

***The Guide to Taking PACe Minicourses*_____Fall 2009**

Students registered for any of the minicourses: MATH 117, MATH 118, MATH 124, MATH 125, or MATH 126, are taking these minicourses in the Paced Algebra to Calculus *electronically* (PACe) Program. To ensure that these students have the information they need to use the PACe Program effectively, they are required to take the PACe User's Exam. This Guide, which is excerpted and adapted from the Guide to Colorado State University's PACe Program, contains all the information students need to know about the PACe Program. Go to the Mathematics' Department home page (www.math.colostate.edu) and click on the PACe Program to find a copy of the Guide.

During the first five days of the Fall Semester, the PACe Orientation Center (Weber 136) is set up to introduce students to the PACe Program. Orientation runs twice each hour from 9 am – 4 pm on a walk-in basis. It is important for all students enrolled in PACe minicourses to visit the Orientation Center during this time.

Table of Contents

General Information	3
Introduction	4
Pre-Calculus Mathematics at Colorado State	5
Prerequisites	5
Registration: Add, Drop, and Withdrawal	6
PACe Minicourses and the PACe User’s Exam	6
Learning Resources in the PACe Program	6
Online Course Materials and <i>e</i> -text	
Tutoring	
Instructor Paced Classes	
Skills Review	
Videos	
Required Assignments	
Supplemental Websites	
Solutions	
Supplemental Texts and Calculators	
Course Procedures	9
Course Organization	
Eligibility to Access Online Course Materials	
Qualifying to Take a Unit or Final Exam	
Re-qualifying to Take a Unit Exam	
Re-testing on a Unit or Final Exam	
Materials Needed for Unit and Final Exams	
Mechanics of Taking a Unit or Final Exam	
Minimum Weekly Progress Requirement	11
Grading in the PACe Program	12
Finalizing Grades	13
Academic Integrity	14
Appendix I: Sample User’s Exam	15
Appendix II: Minimum Weekly Progress Requirement Chart, Fall 2009	18
Appendix III: Registration Deadline Dates, Fall 2009	19

General Information

PACe Center:

The PACe Program occupies the west half of the Weber Building. The Weber Building is located on the west side of the oval.

Office	137 Weber, phone (970) 491-5761
Tutoring Center	136 Weber
Classroom	136A Weber
Testing Center	138 Weber
Resource Desk	136 Weber

PACe Center Hours:

August 24 – December 11	Monday – Friday	9:00 AM – 4:00 PM
	Monday – Thursday	6:30 PM – 9:00 PM

Last exams issued 15 minutes prior to closing time. All exams must be submitted by closing time. The PACe Center will be closed September 7 and November 23 – 27.

PACe Online Hours:

August 24 – December 11	Sunday – Saturday	Available except from 6:00 am to 9:00 am daily.
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PACe Online course materials located at: <http://online.math.colostate.edu>

PACe Professional Staff:

The professional staff responsible for the operation and development of the PACe Program are:

Ms. Lois Samer, Co-Director
Prof. Paul Kennedy, Co-Director
Ms. Anita Pattison, Associate Director

You can reach these individuals through:

PACe Office, 137 Weber Building
Phone: (970) 491-5761
E-mail: PACe@math.colostate.edu

Students who have special needs should discuss their situation with one of the Directors at their earliest convenience
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Introduction

This Guide is intended for students who are taking pre-calculus mathematics courses in Colorado State University's Paced Algebra to Calculus electronically (PACe) Program.

Entry-level mathematics courses intended to prepare students to take other university courses that use mathematics are called pre-calculus courses. These courses include College Algebra, Logarithmic and Exponential Functions, and Trigonometry. At Colorado State, all pre-calculus courses are taught in the PACe Program.

Students who take pre-calculus mathematics are an academically diverse group. They have different backgrounds, aptitudes, attitudes, and goals. In the early 1970's the CSU Mathematics Department became convinced that these students were not well served in traditional classrooms where, in spite of these differences, everyone is expected to learn in similar ways and at similar rates. The PACe Program resulted from this work.

