**Metropolitan State University**

**ICS 311—Database Management Systems**

**Fall 2020 – Section 02**

**Course Credit: 4**

**Course Type – Online**

**Course Dates: 26-Aug-2020 to 9-Dec-2020**

# Instructor and Department Contact Information

| Instructor Information | Department Information |
| --- | --- |
| Name: Rajeev Goyal | Name: CSC |
| Email: [Rajeev.Goyal@metrostate.edu](mailto:Rajeev.Goyal@metrostate.edu) | Mailing address: Department of  Metropolitan State University  700 7th Street East  Saint Paul, MN 55106-5000 |
| Phone: 612-481-5775 | Phone: |
| Fax: | Fax: |

**Please note that email is my preferred method of contact and will result in faster responses to you. Be sure to put the course name in the subject line so that I can differentiate between all the different students and other University community members I work with. Remember to use your Metro State email account to avoid your message going to the spam folder.**

# **About the Course**

## Course Description

* Covers concepts and methods in the definition, creation and management of databases.
* Emphasis is placed on usage of appropriate methods and tools to design and implement databases to meet identified business needs.
* Topics include conceptual, logical and physical database design theories and techniques, such as use of Entity Relationship diagrams, query tools and SQL; responsibilities of data and database administrators; database integrity, security and privacy; and current and emerging trends.
* Use of database management systems such as MySQL.
* Coverage of HCI (Human Computer Interaction) topics. Development of GUI front ends to databases with application of HCI principles to provide a high level of usability experience

## Prerequisites

a. ICS 141 Programming with Objects or equivalent knowledge of Java

b. MATH 215 Discrete Mathematics

Overlap: ICS 311T Database Management Systems.

**Note: Students are responsible to both be aware of and abide by prerequisites for ICS courses for which they enroll and will be administratively dropped from a course if they have not met prerequisites.**

# Text and Supplemental Readings

## Textbook

**Database System Concepts** (6th Edition).

**Authors:** Avi Silberschatz, Henry F. Korth, and S. Sudarshan.

Book website - <http://db-book.com/>

## Suggested Supplementary Readings, Databases, and Sources

Please refer to Tech Documents on D2L

# Competence Statements/Course Learning Outcomes

## Learning Outcomes

Upon completion of this course, students will:

* Create SQL databases and populate and maintain/use data in the database (using INSERT,
* UPDATE, DELETE and SELECT commands).
* Gather requirements and create conceptual, logical, and physical Entity Relationship Diagrams
* based on requirements.
* Create databases for mining and information retrieval.
* Design for transaction management, concurrency control, and recovery.
* Create indexes and estimate mass storage sizes.
* Design correct database schemas by applying normalization techniques.
* Relate database query language constructs to relational algebra and relational calculus operators.
* Take advantage of query optimization alternatives.
* Programmatically access databases and create GUI front ends based on sound HCI principles.

# Learning Methods

This course uses a variety of assignments in order to measure student outcomes. In this course you will need to:

* Work on a Project to design, create and use a database
* Homework assignments to complement classroom lectures to understand the course
* Mid-term and Final Exams

