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# *The Guide to Taking PACE Courses*

## *Fall 2017*

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Students registered for section 001 in any of the courses: MATH 117, MATH 118, MATH 124, MATH 125, or MATH 126, are taking these courses 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](http://www.math.colostate.edu)) and click on the PACE Program to find a copy of the Guide.



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## General Information

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### *PACe Center*

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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
Learning Center	136 Weber
Classroom	136A Weber
Testing Center	138 Weber
Resource Desk	136 Weber

### *PACe Center Hours*

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August 21 – December 8	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 4 and November 20 – 24.

### *PACe Online Hours*

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August 21 – December 8	Sunday – Saturday	Available except from 6:00 am to 9:00 am daily.
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PACe Online course materials located at: <https://pace.math.colostate.edu>

### *PACe Professional Staff*

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

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

### *Contact Information*

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You can reach these individuals through:

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

**So we can comply with Federal privacy laws, be sure to have your RamCard when meeting with a director in the PACe Office. 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 with one of the Directors at their earliest convenience
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## Introduction

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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. This led to the development of the PACe Program.

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 forty-two years, the PACe Program 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 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 PACe courses 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

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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 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)

Each course is organized into units or chapters. The requirement for satisfactorily completing a PACe course is to demonstrate competence with the course material by taking Unit Exams on the successive units and a Final Exam, and achieving satisfactory scores. Students will also need to earn a minimum number of points to complete the course. 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 course, his or her final grade is determined from the sum of his or her best passing Unit and Final Exam scores, plus any points earned by passing the Review Exams by the applicable due date.

## Prerequisites

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Each of the courses 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 PACe courses to ensure that prerequisites are satisfied. The PACe records must show that you have met the prerequisite before you may access the course materials for the PACe courses.

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

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; 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, the PACe 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 PACe 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 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 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.

### **Registration: Add, Drop, and Withdraw**

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

You may take as many as five PACe courses in a semester as long as the prerequisite for each course is satisfied or included in the package for which you are registering. You must register for all PACe courses you plan to take during the semester by the add deadline.

### **PACe Courses and the PACe User's Exam**

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Even though many of the instructional resources are online, don't be fooled -- these are NOT online courses! For each course, you are expected to complete a series of activities on a strict deadline schedule that involves work done on campus. It is not possible to complete these courses at your own pace.

The PACe courses have many of the same components of traditional classes. Just like in all classes, you are expected to take an active role in the learning process.

- You need to attend lecture. You will be required to view the video lectures.
- The textbook (an e-text) is a supplement to the lectures. You may read lecture notes, see example problems solved and try some practice problems ('Try This').
- You can attend office hours if you have questions. The PACe Program has 45 hours each week of office hours, not the typical 3 hours. (See page 2 for PACe Center hours.)
- Talk with your instructor (a PACe Director) if you have any questions or concerns. Contact information is on page 2 of this guide.

One requirement for satisfactorily completing a PACe course 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. You will also need to earn a minimum number of points to complete the course. (See Grading on page 12.)

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 PACe courses. 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 <https://pace.math.colostate.edu> or at the PACe Testing Center (Weber 138).

### **User's Exam Bonus**

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You should visit the PACe Center the first week of the semester to become familiar with the resources available. To encourage you to experience the Testing Center, you can earn a bonus by passing the User's Exam in the PACe Testing Center during the first week of the semester. Even if you have previously passed the exam online, you can repass the exam in the Testing Center to earn the bonus.

If you are eligible to take the Final Exam for your first PACe course by the due date listed and have not yet passed it, the User's Exam Bonus gives you an extra attempt (for a total of two) on the Final Exam the very next day the PACe Center is open. (See Final Exams on page 10.)

### **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. You should expect to spend at least 20 minutes per week per PACe course visiting with a course assistant during office hours in the PACe Learning Center. The hours of the PACe Center are located on page 2 of this guide.

All PACe 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 PACe courses in which you are registered. To recover from missed due dates, you may reduce the number of PACe courses in which you are enrolled to get a new set of due dates and potentially recover lost points. Speak with a PACe Director if you have any questions or concerns.

### **Learning Resources in the PACe Program**

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As a student in the PACe Program, your job is to learn the material in your PACe courses 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 course 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 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 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

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The online e-text contains the course objectives for each unit and provides printable PDF files of lecture notes. There are many additional learning resources contained within the online materials, including video lectures, 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 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 PACe courses you are registered for during one semester. If you are enrolled in more than one PACe 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.