Since its inception, the management and development of the PACe Program has been guided by the beliefs that college students must take the responsibility and initiative for their own learning and that given suitable learning resources, adequate time, and sufficient positive encouragement all college students can master entry level mathematics.

In the past thirty-four years, the PACe has developed into a flexible instructional system that gives all CSU students the opportunity to master pre-calculus mathematics by providing them choices of content, an array of learning resources, variability in credits and deadlines, and various levels of individual support and encouragement. In 1996 the university recognized the quality the quality of the Individualized Mathematics Program (the former name of the PACe Program) by awarding Dr. Klopfenstein, one of its long-time directors, the N. Preston Davis Award for Instructional Innovation.

The next evolution of the PACe Program was launched Fall Semester of 2005 with fully online instructional material and the ability for students to work on their minicourses nearly 24x7. The College of Natural Sciences awarded Dr. Paul Kennedy, Co-Director of the PACe Program, the 2007 Excellence in Teaching Award for Teaching Innovation in recognition of the design and development of this online instructional platform. In 2008, Dr. Kennedy was honored by being selected as a University Distinguished Teaching Scholar.

This Guide provides students in the PACe Program with the information they need to organize and manage their learning experiences.

Pre-Calculus Mathematics at Colorado State

At most universities, pre-calculus mathematics is taught in two three-credit courses, often titled “College Algebra” and “College Trigonometry”, or one five-credit course, often titled “Pre-Calculus”. In the PACe Program, pre-calculus mathematics is not organized in this way. Instead, we have a series of one-credit minicourses. These courses are

MATH 117 College Algebra in Context I
MATH 118 College Algebra in Context II
MATH 124 Logarithmic and Exponential Functions
MATH 125 Numerical Trigonometry
MATH 126 Analytic Trigonometry

Each minicourse is organized into units or chapters. The requirement for satisfactorily completing a minicourse is to demonstrate competence with the course material by taking Unit Exams on the successive units and a Final Exam, and achieving satisfactory scores. All Unit and Final Exams are given in the PACe Testing Center. If necessary, a student may take Unit and Final Exams several times to earn the required score or the score desired. When a student completes a minicourse, his or her final grade is determined from the sum of his or her best passing Unit and Final Exam scores.

Prerequisites

Each of the minicourses MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126 has an enforced prerequisite. Course prerequisites are strictly enforced by both RAMweb and the PACe Program. To satisfy RAMweb registration requirements, students will need to register for an appropriate combination of minicourses to ensure that prerequisites are satisfied. The PACe records must show that you have met the prerequisite before you may access the online course materials for the minicourses.

The prerequisites for the minicourses are listed in the Class Schedule and the *General Catalog*.

Prerequisites are usually satisfied in one of the following ways:

- by earning an appropriate score on the Colorado State University Mathematics Placement Examination (MPE) or the Prerequisite Exam (to satisfy the prerequisite for MATH 117);
- by placing out of minicourse(s) on the MPE.
- by satisfactorily completing minicourse(s) at Colorado State; and
- by transferring credit for minicourse(s) from another college or university.

If you have taken the MPE or the Prerequisite Exam or satisfactorily completed prerequisite courses at Colorado State, the PACe records will contain this information. If your transfer courses have been evaluated and transfer credit awarded for the relevant minicourse, this information will usually be in the PACe records. When you have satisfied prerequisites by the MPE or the Prerequisite 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 minicourse.

If you are transferring courses to satisfy prerequisites and your courses are not evaluated for transfer before the first day of classes, please bring written evidence (e.g. grade report or transcript) that you have successfully completed a suitable prerequisite course to the PACe Office (Weber 137). 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 minicourse 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.

Registration: Add, Drop, and Withdrawal_____

Use the CSU computer registration system (RAMweb) to register for PACe minicourses. The add, drop and withdrawal period deadlines for the minicourses are given in Appendix III.