# Course Policies

## COVID-19 Policies

The pandemic has changed many things at Metro State and higher education in general. It is important to be familiar with COVID-19 procedures for Metro State, and to ensure that we are in communication if you or someone close to you gets sick. All of Metro’s COVID-19 procedures, including when and how you can be on campus, are on the [COVID-19 Response page](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.metrostate.edu%2Fnotices%2Fcovid-19&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cdb3c769ab00341a9a68908d842c31c7c%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332753479404103&sdata=u6r82F5FIe43DPxL%2BDyg4CDFkISBpc9I29wZp2Glz2s%3D&reserved=0). This fall, you must: (a) complete a [self-assessment](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmnscu.co1.qualtrics.com%2Fjfe%2Fform%2FSV_9H9jWgM0KSMVvz7&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cdb3c769ab00341a9a68908d842c31c7c%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332753479404103&sdata=82fN39j%2BP%2BBPh0i%2BJ5S4bkapYdmpLNUGtzXV7Lp%2F8RY%3D&reserved=0) before you come to any campus location through campus access points; (b) wear a face covering at all times when on campus; (c) maintain social distancing of at least 6 feet in all campus spaces including classrooms, hallways, and entry and exit points; and (d) self-report any fever or other symptoms and stay off campus. If you contract COVID-19 (or if someone you care for does), please contact me as soon as you are able and then complete Metro's COVID-19 [reporting form](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.metrostate.edu%2FCOVID&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cdb3c769ab00341a9a68908d842c31c7c%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332753479414057&sdata=%2Bq9CPsKY3Fv79SLYJ8bE0GNX3SfHLVXmx8mCGAoX5wE%3D&reserved=0). All COVID-19 related class absences will be excused, and we will accommodate your re-entry into the course when you feel better. You will be given appropriate extensions for your required work, but will still be responsible for completing *all* assignments. If you are unable to complete the requirements for the course following a COVID-19 illness, please complete a [registration appeal](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.metrostate.edu%2Facademics%2Fregistration%2Fappeals&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cdb3c769ab00341a9a68908d842c31c7c%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332753479414057&sdata=rOU%2Bb4BmAQHEi%2BexAwNbfAjXin44WT3PuU739U3cFk0%3D&reserved=0).

# Zoom Policies and Resources

We will be using Zoom in this course to meet as a class and for small-group or one-on-one meetings.  When using Zoom in this course, you are not required to use the web camera function.  You are expected to actively engage in the sessions by asking questions (using your microphone and/or the chat function), and/or participating in discussions.  Students are not allowed to share Zoom links with people outside this course.

For help getting started with Zoom, see [Getting Started with Zoom](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservices.metrostate.edu%2FTDClient%2F1839%2FPortal%2FShared%2FFileOpen%3FAttachmentID%3D%257BB788AF09-A37A-417C-9B9C-212A059AA9E7%257D%26ItemID%3D101232%26ItemComponent%3D26&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cac9dc549ee374c5cf75508d842d2ef95%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332821391856016&sdata=0R8qkRz5SZ6PGXtWueYsaJ1Ot%2BAJqkyYapJz9wLwMCA%3D&reserved=0)

You can access your Minnesota State Zoom account from: [https://minnstate.zoom.us/](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fminnstate.zoom.us%2F&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cac9dc549ee374c5cf75508d842d2ef95%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332821391865972&sdata=6NCkaDxLNGFQMM5C1ur3vDn1uEJYhdLbz1Sb7PcYo0c%3D&reserved=0), just click the "Sign on" button and login with your StarID and password.

Visit the following link to learn more about connecting to a Zoom conference:  [https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=101232](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservices.metrostate.edu%2FTDClient%2F1839%2FPortal%2FKB%2FArticleDet%3FID%3D101232&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cac9dc549ee374c5cf75508d842d2ef95%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332821391865972&sdata=aUV%2BmsZBb7tquRiJwVCP6vc50wtO4O2RA%2FSmUB4eifw%3D&reserved=0)

Visit the following link to learn more about hosting a Zoom conference for presenting or teaching: [https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=100273](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservices.metrostate.edu%2FTDClient%2F1839%2FPortal%2FKB%2FArticleDet%3FID%3D100273&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cac9dc549ee374c5cf75508d842d2ef95%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332821391875933&sdata=RN4FKUm4QqC7YwrI%2BGKzWmXu6oQq0yLdY5Ax0wYyg1g%3D&reserved=0)

If you get stuck or need some extra help, you can reach out to our Information Technology Services or the Center for Online Learning.  
  
