that negatively affects the freedom, rights and/or safety of others will not be tolerated.
- Disorderly and disruptive behavior online is unacceptable, especially if it imposes on the freedom, rights and safety of others. Proper computer netiquette will be maintained online at all times.
- No talking or other distracting behavior during quizzes or exams.
- Do not send spam, excessive or unwanted email, or otherwise abuse the D2L email.

- Do not post abusive, offensive, inappropriate, or off-topic messages in online discussions. Online discussions should always be conducted with respectful manner.

Guidelines for the Use of Electronic Devices:

- You are welcome to use personal laptops, tablets and/or other electronic devices for academic purposes except for in-class quizzes, tests, and other assessments designated by me. Please check that you have all necessary power cables, USB drives, and other accessories before leaving class.
- No computer game playing, social media use, or online chatting during the presentations.
- No personal or non-academic use of computers or the Internet during class.
- The use of cell phones and other electronic devices during general class time is not permitted. Cell phones and other electronic devices must be silenced while in class.
- Earphones or headphones may not be used in class.
- No photography, video, or audio recording during class, except if specifically provided by Disability Services as an accommodation for a student.

Communication:

- You must be able to access and use D2L and your Minneapolis College student email.
- Announcements will be posted to the main class page and are available in the Announcements section of D2L.
- Your assignments are posted on this syllabus and entered into D2L. It is your responsibility to check for your assignments and their due dates.
- Per College Policy 4.18 you are expected to check your Minneapolis College email "regularly," and I suggest at least 3 times per week. You should respond to any email sent by me in a timely manner (within 3 days). You can set up your Minneapolis College email to forward all emails to a personal email account if you prefer. Instructions for forwarding email to a personal account can be found at the student email website.
- Email is the preferred method of contacting me. In the email subject line **include the course number**, such as `ITEC 1475`. This will ensure I reply in a timely manner (within 3 days).
- Assignments, emails, and discussion posts must use proper English, grammar and punctuation.
- Students whose reading, writing or speaking of English may impede their ability to communicate and thereby obtain employment are encouraged to take additional communication courses outside the Information Technology Programs.

Severe Weather or Campus Closures:

You should check your student email and the College website frequently for the latest information on College closings. In the event that the College has an official severe weather closing on a class day, or if the College is closed, or the College disallows holding a class for any other reason, then the class on that date will be canceled and the rest of the schedule will be adjusted.

Even if severe or hazardous weather is present or forecast for a class day, but the campus remains open, then class will be held as usual. In this event, you will have the option of either traveling to campus ***or*** you may work online. You should consider your own circumstances and travel arrangements and decide if it is safe for you to travel to and from campus. If you do work from home during severe weather or other unexpected circumstances, please email me to let me know. ***You will be required to complete the work for that class.*** Please check D2L for the required activities for the class.

Questions, Comments, or Need Assistance?

- I welcome questions, comments, and feedback on this course.
- If you have any questions or comments, or require help or assistance with any aspect of this class, please email (preferred) or contact me using the contact information given at the top of the syllabus, or come to my office hours, or talk to me before or after class.

- My office hours are given at the start of this syllabus. No appointment is required – you are welcome to come by my office during the times given.
- Meetings at other times outside of office hours are available by appointment only. Please email me to arrange an appointment. I am willing to do video chats if you are unable to be on campus, just let me know.
- If you are not sure about what is required for an assignment, please contact me prior to the due date.
- The Academic Success Center at Minneapolis College may have tutors who can assist you with this course. See their section below in "Campus Resources."

My responsibilities:

The policies and guidelines above tell you what I expect from you in this class. As a student, you can expect certain things of me as your instructor. You can expect me to:

- be helpful, friendly, and fair.
- be as welcoming and non-discriminatory in my behavior and attitudes as I know how to be.
- know a lot about teaching and to be concerned about your progress.
- be prepared for class and to return assignments promptly.
- spend a reasonable amount of time outside of class during office hours to help you and to clarify ideas that you don't understand.
- follow the policies of Minneapolis College found in the college catalog and to hold all students accountable so that the classroom atmosphere is supportive.