You may take as many as five minicourses in a semester (four during summer session) as long as the prerequisite for each minicourse is satisfied or included in the package for which you are registering. You must register for all the minicourses you plan to take during the semester by the last day to add mathematics courses.

PACe Minicourses and the PACe User's Exam_____

The requirement for satisfactorily completing a minicourse is to qualify for and pass the four Unit Exams in order, and the comprehensive Final Exam with scores of at least 80%. Unit 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 Final Exam consists of twenty items, so sixteen must be answered correctly.

The PACe 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 Unit Exams. To make wise decisions you will need to know what services and resources the PACe 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 PACe User's Exam during the current semester before we allow you to start working on your minicourses. If you have not taken the User's Exam this semester, you should do so during the first week of the semester.

The PACe User's Exam consists of 15 questions about policies, procedures, and instructional resources of the PACe Program. You must answer at least 12 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 at <http://online.math.colostate.edu> or at the PACe Testing Center (Weber 138).

Learning Resources in the PACe Program_____

Our motto in the PACe Program is: **Helping students help themselves**

As a student in the PACe Program, your job is to learn the material in your minicourses and demonstrate your competence on Unit and Final Exams. Our job is to help you do your job. No one expects you to learn the content of a minicourse all by yourself! We provide many resources

to help you learn. The most successful students know what these resources are and use them effectively.

Every PACe minicourse 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 Unit Exams. The Learning Resources described in this section are keyed to those objectives.

As you read about the Learning Resources in the PACe Program, ask yourself how you like to learn. Do you like to work alone or do you like to interact with others? Do you prefer to read a text, watch as someone works a problem, or work the problem yourself and ask a lot of questions? Keep your answers to these questions about yourself in mind as you read and try to identify the learning resources that best fit the way you learn. Then use these resources regularly. Let the PACe Program work with you and for you!

Online Course Materials and e-text

The online e-text contains the course objectives for each unit and provides printable PDF files of content. There are many additional learning resources contained within the online materials, including video clips of instruction, practice problems, Required Assignments, and Review Exams. The "My Status" link gives you access to the course grading scale and your current point total.

The e-text must be purchased online before you will have access to the online course materials. You will be redirected, by the PACe website to Kendall-Hunt Publishing, to purchase the e-text when you start your minicourses. You will retain access to your e-text to use as a reference in later semesters.

Tutoring

The PACe Tutoring Center in the Weber Building is staffed with graduate and undergraduate course assistants who provide walk-in tutoring for students taking the PACe minicourses. The tutors have been specially trained to help you learn pre-calculus mathematics.

Please do not hesitate to ask questions of the tutors. Raise your hand or walk up to a tutor and initiate a conversation. Remember, though, a tutor's job is *to help you help yourself*. Tutors will expect you to have done your part by studying the online materials, watching the videos, and working through examples and sample problems, and making a serious effort to understand and solve problems. Expect the tutor to engage you in a discussion that builds on the studying you have done. Do not expect a tutor to give you private lectures or explain the entire course to you. Expect a tutor to be a coach.

To make the best use of the PACe Tutoring Center, you should spend an hour or more there studying math several times each week. You'll benefit more from the tutors' help if you get to know them. Make an effort to get acquainted. If you prefer to work with a certain tutor, ask when he or she is scheduled in the Tutoring Center or check the Tutors' Schedule posted in the Tutoring Center and arrange your study hours at those times.

Instructor Paced Classes – Please note: due to lack of demand, Instructor Paced Classes will not be offered.

Skills Review

Each course begins with a review of basic mathematical skills necessary for successful completion of the course. There are many videos to help you to brush up on your mathematical skills.

Videos

Located within the online course materials are many videos of instruction. Many objectives have a video clip of the objective overview. There are 1 to 6 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 1 to 6 “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 for the units of every minicourse are available within the course materials. There is one Required Assignment for every objective. You may complete these assignments in the PACe Center or at another computer that is compatible with our program. You will be required to successfully complete each assignment by answering three problems correctly.

Supplemental Websites

The personal computers in the Tutoring Center are loaded with various websites for MATH 117 – MATH 126. These sites provide more opportunities to practice solving problems.