### Lectures

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Instead of presenting lectures to groups of 250 students in 50 minutes blocks of time, the PACe Program has created many short video lectures. The video lectures present a single objective at a time so you can focus on that one objective until you have a good understanding before moving on to the next objective. Videos can also be viewed multiple times to enhance understanding and can be paused to allow you to take notes.

In addition to the objective lectures, there are from 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 solution.

### Office Hours

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

Please do not hesitate to ask questions of the course assistants. Raise your hand or walk up to a course assistant and initiate a conversation. 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.

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

## Skills Review

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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. The videos are available after you attempt the Skills Review Exam for the first time.

## Required Assignments

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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 course 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.

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

## Supplemental Websites

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These sites provide 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

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You may access each Review, Unit and Final Exam taken via the “My Status” link. You can review the exam items, what answers were entered, and the correct answers by clicking on the applicable exam. A solution is provided for each exam item.

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 course assistant. Then, if you have questions or are especially proud of a solution, discuss your work with one of the course assistants in the Learning Center. Explaining your written solution to someone else will reinforce your understanding.

## Supplemental Texts

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The PACe Resource Desk is stocked with supplemental textbooks and calculator manuals. Check out these texts to read another presentation of a topic and to find additional practice problems. The more practice problems you complete, the greater your understanding of the math. You will need your RamCard to check out a textbook. Calculator manuals maybe checked out for daily use. Textbooks maybe checked out for a two week period.

## Calculators

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Texas Instruments TI-83® or TI-84® Graphing Calculators are needed for all PACe courses. If you are not familiar with these calculators and/or you do not own one, you may want to check one out from the

PACe Resource Desk. 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 trial 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.

## Course Procedures

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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, 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 <https://pace.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 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 object will become available. You may start to work on the Required Assignments for the next unit as soon as you complete the last Required Assignment for the prior unit.

### 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. You will earn 3 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. Review Exams can be taken from any computer that is compatible with the PACe Program.

### Unit Exams

One of the requirements for satisfactorily completing a PACe course is to qualify for and pass the four Unit Exams in sequential order 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 take the next Review Exam. There are no due

dates for the Unit Exams. However, you must pass the Unit Exam before you are able to take the Review Exam for the next unit.

### Final Exams

Another requirement for satisfactorily completing a PACe course is to qualify for and pass the comprehensive Final Exam with a score of at least 80%. The Final Exam is available after you have passed all four of the Unit Exams. The Final Exam must be passed by the due date. If you are eligible to take the Final Exam by the due date listed in Appendix II or III and have not yet passed it, you will be allowed one attempt\* on the Final Exam the very next day the PACe Center is open.

\* If you qualified for the User's Exam Bonus (see page 6) you will have an additional attempt for a total of two extra attempts on the Final Exam for your first PACe Course.

The Final Exam consists of twenty items, so at least sixteen must be answered correctly to pass the Final Exam.

### Completing the Course

In addition to passing the four Unit Exams and the Final Exam, you must earn a minimum number of points to complete the course. See the course grading scale on page 12 of this guide.

### Eligibility to Access Online Course Materials

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For all courses, 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 course or be completing an I (incomplete) in the course. (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, passed the Final Exam and earned a minimum number of points) for any other PACe course 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. It is before the due date for the Final Exam or the student has passed the final and wants to retest to improve the course grade.
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

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For all PACe courses, 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 PACe course with scores of at least 80%.

### Re-qualifying to Take a Unit Exam

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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

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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 PACe course until the due date for the Final Exam for that course. If you have passed the Final Exam, you may continue retesting 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.

If you are taking several PACe courses, you may retake exams from an earlier course even though you have gone on to another course. For example, if you finished your first PACe course but only earned a "C" grade, you may proceed to another PACe course and at the same time continue to work on the first one to earn a higher grade.

### Materials Needed for Unit and Final Exams

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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 PACe courses. Texas Instruments TI-83® or TI-84® Graphing Calculators are used in these courses and are provided for use in the Testing Center. Personal calculators are not permitted in the 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 MP3 players, cell phones, long boards, 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

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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. You will be prompted to acknowledge the CSU Honor Pledge: *"I will not give, receive, or use any unauthorized assistance."*
5. Time limits for exams are as follows:
  - a. Unit Exam 40 minutes
  - b. Final Exam 75 minutes
6. 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.
7. 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 course assistant, and are useful for reviewing for the Final Exam. If you need more scratch paper, raise your hand to summon a proctor.
8. 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.
9. Check your exam results via the "My Status" link located within the online course materials.