Also, the [Zoom Help Center](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.zoom.us%2F&data=02%7C01%7Crajeev.goyal%40metrostate.edu%7Cac9dc549ee374c5cf75508d842d2ef95%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637332821391875933&sdata=h%2FmFV%2FCHXnPOmm%2FCE1p%2F3oMi%2BfFX83ii4RIE1UEvbho%3D&reserved=0) has many great resources, live trainings, and even fantastic technical support representatives waiting to help you if need-be.  As part of being a student within the Minnesota State Colleges and Universities System, you have access to a premium license of the web conferencing tool and can use Zoom to engage with your classmates and for other personal reasons.

## Attendance

Please review Metro state attendance policy at:

<https://www.metrostate.edu/about/policies/32331>

The purpose of the Attendance and Reporting Policy is to ensure Federal Title IV regulations are adhered to with respect to a student’s enrollment level for the purpose of calculating and paying financial aid.  While Metropolitan State University is not required to take attendance, Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student’s enrollment status was used to determine eligibility for the Pell Grant Program.  In addition, the university needs to determine a last date of attendance for those students who receive all failing grades or unofficially withdraw.

**Definitions:** Attendance is defined based on course delivery mode. A student is “in attendance” if he or she meets the following conditions before the end of the second week of the course:

•      **Classroom Courses – the student is present in the classroom**.

•      Web-Enhanced (Reduced Seat Time Courses) – the student is present in the classroom or submits at least one academically relevant assignment.

•      Online Courses –the student submits at least one academically relevant assignment

* Independent Studies – the student contacts the instructor or submits at least one academically relevant assignment.

Note: Federal Financial Aid regulations require that the University track ongoing attendance.

**Please note: If a student is found to not be making adequate progress assessed by not checking into the course site regularly or extensive late or missing assignments or discussions, the instructor may withdraw the student from the course.**

## Course Administration:

a. All course materials (lecture slides, homework and project assignments, announcements) will be posted on Desire2Learn (D2L)

b. Class notices and announcements will go only to your Metro State email account.

c. You can send an email to the instructor with any question or concern regarding the course. The instructor will get back to you within 48-hours in week days.

d. You are responsible for anything I go over in class, regardless if you attended the class session or not.

e. You are responsible for all assigned reading.

Professionalism and Respect:

a. You are expected to treat your instructor and all other participants in the course with courtesy and respect.

b. Your comments to others should be factual, constructive, and free from harassing statements. You are encouraged to disagree with other students, but such disagreements need to be based upon facts and documentation (rather than prejudices and personalities).

c. Students will need to contribute in intelligent, positive, and constructive manners within the course.

d. Behaviors that are abusive, disruptive, or harassing may result in disciplinary actions as specified within the Student Code of Conduct (University Policy #1020).

# **Assignment Information**

## Assignments – Please Review Carefully

**Homework Assignments:**

1. There are 6-7 homework assignments, depending upon course calendar (Check D2L)
2. All homework assignments are to be done individually.
3. Homework assignments are designed to help you review concepts that are covered during class.
4. Some homework assignments include exercises to be done on MySQL Database Management System.
5. Homework assignments also partially define the scope of the topics that you should master while
6. preparing for the exams.
7. You can send the instructor an email with any questions you may have while working on your
8. homework.
9. Homework Assignments should be uploaded to D2L by the due date (Check D2L)
10. If you hand-write your assignment, please make sure that your handwriting is neat and easy to read.

**Course Project:**

1. The course workload includes a semester-long project that is worth ~20% of the course grade.
2. The project is to be done individually (or as defined by instructor) and must show results.
3. The project will cover the major steps of data base design/development and is to be done on MySQL.
4. The project’s work is divided into four steps and each step depends on the completion of the previous steps.

**Exams:**

1. There are two exams – mid-term (~20%) and a final exam (~25%)
2. All exams will be taken in class, unless otherwise noted.
3. Exam dates are roughly specified in the schedule but subject to change based on how fast we cover the course materials.
4. The Final Exam is on day of the last class period.

