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# DISTANCE MATHEMATICS PROGRAM

## STUDENT GUIDE FALL, 2018

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The Distance Mathematics Program provides online access to the Colorado State University pre-calculus mathematics courses MATH 117, MATH 118, MATH 124, MATH 125, or MATH 126. This Guide is provided to ensure that students enrolled in these courses have the information they need to use the program effectively.

Some students enrolled in these courses may be able to come to the Colorado State University (Fort Collins) campus, so this Guide includes information about the on-campus resources that are available. Students who are not in a position to visit the Fort Collins campus can disregard this information. Students are not required to visit campus to complete the Distance Mathematics courses.



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## GENERAL INFORMATION

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### COURSE WEB SITE:

Distance Mathematics courses are completed through a web site maintained by the Colorado State University Department of Mathematics. There is a link to this web site on the course page on Canvas, the CSU learning management system.

While it is possible to bookmark the course web site, we recommend that students always access the site through the Canvas portal so announcements on Canvas will not be missed.

### SYSTEM REQUIREMENTS:

To use the Distance Mathematics web site, you will need a computer with an Internet connection, with the following software installed:

- An Internet browser (current versions of Internet Explorer, Firefox, Chrome, and Safari are known to be compatible)
- A reader for PDF files, such as Adobe Reader (available at [www.adobe.com](http://www.adobe.com))
- Java, version 1.8 or higher (available at [www.java.com](http://www.java.com))

Be sure to plan ahead so you don't risk not completing your course on time. An unexpected problem with your personal computer is not an acceptable reason for a course extension.

### DISTANCE MATHEMATICS PROFESSIONAL STAFF:

The professional staff responsible for the operation and development of the Distance Mathematics Program:

Dr. Steven Benoit  
PACe Office, 137 Weber Building  
Phone: (970) 491-5761  
E-mail: [Distance@math.colostate.edu](mailto:Distance@math.colostate.edu)

**So we can comply with Federal privacy laws, be sure to use your RamMail account when sending an email, and include your full name and CSU ID number.**

Students who have special needs should discuss their situation at their earliest convenience.
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## INTRODUCTION

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At most universities, pre-calculus mathematics is taught through a sequence of three-credit courses (often titled College Algebra and College Trigonometry), or a single five-credit course (often titled Pre-Calculus Mathematics). At Colorado State University pre-calculus mathematics is not organized in this way. Instead, we have a series of one-credit courses. These courses, with links to the formal syllabi (including gtPathways-specific information), are as follows:

MATH 117 College Algebra in Context I, [www.math.colostate.edu/syllabi/MATH117Syllabus.pdf](http://www.math.colostate.edu/syllabi/MATH117Syllabus.pdf)

MATH 118 College Algebra in Context II, [www.math.colostate.edu/syllabi/MATH118Syllabus.pdf](http://www.math.colostate.edu/syllabi/MATH118Syllabus.pdf)

MATH 124 Logarithmic and Exponential Functions,

[www.math.colostate.edu/syllabi/MATH124Syllabus.pdf](http://www.math.colostate.edu/syllabi/MATH124Syllabus.pdf),

MATH 125 Numerical Trigonometry, [www.math.colostate.edu/syllabi/MATH125Syllabus.pdf](http://www.math.colostate.edu/syllabi/MATH125Syllabus.pdf)

MATH 126 Analytic Trigonometry, [www.math.colostate.edu/syllabi/MATH126Syllabus.pdf](http://www.math.colostate.edu/syllabi/MATH126Syllabus.pdf)

These courses are offered through the Distance Mathematics Program in addition to being offered as on-campus courses. The course content is the same for both the on-campus and the distance offerings. However, the policies outlined in this Guide pertain only to students enrolled in the Distance Mathematics Program.

## PREREQUISITES

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Each Distance Mathematics course has an enforced prerequisite. Course prerequisites are strictly enforced. To satisfy registration requirements, students will need to register for an appropriate combination of Distance Mathematics courses to ensure that prerequisites are satisfied. The Distance Mathematics records must show that you have met the prerequisite before you may access the online course materials.

The prerequisites for the courses are shown in the following table:

Course	Prerequisite
<b>MATH 117</b>	Satisfactory score on a Colorado State University Mathematics Placement Examination. or Completion of MATH 055, MATH 093, or MAT 099, with a C- or higher at a Colorado Community College.
<b>MATH 118</b>	MATH 117 or placement
<b>MATH 124</b>	MATH 118 or placement
<b>MATH 125</b>	MATH 118 or placement
<b>MATH 126</b>	MATH 125 or placement

Prerequisites are usually satisfied in one of the following ways:

- by earning an appropriate score on the **MPE** (Colorado State University Math Placement or Challenge Exam) or the **ELM** (Entry Level Mathematics) Exam to satisfy the prerequisite for MATH 117;
- by placing out of course(s) on the **MPE**.
- by satisfactorily completing course(s) at Colorado State or CSU Online; and
- by transferring credit for course(s) from another college or university.

If you have taken the **MPE** or the ELM Exam or satisfactorily completed prerequisite courses at Colorado State or CSU Online , the Distance Mathematics records will contain this information. If your transfer courses have been evaluated and transfer credit awarded for the relevant course, this information will usually be in the Distance Mathematics records. When you have satisfied prerequisites by the **MPE** or the ELM Exam, by taking CSU courses, or by transferring courses from another school, you need not be concerned about your eligibility to register or start working on your course.