## Grading in the PACe Program

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When you have completed your courses, 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, C, or U. The final grade is determined by the sum of your best scores for each of the four Unit Exams and the Final Exam, plus any points earned from passing the Review Exams by the applicable due date, according to the following table:

Total Points	Grade*
65 to 72	A
62 to 64	B
57 to 61	C
Not completed (< 57)	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 completed the requirements of category 1B of the All-University Core Curriculum (three credits in mathematics), you should 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 that 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 have not completed a PACe course for which you are registered or if you have earned less than 57 points, you are assigned a grade of U (unsatisfactory). 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 academic misconduct.

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

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

- The student does not pass the Final Exam by the applicable due date and the student does not reduce the number of PACe courses in which enrolled to get a new set of due dates.
- 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, C, or U is submitted according to the criteria above.
- The semester is over and you have not completed the course. 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, C, or U is submitted according to the criteria above. Otherwise a final grade of U is submitted.
- As the result of an incident involving academic misconduct.

## 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 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 misconduct.

The University Policy on Academic Integrity is vigorously enforced in the PACe 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 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 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 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 "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 PACe courses this semester?
  - a. You may add PACe courses at any time during the semester.
  - b. You may add PACe courses until the add period ends which occurs at the end of the first week of classes.
  - c. You may withdraw from PACe courses at any time during the semester.
  - d. You may withdraw from PACe 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 PACe 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 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. Required Assignments can be completed multiple times for additional practice.
  
4. Which of the following are learning resources offered by the PACe Program?  
*There is at least one correct response. Choose all correct responses.*
  - a. online video lectures
  - b. solutions to exam problems
  - c. free, "walk-in" tutoring (Office Hours)
  - d. a Resource Desk, where supplemental texts and calculators can be checked out
  
5. Which of the following are true about office hours offered by the PACe 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. Tutoring is available on a walk-in basis.
  - d. There is no fee for tutoring.
  - e. You should plan to spend at least 20 minutes per week per PACe course meeting with a course assistant.

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 Final Exam is to retake the four unit Review Exams.
  - Before you can take the Unit 2 Review Exam, you must pass both the Unit 1 Review and Unit Exams.
  - If you pass the unit Review Exam for the first time by the due date, you will receive 3 points.
  - If you do not pass a Unit Exam after two attempts, you must pass the Review Exam again to earn two additional attempts on the Unit Exam.
7. 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)
  - study material written on your hand
  - a cell phone
8. Which of the following must be completed before you may take a Unit 3 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 Exam.
  - You must have passed the Unit 3 Review Exam.
  - You have passed the Unit 2 Exam.
9. Imagine you just took the Unit 3 Exam in a PACe 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.*
- 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.
10. 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.*
- the course grading scale
  - results of your Review, Unit, and Final Exams
  - the number of Unit Exam attempts you have available
  - your current point total for the course

11. Which of the following are characteristics of the course due dates for PACe courses?  
*There is at least one correct response. Choose all correct responses.*
- You cannot take a Review Exam after the due date for that exam.
  - The first time you pass a Review Exam before its due date, you will receive 3 points.
  - The Final Exam must be passed before the PACe Testing Center closes on the due date listed.
  - If you are eligible to take the Final Exam by the due date listed and have not yet passed it, you will be allowed one attempt on the Final Exam the very next day the PACe Center is open.
  - 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.
12. Which two of the following are options if you do not pass the Final Exam by the due date?
- If you are eligible to take the Final Exam by the due date listed and have not yet passed it, you will be allowed one attempt on the Final Exam the next day the PACe Center is open.
  - You can keep trying to pass the Final Exam until the end of the semester.
  - 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.
13. The current point total for your PACe 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.*
- Your best Final Exam score.
  - Your best Final Exam score, if it is at least 80%.
  - Your best passing Unit Exam scores.
  - Your best Unit Exam scores.
  - Points earned by passing a Review Exam for the first time by the due date for that exam.
14. What must you do to earn credit for a PACe course?  
*There is at least one correct response. Choose all correct responses.*
- You must achieve a minimum passing score (70%) on each of the Unit Exams for the course.
  - You must achieve a minimum passing score (80%) on each of the Unit Exams for the course.
  - You must achieve a minimum passing score (70%) on the Final Exam for the course.
  - You must achieve a minimum passing score (80%) on the Final Exam for the course.
  - You must earn a minimum number of points.
15. 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 PACe course?
- The U is a permanent entry on your transcript.
  - The U will be removed from your transcript if you finish the course 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 course, you must register for the course again and complete it from the beginning.