My responsibility is to help you learn. If you are having any problems with the class, feel free to talk to me about them. Please let me know how I can help you; I am happy to help you. You should make your best effort to study, understand, and work on the class materials, and troubleshoot issues you encounter. However, you should also ask for help if you are not making progress on any problems. Discover the balance between solving your own problems, and asking for help if you need. Do not waste hours without making progress on something when I am here to give you a helping hand. Find a balance between solving problems by yourself, and asking for help so you can be productive. I will accommodate students with disabilities in this course so that they can have access to class sessions, materials, quizzes, and other class activities. See the "Accessibility Accommodations" below. ***This syllabus is available in alternate formats upon request.***

School of Information Technology (ITEC) Policies and Resources:

Computer Resources and Computer Lab:

- ***Remote* PC Access:** https://remoteaccess.labstats.com/mplscollege the desktop systems from all ITEC classrooms will be available for ***remote*** student use and have all required software installed.
- Minneapolis College's computer labs are available for use outside class time. See the "Information Technology Services" section at the end of this syllabus. Those computers ***may not*** have all required software installed.
- If you use College or School computers, you should ensure that you are saving your work in a safe location. Data stored locally on these computers should be considered subject to access, deletion or modification at any time. **You should back up your work regularly!** Storage and backup suggestions are to store copies on at least two of the following: OneDrive, GitHub, BitBucket, Google Drive, Dropbox, etc.

Minneapolis College Policies:

Credit-by-Exam or "Testing-Out" of the Class:

Students have the option of testing out of this class through successful completion of a credit-by-exam. This may be an appropriate option if you have some previous experience in IT. The score on the test is "transcripted," meaning that the score you get on the test-out goes directly to your transcript. In the event you do not pass (80% or better) and take the course later, the test out grade remains on your transcript but will not be counted towards your GPA. If you would like to test out of this class you must do the following:

- In the first week of the semester:
    - Contact me to verify that you are a candidate for a test-out.

  - If approved, you must drop the class in the first week of the semester.
  - You must complete the *Credit by Exam* form and have it approved.
  - Pay for the test at $77 per credit, though **no Financial Aid grants can apply to this**.
  - Schedule the test date and time with me.
- After the drop/add date for the course you must take the test-out exam. Remember,
  - a score of 80% or better will pass
  - a score **less than 80% will fail**
  - the only possible transcript grades are A, B, or F

Please speak to me if you have any questions or would like any more information about the test-out process.

You are also all bound by the following College policies and have access to the following accommodations:

- **Last Date of Attendance:** College Policy 4.16 stipulates that you have a responsibility to attend class regularly: **if you fail to officially withdraw from courses, or if you do not attend or participate in the class for two weeks, you may be administratively withdrawn from the class.** "Participation" means attending scheduled class sessions, submitting assignments, making substantial contributions to online discussions, and other meaningful academic work. If you cannot participate for any reason, you must contact me (email is acceptable) and inform me of the date you plan to return to class, and make arrangements to catch up with the class. You will remain responsible for any financial liability and for any academic consequences due to this administrative withdrawal.
- **Academic Progress Standards:** College Policy 4.13 stipulates that you are required to maintain a minimum 2.0 Grade Point Average and complete 67% of your coursework. Students whose **cumulative** GPA and Completion Rate do not meet Satisfactory Academic Progress requirements will be put on "warning" status. If your cumulative GPA and Completion Rate do not meet requirements the following semester, you will be placed on suspension. If you are currently on academic probation, you must meet cumulative standards by the end of this semester.
- **Student Code of Conduct:** Minneapolis College believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights and safety of another individual or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community. Students will be held to the Student Code of Conduct, College Policy 4.04.01.
- **Accessibility Accommodations:** Minneapolis College is committed to providing equal access to education for all students. Students who have a disability, or believe they may have a disability, are invited to contact the Accessibility Resource Center (ARC) as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the semester. Additionally, only accommodations approved by the ARC will be provided.
- **Religious Observation Accommodations:** Minneapolis College is dedicated to its core values of diversity and inclusion, including non-discrimination on the basis of religion. You should provide me with reasonable advance notice of the dates of religious holidays on which you will be absent. Absence from classes or examinations for religious reasons does not relieve you from responsibility for any part of the course work required during the period of absence. You are expected to reschedule and still submit assignments, quizzes, and other work given during their absence. I will make reasonable accommodations so you do not need to choose between religious observance and academic work.
- **Accommodations for Veterans and Active Military Members:** Minneapolis College is dedicated to assisting veterans and eligible family members in achieving their educational goals. Military members who are currently serving should advise me of all regularly scheduled military training and duties that conflict with scheduled course requirements. I will work with military students to address issues that arise. Refer to Minnesota State Procedure 5.12.1 Military Service and Disabled Veterans.

- **Title IX Policy / Sexual Violence:** Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minneapolis College. Minneapolis College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota State Colleges and Universities System Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minneapolis College provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate. For more information, see College Policy 2.08.

Minneapolis College Campus Resources:

The College has an ***incredible*** number of resources available to you as a student, from healthcare, struggles with mental health, food or housing insecurity; to tutoring, help with financial aid, and so much more. This document lists ***EVERYTHING*** the College has to offer you, plus where it is now that so much has moved. This document is also available in the "Class Resources" module.