If you are transferring courses to satisfy prerequisites and your courses are not evaluated for transfer before the first day of classes, please provide written evidence (e.g. grade report or transcript) that you have successfully completed a suitable prerequisite course to the [distance@math.colostate.edu](mailto:distance@math.colostate.edu) If you have questions about whether a course you took at another school is equivalent to the prerequisite CSU course, you may contact the Mathematics Department Office (101 Weber).

Notice that being allowed to register for a course does not imply that you are eligible to take the course. If you are unable to access the online course materials because of a prerequisite problem, come to the PACe Office where the staff will work with you to determine whether and how you satisfied the course prerequisite or send an email to [distance@math.colostate.edu](mailto:distance@math.colostate.edu).

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## REGISTRATION: ADD AND DROP

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Registration for CSU Distance Mathematics courses must be completed through CSU Online. Registering for these courses through the CSU RAMweb system will result in registration for an on-campus section of the course, which **cannot** be completed through the Distance Mathematics Program. See the CSU Online web pages for information concerning deadline dates for adding new courses, and dropping or withdrawing from courses.

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## DISTANCE MATHEMATICS COURSES AND THE USER'S EXAM

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To satisfactorily complete a Distance Mathematics you will need to qualify for and pass the four Review Exams in order, a Midterm Exam, and a Final Exam with scores of at least 80%. Review Exams consist of ten items, so eight items must be answered correctly to meet course requirements and be eligible to go on to the next unit. The Midterm and Final Exams consist of twenty items each, so sixteen must be answered correctly. You will also need to earn a minimum number of points to complete the course.

The Distance Mathematics Program provides many Learning Resources to help you master the course content. You are responsible for choosing the Learning Resources that work best for you, for managing your time and using these learning resources to master the course material, and for taking the initiative to demonstrate your knowledge on the exams. To make wise decisions you will need to know what services and resources the Distance Mathematics Program offers and the procedures and policies for using them. To ensure that you have the necessary information, we require that you take and pass the Distance Mathematics User's Exam during the current semester before we allow you to start working on your Distance Mathematics courses. If you have not taken the User's Exam this semester, you should do so during the first week of the semester.

The User's Exam consists of 20 questions about policies, procedures, and instructional resources of the Distance Mathematics Program. You must answer at least 16 of these items correctly to qualify to access the online course materials. The User's Exam may be taken as many times as needed to achieve the required score. Scores from the User's Exam are not used to compute any final grades.

This Guide contains all the information needed to answer every question on the User's Exam correctly and includes a sample User's Exam. You should review this Guide, complete the sample User's Exam, and take the User's Exam. The course website will direct you to the User's Exam.

A Texas Instruments TI-83® or TI-84® Graphing Calculator is needed for all courses.

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## WEEKLY EXPECTATIONS AND DUE DATES

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The University expects students to be spending approximately three hours per week per credit on their courses (page 2 of the “Advising and Registration” section of the *General Catalog*). You have the flexibility to arrange which hours each week you want to schedule to complete your math.

All Distance Mathematics students are responsible for completing the required coursework on time. Use the table in Appendix II or III to find the due dates for your coursework based on the number of Distance Mathematics courses in which you are registered. To recover from missed due dates, you may reduce the number of Distance Mathematics courses in which you are enrolled to get a new set of due dates and potentially recover lost points. Speak with a Distance Mathematics Director if you have any questions or concerns.

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## LEARNING RESOURCES

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Each course is organized around a set of learning objectives. Objectives describe the skills and facts you are expected to learn, and tell you what you'll be asked to do on the exams. The resources described in this section are keyed to those objectives.

### ONLINE COURSE MATERIALS AND E-TEXT

The online *e-text* contains the course objectives for each unit and provides printable lecture notes. There are many additional learning resources contained within the online materials, including video lectures, practice problems (Try This), Required Assignments, and Review Exams. The “My Status” link gives you access to the course grading scale and your point total.

The *e-text* must be purchased before you will have access to the online course materials. You can purchase an access code from the Colorado State University Bookstore. The access code provides access to all the Distance Mathematics courses you are registered for during one semester. If you are enrolled in more than one Distance Mathematics course, you will not need to purchase multiple access codes.

If you complete a course during the semester, you will have permanent access to the course materials. If you do not complete a course and register for that course again in a future semester, you will need to purchase a new access code for that future semester.

### ONLINE OFFICE HOURS

Colorado State University course assistants will be available to interact with students in an online tutoring environment. The online tutoring environment includes video, voice, text chat, and shared whiteboard capability that allows students to log in to a shared tutoring forum and interact with both

course assistants and with other students enrolled in their courses. The schedule for this tutoring and details on how to access the tutoring web site will be posted on Canvas.

Course assistants will expect you to have done your part by studying the online materials, watching the lectures, and working through examples and sample problems, and making a serious effort to understand and solve problems. Expect the course assistant to engage you in a discussion that builds on the studying you have done. Do not expect a course assistant to give you private lectures or explain the entire course to you. Expect a course assistant to be a coach.

## LECTURES

Located within the online course materials are videos of lectures. Many objectives have a video lecture of the objective. There are one to six videos of example problems for each sub-objective. We highly recommend that you study each example problem. The many examples provide different facets of the sub-objective. Each sub-objective has one to six “Try This” problems. You should try to solve these problems on your own and then check your solution by watching the video.