# **Late Policies for Assignments**

## Late Policy for Assignments

1. All assignments must be submitted into the appropriate D2L drop box by due date.
2. There is a late submission penalty of 20% per day for up to two days.
3. Any submission that is more than two days late will receive a grade of ZERO.
4. Late work may be granted with an approved absence or pre-authorized excuse. Please note that authorized excuses require you to submit an official documentation (e-mail is fine in most cases) that explains the reason and duration of the event. (e.g., a doctor’s note for illness).

# Technical Assistance

**IT Helpdesk** ([it.desk@metrostate.edu](mailto:it.desk@metrostate.edu); 651-793-1240) provides general computer assistance.

**Center for Online Learning** ([online.learning@metrostate.edu](mailto:online.learning@metrostate.edu); 651-793-1650) provides general assistance with online learning and course access. Please include your tech id number and course name and number.

# Incompletes for Course

a. If you choose to seek an incomplete grade in this course, you must provide a written request through your metro state email to the Instructor at least 7 days prior to the end date of the term.

b. A grade of incomplete may be considered if the person requesting has successfully completed most of the class and is a student in good standing in the class.

c. Good standing means that the requester is earning a minimum of a C grade and has attended class regularly.

d. We reserve the right to say no to any request for an incomplete without justifying our position.

# Plagiarism and Copyright

Plagiarism is defined as the act of claiming another person’s work as one’s own. This can be copying or copying even parts of sentences from an article, journal, internet site, another student’s work, or other written work. It can also mean using another student’s assignment and making minor changes. Changing a few words around in content is still plagiarism.

Sometimes students are not sure if they are committing plagiarism. Please consult the instructor regarding more information on plagiarism and how to avoid it. The instructor reserves the right to assess through <http://www.turnitin.com/> and/or asking for resources used. Student are encouraged to consult the Metropolitan State University Writing Lab and resources for assistance as well.

If a student is found to have plagiarized work, even if accidentally, the student will be provided a one-time opportunity to redo the assignment. The opportunity to redo the assignment will only be provided one time in the course. Points will be reduced on the revised submission by up to ½ (50%) of the total earned.

The instructor reserves the right to not grant the opportunity to revise and resubmit the assignment. This decision will depend upon the student’s overall progress in the course and adherence to course and assignment standards.

Future work that is found to be plagiarized will be given a grade of zero (0). The instructor will notify the student in the feedback for the assignment if work is found to have been plagiarized.

If plagiarism occurs repeatedly (even one more time) course failure will result. This policy is consistent with Metropolitan State University Student Handbook and University Procedures.

As part of academic honesty, students are expected to respect intellectual property laws, including copyright law. No parts of this site, your textbook, other publisher materials, or contribution from other class members can be used or distributed outside of this class without the permission of the author(s). Copyright law provides that any creative thought fixed into tangible form is copyrighted the moment it is created, whether or not a copyright notice is affixed.

Please review this excellent article on plagiarism to learn more. Parts of the article are posted below: <https://www.plagiarism.org/article/what-is-plagiarism>

Acts of plagiarism may be reported to the Associate Provost for Student Success.

More information regarding plagiarism and disciplinary policies can be found on the University's student handbook website.

<https://www.metrostate.edu/academic-integrity>

# Additional Resources for Students

## Center for Accessibility Resources

### Diversity and Disability Statement:

Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, please notify the instructor as soon as possible. Students with disabilities are also welcome to contact the Center for Accessibility Resources to discuss a range of options to removing barriers in the course, including accommodations.

The Center for Accessibility Resources is located in New Main, Suite L223. Phone number is 651-793-1549 and email is [accessibility.resources@metrostate.edu](mailto:accessibility.resources@metrostate.edu).

### Tutoring:

The Center for Academic Excellence provides tutoring services free of charge in most academic areas. They can be reached at [centerfolk@metrostate.edu](mailto:centerfolk@metrostate.edu) or 651-793-1460. Tutoring is available on the Saint Paul and Midway campuses.