Solutions

You may access each Review, Unit and Final Exam taken via the “My Status” link. You can review the questions, what answers were entered, and the correct answers by clicking on the applicable exam. An explanation of the solution is provided for a majority of the problems.

You should keep organized scratch work when you take an exam. It is helpful for you to have your scratch work when you have a need to discuss a problem with a tutor. Then, if you have questions or are especially proud of a solution, discuss your work with one of the tutors in the Tutoring Center. Explaining your written solution to someone else will reinforce your understanding.

Supplemental Texts and Calculators

The PACe Resource Desk is stocked with supplemental textbooks, calculators, and calculator manuals. Check out these texts to read another presentation of a topic and to find additional practice problems.

Texas Instruments TI-83® or TI-84® Graphing Calculators are needed for all minicourses. If you are not familiar with these calculators, you may want to check one out and practice with it in the PACe Center.

Course Procedures

Course Organization

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, and have Required Assignments, Review Exams and Unit Exams. The Final Exam is a comprehensive review of the course content. Each course also contains a Skills Review. You will find the material for the course as well as the Skills Review, Required Assignments, and Review Exams online at <http://online.math.colostate.edu>.

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 PACe minicourse. This exam contains 10 items; at least eight items must be answered correctly to pass the exam. After the student takes the exam for the first time, study materials become available to help the student refresh their memory. The Skills Review Exam may 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.

Review Exams

There is a Review Exam for each unit. You need to have completed the unit's five required assignments and you must have passed the Unit Exam for the previous unit (except for unit 1) to be eligible to take the Review Exam. Review Exams consist of ten items. A minimum passing score of eight out of ten (80%) is required.

Unit and Final Exams

The requirement for satisfactorily completing a minicourse is to qualify for and pass the four Unit Exams in order, and the comprehensive Final Exam with scores of at least 80%. You must pass the Review Exam to be eligible to take the Unit Exam. Unit Exams consist of ten items, so at least eight items must be answered correctly to meet course requirements and be eligible to go on to the next unit. The Final Exam is available after you have passed all four of the Unit Exams. The Final Exam must be passed to finish the course. The Final Exam consists of twenty items, so at least sixteen must be answered correctly to pass the Final Exam.

Eligibility to Access Online Course Materials

For all minicourses, MATH 117 – MATH 126, to be eligible to access online course materials, a student must meet the following requirements:

1. Either be registered in the minicourse or be completing an I (incomplete) in the minicourse. (Students must **not** register again for a course in which they are completing an I.)
2. Have taken and passed the PACe User's Exam during the current semester.
3. Purchased the online *e*-text.
4. Have taken and passed the Skills Review Exam for that course.
5. Have met the course requirements (completed all required units and passed the Final Exam) for any other minicourse in which the student started this semester or in which the student has an outstanding grade of incomplete.
6. Have completed the prerequisite material.

7. Have met the Minimum Weekly Progress Requirement as required to be eligible to access online course materials during the current part of the semester.
8. Have not received a final grade for the course in which access is being requested. (See Finalizing Grades.)

Qualifying to Take a Unit or Final Exam

For all minicourses, to qualify for and be eligible to take a Unit Exam, you must meet the following requirements:

For **Unit Exams**, you must successfully complete all five of the unit's Required Assignments and pass the Review Exam with a score of at least 80%.

For the **Final Exam**, you must pass all Unit Exams from the minicourse with scores of at least 80%.

Re-qualifying to Take a Unit Exam

You will be allowed to take each Unit Exam twice, after qualifying for the exam. If you do not pass the Unit Exam after the second attempt, you must re-qualify by passing the applicable Review Exam again. Once you qualify for the Final Exam, you do not need to re-qualify. The "My Status" link will list the number of Unit Exam attempts you have available.

You will not need to re-qualify if you have previously passed the Unit Exam and just want to re-test to improve your grade.