## REQUIRED ASSIGNMENTS

Learning math is like learning to play a musical instrument; it takes practice. The best way to develop your problem solving skills is to try them out on numerous problems. Required Assignments are found within the course materials for every unit of the course. There is one Required Assignment for every objective. You will be required to successfully complete each assignment by answering three problems correctly.

Required Assignments may be completed multiple times. New problems will appear each time to allow you to practice what you are learning.

## SUPPLEMENTAL WEBSITES

These sites offer more opportunities to practice problems.

- The Khan Academy may require you to set up an account but the resources are free of charge [www.khanacademy.org/](http://www.khanacademy.org/).
- Purple Math has a lot of lessons for free. However, Purple Math Plus requires you to enroll in monthly or yearly plan [www.purplemath.com/](http://www.purplemath.com/).
- S.O.S. Mathematics is a free resource [www.sosmath.com/](http://www.sosmath.com/).
- West Texas A & M University Virtual Math Lab is a free online tutorial open to anyone [www.wtamu.edu/academic/anns/mps/math/mathlab/](http://www.wtamu.edu/academic/anns/mps/math/mathlab/).

## SOLUTIONS

You may access the Review, Midterm, and Final Exams you have taken via the “My Status” link on the Distance Mathematics course web page. You can review the exam items, what answers were entered, and the correct answers by clicking on a specific exam. A complete solution for each exam item is also provided.

## CALCULATORS

Texas Instruments TI-83® or TI-84® Graphing Calculators are needed for all Distance Mathematics courses. The PACe Resource Desk (Weber 136) has calculators to lend for daily use. You will need your RamCard to check out a calculator. These calculators may be used only in the PACe Center.

Texas Instruments offers a free 90 day trail of their TI-84 emulating software:  
[http://education.ti.com/en/us/products/computer\\_software/ti-smartview-software/ti-smartview-emulator-software-for-the-ti-84-plus-family/tabs/overview](http://education.ti.com/en/us/products/computer_software/ti-smartview-software/ti-smartview-emulator-software-for-the-ti-84-plus-family/tabs/overview) . You can also search the internet for “TI Smartview free trial”.

Texas Instruments also maintains a listing of TI-83/84 tutorial websites:  
[http://education.ti.com/en/us/customer-support/training\\_online\\_tutorials/graphing-calculators](http://education.ti.com/en/us/customer-support/training_online_tutorials/graphing-calculators). Many of these tutorials are offered free of charge.

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## COURSE ORGANIZATION

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MATH 117, MATH 118, MATH 124, MATH 125 and MATH 126 are each organized into four units. These four units contain the content of the course material, have Required Assignments, and Review Exams. The Midterm is a comprehensive review of the first two units of course content. The Final Exam is a comprehensive review of the last two units of course content. Each course also contains a Skills Review.

### SKILLS REVIEW

You will need to pass a review exam that covers basic math skills necessary to be successful in the course before you can access the content of your Distance Mathematics course. This exam contains 10 items; at least eight items must be answered correctly to pass the exam. After you take the exam for the first time, study materials become available to help you refresh your memory if necessary. The Skills Review Exam can be taken until a passing score is achieved.

### REQUIRED ASSIGNMENTS

Each unit has five Required Assignments. Each assignment must be satisfactorily completed, in sequential order. You must answer three questions correctly to complete the assignment. As soon as you complete a required assignment, the next one will become available (even if you haven't passed an exam).

### REVIEW EXAMS

There is a Review Exam for each unit. You need to have completed the five required assignments for that unit and you must have passed the Review Exam for the previous unit (except for Unit 1) to be eligible to take the Review Exam. The Midterm Exam must also be passed before you can take the Unit 3 Review Exam. Review Exams consist of ten items. A minimum passing score of eight out of ten (80%) is required. You will earn 2 points if you pass the Review Exam for the first time by the due date, otherwise you will earn zero points for that Review Exam. The Review Exam can be taken until a passing score is achieved and you may continue to take Review Exams for additional practice if desired.

### MIDTERM EXAM

After you pass the Review Exam for unit 2, you will need to pass the Midterm Exam.. The Midterm Exam must be taken in a proctored (supervised) setting. There are three options available for taking the Midterm Exam in a proctored setting (described below). Students may continue to take the proctored Midterm Exam after it has been passed in order to improve their score (see Grading on page 13).

The Midterm Exam consists of twenty items. A minimum passing score of sixteen out of twenty (80%) is required. The Midterm Exam has a 75 minute time limit. If you do not pass the proctored Midterm Exam after two attempts, a practice Midterm Exam will become available. You must pass the practice Midterm Exam before you can attempt the proctored Midterm Exam again two additional times. This process is repeated until you pass the proctored Midterm Exam.

There is no due date for the Midterm Exam. However you must pass the proctored Midterm Exam before you are able to take the unit 3 Review Exam. **Plan ahead and give yourself plenty of time to schedule proctoring for the exam.**

## FINAL EXAMS

Another requirement for satisfactorily completing a Distance Mathematics course is to qualify for and pass the Final Exam with a score of at least 80%. The Final Exam is available after you have passed all four of the Review Exams. The Final Exam must be passed by the due date.

The Final Exam consists of twenty items, so at least sixteen must be answered correctly to pass the Final Exam. The Final Exam has a 75 minute time limit. The Final Exam must be passed to complete the course. The Final Exam must be taken in a proctored (supervised) setting. There are three options available for taking the Comprehensive Final Exam in a proctored setting (described below).