### Make up Exams and Placement Testing:

The Academic Testing Center is located on the Saint Paul Campus in New Main L205. The Academic Testing Center provides make-up, independent study and waiver exam services. You may reach them via email at [testingcenter@metrostate.edu](mailto:testingcenter@metrostate.edu) or 651-793-1576.

### Veterans and Military Student Services:

Programs and support for veterans and students connected to the military. They can be reached at [veterans.services@metrostate.edu](mailto:veterans.services@metrostate.edu) or 651-763-1561.

### TRIO Student Support Services:

Support for first-generation students, low-income students and students with disabilities. They can be reached at [trio.center@metrostate.edu](mailto:trio.center@metrostate.edu) or 651-793-1525.

### Counseling Services:

Mental health support for individuals and groups. They can be reached at [counseling.services@metrostate.edu](mailto:counseling.services@metrostate.edu) or 651-763-1568.

### Library and Information Services:

The university's hub for information, research help, study rooms and more. You may reach them online through the [Library pages](https://www.metrostate.edu/library) on the Metropolitan State University website or at 651-793-1616.

### LGBTQ+ Student Services:

Programs and advocacy for Metropolitan State University’s LGBTQA community. They can be reached at 651-793-1300 or through the [LBGTQ pages](https://www.metrostate.edu/students/support/glbtq) on the Metropolitan State University website.

# Technology Requirements and Expectations

## Computer Hardware and Software

For this course, your computer must fully pass the System Check found on the [D2L login page](https://metrostate.learn.minnstate.edu/).

Students must have internet access in order to log into (this is required) the D2L system at least two days per week in order to check for updates and complete required work. Your skills should include the ability to add browser plug-ins for viewing files and content presented within the course or be able to get such assistance from non-campus sources at your own expense.

## File Management

Intermediate or higher level skills at file management (ability to create folders, move and rename folders and files, identify type of file by its file-extension, attach files to emails, etc.)

## Anti-Virus Software

Updated virus scanning software for all files sent and received (such as McAfee Antivirus, Norton Internet Security, etc.) is required.

## Computer Software

Computer skills include proficiency in Microsoft’s Internet Explorer (or other web browser) and in using the Internet to access online resources and sites as well as competence at using Microsoft Office products such as Word and Power Point.

## Email

This course requires students to use their campus email account for all communication for related to this class. Emails originating from outside the campus email servers may be deleted without review of the instructor. This policy prevents viruses and spam. Please include in the subject line of your emails the course number and a brief description that summarizes the content of the email as well. It is very important to at least include your course and course number in the subject line to assure proper feedback and credit for you work.

# Assignments and Grading

Please see the section “Assignment Information” for specific information and instructions included with each assignment. Please see the instructions for Discussions in the Discussion section of your course site.

Again, assignment due dates are located in the Course Schedule of the Content area. The Late policy applies to all assignments. Following are the assignments, points assigned and grade points.

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points** | **Percent** |
| **Homework 1** | **20** | **5%** |
| **Homework 2** | **20** | **5%** |
| **Homework 3** | **14** | **4%** |
| **Homework 4** | **24** | **6%** |
| **Homework 5** | **20** | **5%** |
| **Homework 6** | **24** | **6%** |
| **Homework 7** | **18** | **5%** |
| **Homework Total** | **140** | **35%** |
| **Mid-Term Exam** | **80** | **20%** |
| **Final Exam** | **100** | **25%** |
| **Exams Total** | **180** | **45%** |
| **Project Step 1** | **10** | **3%** |
| **Project Step 2** | **15** | **4%** |
| **Project Step 3** | **15** | **4%** |
| **Project Step 4** | **40** | **10%** |
| **Project Total** | **80** | **20%** |
| **Total** | **400** | **100%** |