Re-testing on a Unit or Final Exam

There are no restrictions on the number of times you may take an exam on a particular unit or the Final Exam. 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 in any previously passed unit of any minicourse for which your grade has not been finalized. (See Finalizing Grades.) If you are taking several minicourses, you may retake exams from an earlier course even though you have gone on to another course. For example, if you finished your first minicourse but only earned a "C" grade, you may proceed to another minicourse and at the same time continue to work on the first one to earn a higher grade.

Materials Needed for Unit and Final Exams

You will need the following items to take an exam in the Testing Center:

- A current RamCard (Colorado State University ID card)
- a pencil or pen

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

Calculators are needed for Unit and Final Exams in all minicourses. Texas Instruments TI-83® or TI-84® Graphing Calculators are used in these minicourses and are provided for use in the Testing Center. Personal calculators are not permitted in the Testing Center.

Personal items such as MP3 players, cell phones, pagers, roller blades, skateboards, backpacks, book bags, textbooks, notebooks, calculators, and tests may not be brought into the Testing Center. Since belongings left unattended in the PACe Center have occasionally been stolen, we

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

Mechanics of Taking a Unit or Final Exam

1. At the check-in desk, present your RamCard and ask for the exam you want. 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 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, with your picture showing, at the assigned testing computer. Enter your CSU ID number to begin the exam.
4. Time limits for exams are as follows:
 - a. Unit Exam 40 minutes
 - b. Final Exam 75 minutes
5. The computer screen will display how much time you have left to complete the exam. When the time limit is reached, the exam is automatically submitted.
6. Write the solution to each exam problem on your scratch paper. Writing solutions will help you organize your thinking and avoid mistakes. Written solutions provide a starting point for discussing questions with a tutor, and are useful for reviewing for the Final Exam. If you need more scratch paper, raise your hand to summon a proctor.
7. After you submit your exam, hand your RamCard to the staff member at the checkout counter to complete the testing process. Your RamCard will be returned to you. Be sure to keep your scratch work.
8. Check your exam results via the “My Status” link located within the online course materials.

Minimum Weekly Progress Requirement_____

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*). We want students to be utilizing this time making progress in their math minicourse(s). That is why we have the Minimum Weekly Progress Requirement. Its purpose: to discourage procrastination and foster success.

Here, in one complicated sentence, is the Minimum Weekly Progress Requirement. In order to preserve your access to the online course materials and the PACe Testing Center and/or qualify for a grade of Incomplete, you must earn one progress credit each week, beginning the second week of classes. The minimum Weekly Progress Chart is given in Appendix II.

Progress credits are earned by engaging in an activity that shows involvement with your course. The first time you pass a Review or Unit Exam, one progress credit is automatically recorded to your PACe student record. This includes the Skills Review Exam. You will only earn one progress credit for each exam.

If you are completing a minicourse in which a grade of Incomplete was assigned, you will not receive progress credits for any work in the course in which the Incomplete was assigned. If you are also enrolled in another minicourse this semester, you will not be required to meet the progress requirement until the week following the Incomplete deadline. If you finish the Incomplete course before the deadline, any progress credits earned by starting the next course will be carried forward to the 1st week after the Incomplete deadline.

Each Friday, at midnight (MST), we count the number of progress credits you have earned that week, plus any extra credits earned in previous weeks. If the number of progress credits you have earned matches or exceeds the weekly requirement, you are meeting the Minimum Weekly Progress Requirement. If on even one Friday you have earned less than the required number of progress credits, you have failed to meet the Minimum Weekly Progress Requirement for that week. Any progress credits beyond the required one will be carried forward to the next week.

Each time during the regular fall or spring semester that you fail to meet the Minimum Weekly Progress Requirement, the last day that you will be allowed to work on your minicourses will move forward by one week. For example, if you fail to meet the requirement twice during the semester then you will not be allowed to work on any of your minicourse(s) after the end of the 13th week. The maximum number of weeks you can lose is four.