If you do not pass the proctored Final Exam after two attempts, a practice Final Exam will become available. You must pass the practice Final Exam again before you may retest on the proctored Final Exam. This process is repeated until you pass the proctored Final Exam.

## COMPLETING THE COURSE

In addition to passing the four Review, Midterm, and Final Exams, you must earn a minimum number of points to complete the course. See the course grading scale on page 13 of this guide.

## RE-TESTING ON A MIDTERM OR FINAL EXAM

There are no restrictions on the number of times you may take the Midterm or Final Exams. Regardless of how many times you take an exam, only your best passing score will count toward your final grade. If you retake an exam and score lower than on a previous attempt, the lower score will have no effect on your grade.

You may retest on the Midterm Exam in a course until the due date for the Final Exam for that course. If you have passed the Final Exam, you may continue retesting on both the Midterm and Final Exams until the last day of classes for the current semester. You may need to retest to earn enough points to complete the course and/or you may wish to retest to improve your grade.

## STARTING YOUR NEXT COURSE

If you are registered for another course, you will need to pass the Final Exam of your current course and earn a minimum number of points before you will be able to start the coursework for the next course. Once a course has been completed, a "Start This Course" link will appear by the next available course.

## CONTINUING TO WORK IN PRIOR COURSES

Even if you start a new course, you may continue until the end of the semester to retake the Midterm and Final Exams (as many times as you like) to improve your course grade. Regardless of how many times you take an exam, only your best passing score will count toward your final grade.

## TAKING THE PROCTORED MIDTERM AND FINAL EXAMS

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You are eligible to take the Proctored Midterm Exam after you have passed the Unit 2 Review Exam. You are eligible to take the Proctored Final Exam after you have passed the Unit 4 Review Exam. If you do not pass these proctored exams after two attempts, you must pass the practice exam to be eligible for two more attempts. The “My Status” link will list the number of Midterm or Final Exam attempts you have available. You may take the Midterm and Final Exams an unlimited number of times, and only your best passing score will be counted in your point total for the course.

**The Midterm and Final Exams must be taken in a proctored setting. There are three proctoring options available:**

1. on the CSU-Fort Collins campus;
2. through the ProctorU online proctoring service; or
3. using traditional site-based proctoring.

### TAKING THE MIDTERM OR FINAL EXAM ON THE CSU - FORT COLLINS CAMPUS

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Students may take the Midterm and/or Final Exam on the CSU Fort Collins campus in the PACe Testing Center, 138 Weber Building.

#### PACe TESTING CENTER HOURS:

August 20 – December 7	Monday – Friday	9:00 am – 4:00 pm*
	Monday – Thursday	6:30 pm – 9:00 pm*

\*Testing Center doors close 15 minutes before closing time, and no new exams may be started. All exams must be submitted by closing time.

The PACe Center will be closed September 3 and November 19 – 23.

You will need the following items to take the Midterm or Final Exam in the PACe Testing Center:

- A U.S. federal or state-issued photo ID; students enrolled in other CSU on-campus classes must show their RamCard (Colorado State University ID card)
- a pencil or pen

**You are NOT permitted to use reference materials of any kind during the exam.** If you are found to be in possession of reference materials while working on the exam, you will be charged with academic misconduct.

A Texas Instruments TI-84@ graphing calculator is provided for use in the PACe Testing Center. Personal calculators are not permitted in the PACe Testing Center.

Scratch paper will be provided when you take an exam. You may not bring any paper into the Testing Center.

Personal items such as music players, cell phones, skateboards, backpacks, and textbooks may not be brought into the PACe Testing Center. Since belongings left unattended in the PACe Center have

occasionally been stolen, we strongly recommend that you store your personal items in one of the hallway lockers while you are in the PACe Testing Center. For safety reasons, items must not be left on the floor. Backpacks and other items left on the floor in the hallway or unattended in the PACe Center will be impounded. Please, **NO food or drinks in the PACe Center.**

#### HOW TO TAKE THE MIDTERM OR FINAL EXAM IN THE PACe TESTING CENTER:

1. At the check-in desk, present your RamCard (if you are using another form of ID, first stop by the PACe Office, Weber 137) and tell the staff member which course you are in and that you want to take the Midterm or Final Exam. If there is a problem with your records, you may be asked to go to the PACe Office to resolve the problem.
2. If you are eligible to take the exam you requested and there is no problem with your records, the staff member will assign you to a computer station and give you scratch paper. An online calculator will be provided for the exam questions that allow a calculator.
3. Place your RamCard/ID, with your picture showing, at the assigned testing computer. Enter your CSU ID number to begin the exam.
4. The Midterm and Final Exams have a time limit of 75 minutes. The screen will display how much time you have left to complete the exam in the upper right corner of the exam window. When the time limit is reached, the exam is automatically submitted.
5. After you submit your exam, hand your RamCard/ID to the staff member at the checkout counter to complete the testing process. Your RamCard/ID will be returned to you.
6. Check your exam results via the "My Status" link located within the online course materials.