## Appendix II: Exam Dues Dates, Enrollment in One or Two PACE Courses, Fall 2017

All PACE 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 PACE Courses. Follow the column that represents how many PACE courses you are registered for this semester.

	2 Courses	2 Courses	1 Course	1 Course
<b>1<sup>st</sup> Course</b>	Track A <sup>1</sup>	Track B <sup>2</sup>	Track A <sup>3</sup>	Track B <sup>4</sup>
<b>1<sup>st</sup> Review Exam*</b>	Fri., Sept. 1	Wed., Sept. 6	Thurs., Sept. 7	Mon., Sept. 11
<b>2<sup>nd</sup> Review Exam</b>	Tues., Sept. 12	Thurs., Sept. 14	Tues., Sept. 26	Thurs., Sept. 28
<b>3<sup>rd</sup> Review Exam</b>	Wed., Sept. 20	Fri., Sept. 22	Fri., Oct. 13	Tues., Oct. 17
<b>4<sup>th</sup> Review Exam</b>	Fri., Sept. 29	Tues., Oct. 3	Wed., Nov. 1	Fri., Nov. 3
<b>Final Exam**</b>	Thurs., Oct. 5	Mon., Oct. 9	Tues., Nov. 14	Thurs., Nov. 16
<b>2<sup>nd</sup> Course</b>				
<b>1<sup>st</sup> Review Exam</b>	Mon., Oct. 16	Wed., Oct. 18		
<b>2<sup>nd</sup> Review Exam</b>	Thurs., Oct. 26	Mon., Oct. 30		
<b>3<sup>rd</sup> Review Exam</b>	Mon., Nov. 6	Wed., Nov. 8		
<b>4<sup>th</sup> Review Exam</b>	Wed., Nov. 15	Fri., Nov. 17		
<b>Final Exam</b>	Tues., Nov. 28	Thurs., 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 3 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.

### Unit Exam

- There are no due dates for the Unit Exams. However you must pass the Unit Exam, in the PACE Testing Center, before you are able to take the Review Exam for the next unit.
- You may retest on Unit Exams to improve your score until the Final Exam due date for that course.

### \*\* Final Exam

- Must be passed before the PACE Testing Center closes on the due date listed.
- If you are eligible to take the Final Exam by the due date listed and have not yet passed it, you will be allowed one attempt on the Final Exam the next day the PACE Center is open.
- If the Final Exam is passed, you may retest on any exam (Unit or Final) for that course until 4:00pm on Dec. 8, 2017. 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. Refer to Appendix IV for PACE Registration Deadline Dates. Speak with a PACE Director if you have any questions or concerns.

## Appendix III: Exam Dues Dates, Enrollment in Three or More PACe Courses, Fall 2017

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

### \* Review Exam

- If passed by midnight (MST) on the due date listed you will receive 3 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.

### Unit Exam

- There are no due dates for the Unit Exams. However you must pass the Unit Exam, in the PACe Testing Center, before you are able to take the Review Exam for the next unit.
- You may retest on Unit Exams to improve your score until the Final Exam due date for that course.

### \*\* Final Exam

- Must be passed before the PACe Testing Center closes on the due date listed.
- If you are eligible to take the Final Exam by the due date listed and have not yet passed it, you will be allowed one attempt on the Final Exam the next day the PACe Center is open.
- If the Final Exam is passed, you may retest on any exam (Unit or Final) for that course until 4:00pm on Dec. 8, 2017. 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. Refer to Appendix V for PACe Registration Deadline Dates. Speak with a PACe Director if you have any questions or concerns.

## **Appendix IV: Registration Deadline Dates, Fall 2017**

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Use the computer registration system (RAMweb) to Add, Drop or Withdraw from PACe courses.

Course Add deadline: Section 001 of MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126      Sunday, August 27<sup>th</sup>

Course Drop deadline: Section 001 of MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126      Wednesday, September 6<sup>th</sup>

Course Withdrawal deadline: Section 001 of MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126      Sunday, November 12<sup>th</sup>