Whenever a you access the online course materials, the link “My weekly Progress Report” will shows the number of progress credits you have earned, the minimum number required to meet the requirement that week of the semester and the last day the you will be allowed to work on your course(s). You will also see the number of progress credit we recommend you complete that week based on the number of minicourses you are taking this semester, and the amount of coursework that needs to be completed before your deadline.

If you have failed to meet the Minimum Weekly Progress Requirement, you will be assigned a grade of U (unsatisfactory) in all the minicourses you did not complete. To qualify for an I (incomplete), you must have met the Minimum Weekly Progress Requirement each week of the semester.

Grading in the PACe Program_____

When you have completed your minicourses, MATH 117, MATH 118, MATH 124, MATH 125, or MATH 126, by passing all four Unit Exams, in order, and the Final Exam with best scores of 80% or better, you are assigned a grade of A, B, or C determined by the sum of your best scores for each of the four Unit Exams and the Final Exam, according to the following table:

Total Points	Grade*
54 to 60	A
51 to 53	B
48 to 50	C
Not completed (< 48)	I or 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.

** If you have not completed a minicourse for which you are registered, you are assigned a grade of I (incomplete) or U (unsatisfactory). A grade of I (incomplete) is automatically assigned if you have

- met the Minimum Weekly Progress Requirement throughout the semester;
- finished at least the first PACe minicourse you are registered for this semester (i.e. not an incomplete from a prior term); and
- passed at least the first two Unit Exams in the course in which the incomplete would be assigned.

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

If you are assigned a grade of I, your Unit Exam scores and registration are carried forward and you will have until a specified date (normally the end of the 5th week of the next fall or spring semester) to complete the course. This deadline date is displayed under the “My Status” link as part of your course record. If the course is completed by this deadline, a grade of A, B, or C is determined and replaces the I. If the course is not completed by this deadline, a grade of U replaces the I. While you are completing the minicourse in which a grade of Incomplete was assigned, you will not receive progress credits for any work completed for that minicourse.

A grade of U (unsatisfactory) will be assigned if you do not qualify for a grade of I in an unfinished minicourse. 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 and satisfactorily complete it from the beginning

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

Questions and appeals concerning grades should first be directed to one of the PACe Directors in the PACe Office (Weber 137). If differences cannot be satisfactorily resolved with a PACe Director, further appeals may be pursued in accordance with the policies on Grading and Grade Appeals under “Advising and Registration” in the *General Catalog*.

Finalizing Grades

Your grade is finalized when any one of the following occurs:

- The semester is over and you have completed Unit Exams on all units and the Final Exam with at least the minimum passing score on each. A final grade of A, B, or C is submitted according to the criteria above.
- The semester is over, you have not completed the course and have not qualified for an I grade. A final grade of U is submitted.

- You are working on an incomplete course from the previous semester and the deadline for completing the course has passed. If the Unit Exams on all units and the Final Exam have been completed with at least the minimum passing score, a final grade of A, B, or C is submitted according to the criteria above. Otherwise a final grade of U is submitted.
- A grade of F is assigned for the course.

Academic Integrity

The University Policy on Academic Integrity includes the following statements:

Academic dishonesty 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 instructors.

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

Students are encouraged to share responsibility for the academic integrity of the University by reporting incidents of academic dishonesty. (See the General Catalog.)

Possession of visually, audibly, or tactilely accessible materials in the PACe Testing Center that could assist the student in earning a higher score on an examination and attempting to misrepresent information are examples of academic dishonesty.

The University Policy on Academic Integrity is vigorously enforced in the PACe Program. Students judged to have engaged in cheating 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 dishonesty will be reported to Conflict Resolution and Student Conduct Services 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 dishonesty will be reported to a Director of the PACe 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 dishonesty or if the director judges that a preponderance of evidence exists to support the allegation of academic dishonesty, the Director may impose an academic penalty and will report the incident to Conflict Resolution and Student Conduct Service.

If the student disputes the allegation of academic dishonesty, he/she should request a hearing with the Conflict Resolution and Student Conduct Service. The University Hearing Officer will determine whether or not a preponderance of evidence exists in support of the allegation of academic dishonesty. If the University Hearing Officer finds insufficient evidence or clears the student of charges, the penalty imposed by the PACe Director will be rescinded and the student's previous status in the PACe 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 "Policies and Guiding Principles" in the *General Catalog*.