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#### TAKING THE MIDTERM OR FINAL EXAM THROUGH PROCTORU

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To take an exam through ProctorU, you will need a web camera on your computer with a working microphone and an internet connection. You will need to have administrator permissions on the computer so you can allow the online Proctor to take control of your screen. The online Proctor will need to enter the password required to launch the final exam. See the ProctorU web site for more details:

**<http://www.proctoru.com/colostate>**

When you are eligible to start Unit 2 and again with Unit 4, a link to the ProctorU web site will appear on the course page. Click this link to go to the ProctorU web site, and create an account with ProctorU. After you have registered, you can schedule an exam. Select the exam you want from the list of available exams, and choose a date and time for the exam.

**\*\*\* You should schedule your exam with ProctorU  
at least four days in advance \*\*\***

For more information on the process of taking an exam through ProctorU, please see the video tutorials on their web site.

You will need to provide a personal calculator for the exam. However, before you may start the exam you must show that the calculator's memory has been cleared.

The Midterm and Final Exams have a time limit of 75 minutes. The screen will display how much time you have left to complete the exam in the upper right corner of the exam window. When the time limit is reached, the exam is automatically submitted.

## TAKING THE MIDTERM OR FINAL USING TRADITIONAL SITE-BASED PROCTORING

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You may use an accredited college or university testing center in your area to administer your exam. You will need to fill out a [Proctor Identification Form](http://www.online.colostate.edu/proctoring/) (<http://www.online.colostate.edu/proctoring/>). You are responsible for any cost associated with using a testing center.

## GRADING

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Your final grade is based on your point total for the course, which is the sum of the following:

- Your highest passing score on the Midterm Exam (16 to 20 points)
- Your highest passing score on the Final Exam (16 to 20 points)
- Two (2) points for each of the four Review Exams that are passed by their due date with a minimum passing score of 80% (up to 8 points total).

You have unlimited attempts on every exam. You can retake any exam until the due date for the Final Exam. If you pass the Final Exam by the due date, you may retest until the end of the semester to try to improve your point total for the course.

At the end of the semester, you will be assigned a grade of A, B, C, or U based on your current course point total according to the following scale:

Total Points	Grade*
43 - 48	A
41 - 42	B
38 - 40	C
Not completed (< 38)	U

\* If you (except first semester transfer or first semester readmitted students) have earned 60 or more Colorado State and transfer semester credits and have not complete the requirements of category 1B of the All-University Core Curriculum (three credits in mathematics), you should to refer to page 6 of the "All University Core Curriculum" of the *General Catalog* for grading information.

An I (incomplete) may be assigned if you have worked responsibly and consistently on a course during the semester, but circumstances which were beyond your control and could not have reasonably have been anticipated prevented completion of this course. If you believe you qualify for an incomplete on this basis you should discuss your situation with the professional staff responsible for the Distance Mathematics Program.

A grade of U (unsatisfactory) will be assigned in an unfinished course. The U grade is a permanent transcript entry, but does not affect the CSU grade point average. However, some universities and financial aid agencies treat the U grade as an F when evaluating student records for graduate or transfer admissions or for awarding financial aid. To earn credit for a course in which a U grade was assigned,

you would need to register for the course again in a future semester, and satisfactorily complete it from the beginning

A grade of F is assigned in special circumstances involving a violation of Academic Integrity.

Questions and appeals concerning grades should first be directed by email to one of the professional staff responsible for the Distance Mathematics Program (DistanceMath@math.colostate.edu). If differences cannot be satisfactorily resolved with a Distance Mathematics Director, further appeals may be pursued in accordance with the policies on Grading and Grade Appeals in the University General Catalog.

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## ACADEMIC INTEGRITY

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The University Policy on Academic Integrity includes the following statements:

*Academic misconduct undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty/instructors.*

*Faculty/Instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action.*

*Students are encouraged to positively impact the academic integrity culture of the University by reporting incidents of academic misconduct. (See the General Catalog.)*

Possession of visually, audibly, or tactilely accessible materials while taking a proctored exam that could assist the student in earning a higher score on the examination and attempting to misrepresent information are examples of academic misconduct.

The University Policy on Academic Integrity is vigorously enforced in the Distance Mathematics Program. Students judged to have engaged in academic misconduct may be assigned a reduced grade or a grade of F for the course and/or other penalties may be imposed. All incidents of academic misconduct will be reported to the Student Resolution Center for possible further disciplinary action. Incidents of impersonation may be referred to the University Police for criminal investigation.

Any evidence that a student is engaging or has engaged in an act of academic misconduct will be reported to a Director of the Distance Mathematics Program. The Director will give the student involved the opportunity to provide his/her explanation of the incident. If the student admits to engaging in academic misconduct or if the director judges that a preponderance of evidence exists to support the allegation of academic misconduct, the Director may impose an academic penalty and will report the incident to the Student Resolution Center.

If the student disputes the allegation of academic misconduct, he/she should request a hearing with the Student Resolution Center. The University Hearing Officer will determine whether or not a preponderance of evidence exists in support of the allegation of academic misconduct. If the University Hearing Officer finds insufficient evidence or clears the student of charges, the penalty imposed by the

Distance Mathematics Director will be rescinded and the student's previous status in the Distance Mathematics Program restored. If the University Hearing Officer finds the student culpable, the Hearing Officer may impose additional University disciplinary sanctions. For further information see "Students' Responsibilities" under "University Policies" in the *General Catalog*.