## Grade Scale

|  |  |
| --- | --- |
| 93% to 100% | A |
| 90% to 92.9% | A- |
| 87% to 89.9% | B+ |
| 83% to 86.9% | B |
| 80% to 82.9% | B- |
| 77% to 79.9% | C+ |
| 73% to 76.9% | C |
| 70% to 72.9% | C- |
| 60% to 69.9% | D |
| Below 60% | F |

# Schedule of Topics and Due Dates

The full course schedule and due dates are listed in a separate document in the course content section of D2L. This is an overview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Date** | **Topics and Required Reading** | **Assignments** | **Due Date by** |
| **start of class day** |
| **1** | 26-Aug-2020 | Review Course Syllabus Introduction to Database Management Systems | Chapter 2 - Relational Model Chapter 6 Section 6.1 Homework #1 Relational DB |  |
| **2** | 2-Sep-2020 | Introduction to the Relational Model Review Project Step 1 | Chapter 7 - DB Design & ERD Reminder Homework #1 |  |
| **3** | 9-Sep-2020 | Database Design Relational model (ERD) | Chapter 8 - Database Design Normalization\_Note Project Step 1 Homework #2 ERD | Homework # 1 Relational DB |
| **4** | 16-Sep-2020 | Normalization | Chapter 3 - Intro to SQL Homework#3 Normalization | Homework #2 ERD |
| **5** | 23-Sep-2020 | Introduction to SQL - Part 1 | Chapter 3 - Intro to SQL Homework #4 SQL I | Homework#3 Normalization |
| **6** | 30-Sep-2020 | Introduction to SQL – Part 2 Review Project Step 2 | Chapter 4 - Intermediate SQL Homework#5 SQL II | Homework#4 SQL I |
| **7** | 7-Oct-2020 | Intermediate SQL | Chapter 5 Triggers & Procedures Reminder: Project Step 1 | Homework#5 SQL II |
| **8** | 14-Oct-2020 | Advanced SQL (Triggers) Advanced SQL (Procedures) | Chapter 14: Transactions Reminder: Mid-Term Exam Homework #6 Triggers | Project Step 1 |
| **9** | 21-Oct-2020 | **Mid-Term Exam  Available on D2L** |  |  |
| **10** | 28-Oct-2020 | Transaction Management Review Project Steps 2 & 3 | Chapter 15 Concurrency Control Reminder: Project Step 2 | Homework #6 Triggers & Procs |
| **11** | 4-Nov-2020 | Concurrency Control Locks | Chapter 16 Transaction and Recovery Homework#7 Reminder: Project Step 3 | Project Step 2 |
| **12** | 11-Nov-2020 | Recovery Systems Database Connections / SQL Injection | Chapter 11 Indexing Reminder: Homework#7 Reminder: Project Step 4 | Project Step 3 |
| **13** | 18-Nov-2020 | Indexing | Chapter 12 Query Processing Reminder: Project Step 4 | Homework#7 Transaction and Recovery |
| **14** | 25-Nov-2020 | **Thanksgiving Break - No Class** |  |  |
| **15** | 2-Dec-2020 | Query Evaluation Review for Final Exam Project Step 4 Presentations | Reminder: Final Exam | Project Step 4 |
| **16** | 9-Dec-2020 | Final Exam (All Syllabus) |  |  |

# University Academic Policies & Information

## University Non-Attendance and Reporting Policy and Procedure

The purpose of the Non-Attendance and Reporting Policy is to ensure Federal Title IV regulations are adhered to with respect to a student’s enrollment level for the purpose of calculating and paying financial aid.  While Metropolitan State University is not required to take attendance, Federal Title IV financial aid regulations require a procedure to establish that students have attended, at a minimum, one day of class for each course in which the student’s enrollment status was used to determine eligibility for the Pell Grant Program.  In addition, the university needs to determine a last date of attendance for those students who receive all failing grades or unofficially withdraw. Attendance is defined based on course delivery mode. A student is “in attendance” if he or she meets the following conditions before the end of the second week of the course:

* Classroom Courses –the student is present in the classroom.
* Web-Enhanced (Reduced Seat Time Courses) –the student is present in the classroom or submits at least one academically relevant assignment.
* Online Courses –the student submits at least one academically relevant assignment
* Independent Studies – the student contacts the instructor or submits at least one academically relevant assignment

If a student does not attend the first two classes, either live and/or online, that student is automatically dropped from the course. If a student adds the course past the drop/add date, he/she will not receive points for any assignments, discussions, quizzes, or exams for which the due date has already occurred. Refer to the Non-Attendance & Reporting Policy 2259 [Policy 2259](https://www.metrostate.edu/about/policies/32331), and the Non-Attendance and Reporting Procedure 259 [Procedure 259](https://www.metrostate.edu/about/policies/32336).

Note to the student: The above description is the University Policy, but for some courses, based on how it is listed in the registration materials, participation must occur during the first week of class or the student is dropped from the course.

**Instructor Note:** ICS 311 is a online course. I expect everyone to attend each class. If you cannot attend a class for any reason, please notify me via email.

## Academic Appeals

The university has written procedures for appealing decisions concerning grades. The student should first attempt to resolve an appeal issue informally with the instructor. To file a formal appeal, the student must begin the formal appeal process within 60 calendar days of the posting of the grade or evaluation. A staff member in Student Affairs serves as ombudsperson to work with students in preparing formal appeals. For details, refer to [Procedure 202, Academic Appeal Procedure](https://www.metrostate.edu/about/policies/7111).

## Email

Metropolitan State University has designated e-mail as an official method of communication with students. **The university expects** students to be responsible for all information sent to them via their official university email account.  Refer to [Policy 1050, University E-mail](https://www.metrostate.edu/about/policies/6771), for further information.

## Student Code of Conduct

Students at Metropolitan State University deserve the opportunity to pursue an education, and it is the responsibility of the university to provide an environment that promotes learning and protects the safety and well-being of the university community. Therefore, the university establishes this Student Conduct Code. Any action by a student that interferes with the education of any other student or interferes with the operations of the university in carrying out its responsibility to provide an education will be considered a violation of this code.

The Student Code of Conduct balances individual student due process rights with the broader interests of the safety, wellbeing and academic integrity of the university community. The Office of Judicial Affairs operates with the philosophy of balancing the need for student accountability with the opportunity for education and making amends. Students are encouraged to review the [Student Conduct Code University Policy #1020](https://www.metrostate.edu/about/policies/6746) and the [Student Conduct Code Procedure #112](https://www.metrostate.edu/about/policies/6876)to understand their rights and responsibilities under the Code.

## Academic Integrity

The University does not accept knowingly copying the work of others without attribution (plagiarism), or colluding with other students to share answers unless permitted by the instructor (e.g. group project). At my discretion, the consequence of these activities may include failure for the assignment, failure for the entire course. You should be aware that the university subscribes to plagiarism detection software, and that your papers may be selected for plagiarism checking. In instances of plagiarism or other forms of academic dishonesty, instructors may impose academic sanctions. Allegations of plagiarism or other forms of academic dishonesty are also subject to investigation and additional conduct sanctions under the [Student Academic Integrity Policy #2190](https://www.metrostate.edu/about/policies/7081), and [Procedure #219: Student Academic Integrity](https://www.metrostate.edu/about/policies/7156).

If you have questions about the use of footnotes or other notations, talk to your instructor, consult the Library and Information Services website, or seek assistance in the proper way of writing a paper by contacting a tutor in the [Center for Academic Success](https://www.metrostate.edu/academics/success/tutoring). Students who believe that they have been falsely accused of plagiarism should request assistance from the Ombudsperson at (651) 793-1517.