Appendix I: Sample User's Exam

1. Which two of the following are true about the last day to **add and withdrawal** from PACe minicourses this semester?
 - a. You may add minicourses at any time during the semester.
 - b. You may add minicourses until the add period ends which occurs at the end of the first week of classes.
 - c. You may withdrawal from minicourses at any time during the semester.
 - d. You may withdrawal from minicourses until the withdrawal period ends which occurs at the end of the 12th week of classes.

2. In order to practice your problem solving skills, every minicourse in the PACe 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 the PACe facilities.
 - b. You must answer three problems correctly to complete the Required Assignment.
 - c. Every unit has five Required Assignments.
 - d. You will earn a progress credit when you complete a Required Assignment.

3. Which three of the following are **requirements for qualifying for a grade of I (Incomplete)** in a minicourse this semester?
 - a. You must meet or exceed the Minimum Weekly Progress Requirement for each week of the semester.
 - b. You must take at least one exam each week of the semester.
 - c. You must pass the first two Unit Exams of the course.
 - d. You must complete at least one minicourse you are registered for this semester to qualify for an I in a different minicourse.

4. 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, Unit, and Final Exams
 - c. the number of Unit Exam attempts you have available
 - d. your current point total for the course

5. Which of the following are true about **tutoring services** offered by the PACe Program?

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

 - a. Tutors will expect you to have done some preparation before working with you.
 - b. Tutors will give you a private lecture.
 - c. Tutoring is available on a walk-in basis.
 - d. There is no fee for tutoring services.

6. The current point total for your minicourse 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, only if it is at least 80%.
 - c. Your best passing Unit Exam scores.
 - d. Your best Unit Exam scores.

7. Which three of the following are true when you are assigned a **grade of I (Incomplete)** for a minicourse?
- If you complete the minicourse within the first five weeks of the next regular (fall or spring) semester, the I will be replaced by a grade of A, B, or C.
 - The Unit Exam scores you earned the semester the I was assigned will carry over to the next regular semester.
 - You must begin from unit 1, the next semester, in order to complete the course.
 - You should **not** register for the course again the next semester.
 - You must register for the course again in order to complete it.
8. Which two of the following are characteristics of the **Minimum Weekly Progress Requirement** for minicourses this semester?
- Every time you pass an exam you will receive a progress credit.
 - Only the first time you pass a Review or Unit Exam will you receive a progress credit.
 - You will earn a progress credit the first time you complete a Required Assignment.
 - You do not earn progress credits for completing Required Assignments.
 - You will receive a progress credit the first time you attempt any exam, even if you do not pass it.
9. You must meet the Minimum Weekly Progress Requirement for each week of the semester to potentially qualify for an Incomplete. Which two of the following are also characteristics of the **Minimum Weekly Progress Requirement** for minicourses this semester?
- Extra progress credits earned during one week count toward the requirements for all FOLLOWING weeks.
 - If you miss the Minimum Weekly Progress Requirement for one week, the last day you can work on your minicourse(s) becomes one week earlier. (You will have one less week from the end of the semester to finish your minicourses(s).)
 - If you miss the Minimum Weekly Progress Requirement for one week, you can make up for it by acquiring more progress credits the next week.
10. 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 Final Exam is to retake the four unit Review Exams.
 - You must pass the Review Exam before you can take the Unit Exam.
 - You will earn a progress credit for each attempt on a Review Exam.
 - If you do not pass a Unit Exam after two attempts, you must pass the Review Exam again to earn two additional attempt on the Unit Exam.
 - The first Review Exam you must pass is a Skills Review to refresh your knowledge of fundamental math concepts.
11. Reference materials of any kind are not allowed in the PACe Testing Center. 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)
 - a backpack or textbooks from other classes
 - a cell phone