## APPENDIX I: SAMPLE USER'S EXAM

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1. Which two of the following are true about the last day to add and withdraw from Distance Mathematics courses this semester?
  - a. You may add Distance Mathematics courses at any time during the semester.
  - b. You may add Distance Mathematics courses until the add period ends which occurs on the Friday of the first week of classes.
  - c. You may withdraw from Distance Mathematics courses at any time during the semester.
  - d. You may withdraw from Distance Mathematics courses until the withdrawal period ends which occurs at the end of the 12th week of classes.
2. Imagine you are registered for 2 of the one credit Distance Mathematics courses this semester. Based on University expectations, how many hours should you spend each week working on completing these 2 courses?
  - a. 1
  - b. 2
  - c. 4
  - d. 6
  - e. 8
3. In order to practice your problem solving skills, every course in the Distance Mathematics Program has Required Assignments. Which of the following are true about Required Assignments?

*There is at least one correct response. Choose all correct responses.*

  - a. Required Assignments must be completed in a proctored setting.
  - b. You must answer three problems correctly to complete the Required Assignment.
  - c. Every unit has five Required Assignments.
  - d. Required Assignments can be completed multiple times for additional practice.
4. Which of the following are learning resources offered by the Distance Mathematics Program?

*There is at least one correct response. Choose all correct responses.*

  - a. online video lectures
  - b. solutions to exam problems
  - c. free tutoring
  - d. "Try This" problems, problems you can try and then look at a solution video to see if you are understanding the concepts.
5. Which of the following are true about office hours offered by the Distance Mathematics Program?

*There is at least one correct response. Choose all correct responses.*

  - a. Course assistants will expect you to have done some preparation before working with you.
  - b. Course assistants will give you a private lecture.
  - c. The online tutoring environment includes video, voice, text chat, and shared whiteboard.
  - d. There is no fee for tutoring.

6. Which of the following statements are true regarding Review Exams?  
*There is at least one correct response. Choose all correct responses.*
- An appropriate way to study for the Midterm Exam is to retake the Unit 1 and 2 Review Exams.
  - Before you can take the Unit 3 Review Exam, you must pass both the Unit 2 Review Exam and Midterm Exam.
  - If you pass the Unit Review Exam for the first time by the applicable due date, you will receive 2 points.
  - If you do not pass a Review Exam by the due date, you are no longer able to take that Review Exam.
7. Which of the following must be completed before you may take the Midterm Exam?  
*There is at least one correct response. Choose all correct responses.*
- You must have completed all of the unit 1 and 2 Required Assignments.
  - You must have attempted, but may have not yet passed, the Unit 2 Review Exam.
  - You must arrange to take the exam in a proctored setting.
  - You must have passed the Unit 2 Review Exam.
8. You must take your Midterm and Final Exams in a proctored setting. Which of the following are ways to take your proctored exams?  
*There is at least one correct response. Choose all correct responses.*
- Use an accredited college or university testing center in your area to administer your exam.
  - Take your exams in the PACe Testing Center at the CSU Fort Collins campus.
  - Have a family member proctor your exam.
  - Have your exams proctored using the services of ProctorU.
9. Reference materials of any kind are not allowed when taking a proctored exam. Which two of the following items are you allowed to bring into the PACe Testing Center?
- a pencil or pen
  - your calculator
  - your RamCard (CSU Student ID card)
  - study material written on your hand
  - a cell phone
10. Imagine you just took the proctored Midterm Exam in a Distance Mathematics course for the second time. Via the "My Status" link, you learned that you did NOT earn a passing score on either of your two attempts. Which of the following can you do?  
*There is at least one correct response. Choose all correct responses.*
- Take the proctored Midterm Exam a third time.
  - Pass the practice Midterm Exam and then take the proctored Midterm Exam again.
  - Take the Unit 3 Review Exam.
  - Retake the Unit 1 Review Exam for additional practice.
  - Start working on the Unit 3 Required Assignments.
11. Which of the following must be completed before you may take a Unit 3 Review Exam?  
*There is at least one correct response. Choose all correct responses.*
- You must have completed all five of the Unit 3 Required Assignments.
  - You have attempted, but not yet passed the Unit 2 Review Exam.
  - You must have passed the Unit 2 Review Exam.
  - You have passed the Midterm Exam.

12. Which of the following are characteristics of the course due dates for Distance Mathematics courses?

*There is at least one correct response. Choose all correct responses.*

- a. You cannot take a Review Exam after the due date for that exam.
- b. The first time you pass a Review Exam before its due date, you will receive 2 points.
- c. The Final Exam must be passed before midnight (MST) on the due date listed.
- d. There is no due date for the Midterm Exam.
- e. If you do not pass a Review Exam by its due date, you will receive zero points for the Review Exam but will still need to pass it to move on with the course material.

13. What happens if you do **not** pass a Review Exam by the due date?

*There is at least one correct response. Choose all correct responses.*

- a. You will lose 2 of the 48 points possible for the course.
- b. (Re)take the Review Exam until you do pass it.
- c. It is still possible to get an A in the course if you only miss one Review Exam due date.
- d. You cannot pass the course if you miss all four Review Exam due dates.
- e. You **must** withdraw from one of your Distance Mathematics courses.

14. Which of the following is an option if you do not pass the Final Exam by the due date?

- a. You can keep trying to pass the Final Exam until the end of the semester.
- b. You may reduce the number of courses in which you are enrolled to get a new set of due dates and have more time to pass the final exam.