12. Imagine you just took the Unit 3 Exam in a minicourse 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.
- Go back into the Testing Center and take the Unit 1 Exam to improve a previous score.
 - Retake and pass the Unit 3 Review Exam and then take the Unit 3 Exam again.
 - Go back into the Testing Center and take the Unit 3 Exam again.
 - Go back into the Testing Center and take a Unit 4 Exam.
 - Start working on the Unit 4 Required Assignments.
13. Which of the following are **learning resources** offered by the PACe Program?
There is at least one correct response. Choose all correct responses.
- online videos of instruction
 - solutions to exam problems
 - Free, "walk-in" tutoring service
 - A Resource Desk, where supplemental texts and calculators can be checked out.
14. 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 math minicourse?
- The U is a permanent entry on your transcript.
 - The U will be removed from your transcript if you finish the minicourse in a future semester.
 - 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.
 - In order to receive credit for the minicourse, you must register for the minicourse again and complete it from the beginning.
15. To earn credit for a minicourse, you must achieve a minimum passing score on each of the Unit Exams plus the Final Exam for the minicourse. Assume that at the end of the semester you have earned **exactly** the minimum passing score (80%) on each of the Unit and Final Exams. What letter grade will you be assigned in this minicourse?
- I (incomplete)
 - B
 - C
 - S (satisfactory)
 - U (unsatisfactory)

Appendix II: Minimum Weekly Progress Requirement Chart, Fall 2009

Students taking minicourses in the PACe Program need to show that they are consistently involved in their minicourse(s) by earning progress credits to meet a **Minimum Weekly Progress Requirement**. The Minimum Weekly Progress Requirement is the same for all students. However, students enrolled in more than one minicourse are expected to follow the recommended schedule for the number of minicourses in which they are enrolled.

Week #	By midnight on Friday (MST)	<u>Minimum # of Progress Credits Required</u>	Recommended # of Progress Credits assuming all weekly requirements are met			
			2 Courses	3 Courses	4 Courses	5 Courses
1	August 28	0	2	2	3	3
2	September 4	1	2	2	3	3
3	September 11	1	2	2	3	3
4	September 18	1	1	2	3	3
5	September 25	1	1	2	3	3
6	October 2	1	1	2	3	3
7	October 9	1	1	2	2	3
8	October 16	1	1	2	2	3
9	October 23	1	1	2	2	3
10	October 30	1	1	2	2	3
11	November 6	0	1	2	2	3
12	November 13	0	1	2	2	3
13	November 20	0	1	1	2	3
14	December 4	0	1	1	2	3
15	December 11	0	1	1	2	3

If you miss the Minimum Weekly Progress requirement one or more weeks of the semester:

- The **first** time you miss, you will lose your eligibility to earn an incomplete and the deadline for all of your minicourses becomes December 4, 2009.
- The **second** time you miss, you cannot earn an incomplete and the deadline for all of your minicourses becomes November 20, 2009.
- The **third** time you miss, you cannot earn an incomplete and the deadline for all of your minicourses becomes November 13, 2009.
- If you miss the Minimum Weekly Progress requirement **four or more** times, you cannot earn an incomplete and the deadline for all of your minicourses becomes November 6, 2009.

REMEMBER:

- One progress credit is earned the first time you pass a Review or Unit Exam, including the Skills Review Exam.
- You will only earn one progress credit for each exam.
- Progress credits are checked **every** Friday at midnight (MST).
- **You can work ahead.** Extra progress credits count toward the next week's requirement. **But don't fall behind!** If you miss the requirement for one week, you cannot make it up by earning extra progress credits the next week.
- Monitor your Weekly Progress Requirement status by selecting the 'My Weekly Progress' link at <http://online.math.colostate.edu>

Appendix III: Registration Deadline Dates, Fall 2009

Use the computer registration system (RAMweb) to Add, Drop or Withdrawal from minicourses.

Course Add deadline: MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126 Sunday, August 30

Course Drop deadline: MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126 Wednesday, September 9

Course Withdrawal deadline: MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126 Sunday, November 15