15. Which of the following are available from the online course materials “My Status” link?

*There is at least one correct response. Choose all correct responses.*

- a. the course grading scale
- b. results of your Review, Midterm, and Final Exams
- c. the number of Midterm and Final Exam attempts you have available
- d. your current point total for the course

16. The current point total for your Distance Mathematics course is available via the “My Status” link. Which of the following scores are included in your point total?

*There is at least one correct response. Choose all correct responses.*

- a. Your best Final Exam score.
- b. Your best Final Exam score, if it is at least 80%.
- c. Your best passing Midterm Exam score.
- d. Your best Midterm Exam score.
- e. Points earned by passing a Review Exam for the first time by the due date for that exam.

17. What must you do to earn credit for a Distance Mathematics course?

*There is at least one correct response. Choose all correct responses.*

- a. You must achieve a minimum passing score (70%) on each of the Review Exams for the course.
- b. You must achieve a minimum passing score (80%) on each of the Review Exams for the course.
- c. You must achieve a minimum passing score (70%) on the both the Midterm and Final Exams for the course.
- d. You must achieve a minimum passing score (80%) on the both the Midterm and Final Exams for the course.
- e. You must earn a minimum number of points.

18. You just passed the Final Exam for your Distance Mathematics course. You check the "My Status" link and see that you have a total of 36 points in the course. You see the minimum number of points to complete the course is 38. Which of the following are true?

*There is at least one correct response. Choose all correct responses.*

- a. You can keep retesting to improve your grade only **until** the due date for your Final Exam.
- b. You can keep retesting to improve your grade even **after** the due date for your Final Exam.
- c. You cannot retest.
- d. You must keep retesting to earn at least 38 point to pass the course.
- e. You cannot start your next Distance Mathematics course until you have at least 38 point in your current course.

19. At the end of the semester, you have 43 points in your Distance Mathematics course. Under the "My Status Link" the grading scale shows that the range for an A grade is 43-48 points. What grade will be recorded on your transcript?

- a. A
- b. A-
- c. B+
- d. B
- e. C

20. The grade of U does not affect a student's grade-point average at CSU. Which two of the following are also true when you are assigned a grade of U (Unsatisfactory) for a Distance Mathematics course?

- a. The U is a permanent entry on your transcript.
- b. The U will be removed from your transcript if you finish the course in a future semester.
- c. You can continue with the course the next semester and have all of your unit exam scores carry over from the semester the U was assigned.
- d. In order to receive credit for the course, you must register for the course again and complete it from the beginning.

## APPENDIX II: EXAM DUES DATES, ENROLLMENT IN ONE OR TWO COURSES, FALL 2018

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All Distance Mathematics students are responsible for completing the required coursework on time. Use this table to determine the due dates for your coursework if you are enrolled in one or two Distance Mathematics Courses. Follow the column that represents how many Distance Mathematics courses you are registered for this semester.

	2 Courses		1 Course	1 Course
1 <sup>st</sup> Course	Track A <sup>1</sup>	Track B <sup>2</sup>	Track A <sup>3</sup>	Track B <sup>4</sup>
1 <sup>st</sup> Review Exam*	Fri., Aug. 31	Wed., Sept. 5	Thurs., Sept. 6	Mon., Sept. 10
2 <sup>nd</sup> Review Exam	Tues., Sept. 11	Thurs., Sept. 13	Tues., Sept. 25	Thurs., Sept. 27
3 <sup>rd</sup> Review Exam	Wed., Sept. 19	Fri., Sept. 21	Fri., Oct. 12	Tues., Oct. 16
4 <sup>th</sup> Review Exam	Fri., Sept. 28	Tues., Oct. 2	Wed., Oct. 31	Fri., Nov. 2
Final Exam**	Fri., Oct. 5	Tues., Oct. 9	Tues., Nov. 13	Thurs., Nov. 15
2 <sup>nd</sup> Course				
1 <sup>st</sup> Review Exam	Tues., Oct. 16	Thurs., Oct. 18		
2 <sup>nd</sup> Review Exam	Thurs., Oct. 25	Mon., Oct. 29		
3 <sup>rd</sup> Review Exam	Mon., Nov. 5	Wed., Nov. 7		
4 <sup>th</sup> Review Exam	Wed., Nov. 14	Fri., Nov. 16		
Final Exam	Wed., Nov. 28	Fri., Nov. 30		

<sup>1</sup> Follow the due dates listed for **Track A** if the first course you start is **MATH 117**.

<sup>2</sup> Follow the due dates listed for **Track B** if the first course you start is **MATH 118, 124, 125, or 126**.

<sup>3</sup> Follow the due dates listed for **Track A** if the course you are taking is **MATH 117 or 125**.

<sup>4</sup> Follow the due dates listed for **Track B** if the course you are taking is **MATH 118, 124, or 126**.

### \* Review Exam

- If passed by midnight (MST) on the due date listed you will receive 2 points toward your final grade.
- If you do not pass a Review Exam by its due date, you will receive zero points for the Review Exam but will still need to pass it to move on with the course material.

### Midterm Exam

- There are no due dates for the Midterm Exams. However you must pass the Midterm Exam before you are able to take the Unit 3 Review Exam.
- You may retest on the Midterm Exam to improve your score until the Final Exam due date for that course.

### \*\* Final Exam

- Must be passed by midnight (MST) on the due date listed.
- If the Final Exam is passed, you may retest on any exam (Midterm or Final) for that course until 9pm (MST) December 7, 2018. You may need to retest to earn enough points to complete the course and/or you may wish to retest to improve your grade.
- If you do not pass the Final Exam for your first course, you may withdrawal from your second to get a new set of due dates and potentially recover lost points. See Appendix IV for registration deadlines. Speak with the Distance Mathematics Director if you have any questions or concerns.

## APPENDIX III: EXAM DUES DATES, ENROLLMENT IN THREE OR MORE COURSES, FALL 2018

All Distance Mathematics students are responsible for completing the required coursework on time. Use this table to determine the due dates for your coursework if you are enrolled in three or more courses. Follow the column that represents how many Distance Mathematics courses you are registered for this semester.

	5 Courses	4 Courses	3 Courses
<b>1<sup>st</sup> Course</b>			
<b>1<sup>st</sup> Review Exam*</b>	Tues., Aug. 28	Wed., Aug. 29	Thurs., Aug. 30
<b>2<sup>nd</sup> Review Exam</b>	Fri., Aug. 31	Tues., Sept. 4	Thurs., Sept. 6
<b>3<sup>rd</sup> Review Exam</b>	Wed., Sept. 5	Fri., Sept. 7	Wed., Sept. 12
<b>4<sup>th</sup> Review Exam</b>	Mon., Sept. 10	Thurs., Sept. 13	Tues., Sept. 18
<b>Final Exam**</b>	Wed., Sept. 12	Tues., Sept. 18	Mon., Sept. 24
<b>2<sup>nd</sup> Course</b>			
<b>1<sup>st</sup> Review Exam</b>	Mon., Sept. 17	Fri., Sept. 21	Fri., Sept. 28
<b>2<sup>nd</sup> Review Exam</b>	Thurs., Sept. 20	Wed., Sept. 26	Thurs., Oct. 4
<b>3<sup>rd</sup> Review Exam</b>	Tues., Sept. 25	Tues., Oct. 2	Wed., Oct. 10
<b>4<sup>th</sup> Review Exam</b>	Fri., Sept. 28	Mon., Oct. 8	Wed., Oct. 17
<b>Final Exam</b>	Tues., Oct. 2	Thurs., Oct. 11	Tues., Oct. 23
<b>3<sup>rd</sup> Course</b>			
<b>1<sup>st</sup> Review Exam</b>	Fri., Oct. 5	Tues., Oct. 16	Tues., Oct. 30
<b>2<sup>nd</sup> Review Exam</b>	Wed., Oct. 10	Fri., Oct. 19	Tues., Nov. 6
<b>3<sup>rd</sup> Review Exam</b>	Mon., Oct. 15	Thurs., Oct. 25	Tues., Nov. 13
<b>4<sup>th</sup> Review Exam</b>	Thurs., Oct. 18	Wed., Oct. 31	Tues., Nov. 27
<b>Final Exam</b>	Mon., Oct. 22	Mon., Nov. 5	Mon., Dec. 3
<b>4<sup>th</sup> Course</b>			
<b>1<sup>st</sup> Review Exam</b>	Thurs., Oct. 25	Thurs., Nov. 8	
<b>2<sup>nd</sup> Review Exam</b>	Tues., Oct. 30	Tues., Nov. 13	
<b>3<sup>rd</sup> Review Exam</b>	Fri., Nov. 2	Mon., Nov. 26	
<b>4<sup>th</sup> Review Exam</b>	Wed., Nov. 7	Fri., Nov. 30	
<b>Final Exam</b>	Fri., Nov. 9	Wed., Dec. 5	
<b>5<sup>th</sup> Course</b>			
<b>1<sup>st</sup> Review Exam</b>	Wed., Nov. 14		
<b>2<sup>nd</sup> Review Exam</b>	Mon., Nov. 26		
<b>3<sup>rd</sup> Review Exam</b>	Thurs., Nov. 29		
<b>4<sup>th</sup> Review Exam</b>	Tues., Dec. 4		
<b>Final Exam</b>	Thurs., Dec. 6		

### \* Review Exam

- If passed by midnight (MST) on the due date listed you will receive 2 points toward your final grade.
- If you do not pass a Review Exam by its due date, you will receive zero points for the Review Exam but will still need to pass it to move on with the course material.

### Midterm Exam

- There are no due dates for the Midterm Exams. However you must pass the Midterm Exam before you are able to take the Unit 3 Review Exam.
- You may retest on the Midterm Exam to improve your score until the Final Exam due date for that course.

### \*\* Final Exam

- Must be passed by midnight (MST) on the due date listed.
- If the Final Exam is passed, you may retest on any exam (Midterm or Final) for that course until 9pm (MST) December 7, 2018. You may need to retest to earn enough points to complete the course and/or you may wish to retest to improve your grade.
- If you do not pass the Final Exam, you may reduce the number of courses in which you are enrolled to get a new set of due dates and potentially recover lost points. See Appendix IV for registration deadlines. Speak with the Distance Mathematics Director if you have any questions or concerns.

## APPENDIX IV: REGISTRATION DEADLINE DATES, FALL 2018

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The dates below are **only applicable to CSU Online credit courses** offered through the Division of Continuing Education. Dates are subject to change without notice. Contact the CSU Online office to adjust your registration.

<b>Course Add deadline</b>	Sunday, August 26 <sup>th</sup>
<b>100% of tuition and fees refunded</b>	Wednesday, September 5 <sup>th</sup>
<b>50% of tuition refunded and "W" grade recorded on transcript</b>	Sunday, November 11 <sup>th</sup>