The Guide to Taking PACe Courses

Spring 2020
Philosophy

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. The instructional design of these courses is based on a mastery program, meaning that students will achieve a minimum level of proficiently with each topic before proceeding to the next.

In the past forty-four 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, a former 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.
General Information

Location
The PACe Center is located on the first floor in the Weber Building.

Inside the PACe Center:
Learning Center   Weber 136
Resource Desk   Weber 136
Classroom   Weber 136A
Office   Weber 137
Testing Center   Weber 138

Hours
The PACe Center is open* from January 21st to May 8th.

Day hours   Monday-Friday   9:00am-4:00pm
Evening hours   Monday-Thursday   6:30pm-9:00pm

*The PACe center will be closed March 16th – 20th and any other time the University is closed.

The PACe website is active 24x7** from January 21st to May 8th.

**A maintenance window is reserved from 6:00am - 9:00am daily. If you use the system during this
time, you do so at your own risk. The system may be taken offline without warning during this window
to perform system maintenance.

PACe Professional Staff
Prof. Steve Benoit, Co-Director
Ms. Anita Pattison, Associate Director

Contact Information
PACe Director: 137 Weber Building (during PACe hours)
E-mail: PACe@math.colostate.edu
Phone: (970) 491-5761

To comply with Federal privacy laws, we cannot give out personal information over the phone.
You must either:
• meet with a director and bring your RamCard, or
• send an email from your CSU email including your full name and CSU ID number.
PACe Courses

Each PACe course is one-credit. Below are the appropriate syllabi (including gtPathways-specific information), for each of the five courses, as well as the course prerequisite.

MATH 117: College Algebra in Context I,
Prerequisite: (1)
www.math.colostate.edu/syllabi/MATH117Syllabus.pdf

MATH 118: College Algebra in Context II,
Prerequisite: MATH 117 or (2)
www.math.colostate.edu/syllabi/MATH118Syllabus.pdf

MATH 124: Logarithmic and Exponential Functions,
Prerequisite: MATH 118 or (2)
www.math.colostate.edu/syllabi/MATH124Syllabus.pdf

MATH 125: Numerical Trigonometry,
Prerequisite: MATH 118 or (2)
www.math.colostate.edu/syllabi/MATH125Syllabus.pdf

MATH 126: Analytic Trigonometry,
Prerequisite: MATH 125 or (2) www.math.colostate.edu/syllabi/MATH126Syllabus.pdf

(1) To register for MATH 117, you must satisfy one of the following:

- earn an appropriate score on the MPE (Colorado State University Math Placement or Challenge Exam) or the ELM (Entry Level Mathematics) Exam.
- complete MATH 055, MATH 093, or MAT 099, with a C- or higher at a Colorado Community College.

(2) To register for MATH 118 or higher, you must satisfy one of the following:

- an appropriate placement on the MPE.
- satisfactorily completing the prerequisite course(s) at Colorado State.
- transfer credit for course(s) from another college or university.

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. Use RAMweb to register for PACe courses. You must register for all PACe courses you plan to take during the semester by the add deadline. The add, drop, and withdrawal period deadlines for the PACe courses are given in Appendix IV.

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.
Weekly Expectations and Due Dates

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

All 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

Below is a list of resources available to help you succeed in the PACe Program.

**e-text**
- Contains the course objectives for each unit and provides printable PDF files of lecture notes.
- You will have automatic access to the e-text without purchasing a physical copy or access code from the CSU Bookstore. Once the drop date passes (see Appendix IV), the CSU Bookstore will charge your account the cost of the e-text.
- The e-text grants access to all registered PACe courses for that semester. Following semesters will require additional purchases; however, you will retain access to the e-text for any courses you complete.

**Video Lectures**
- Lectures present a single objective at a time.
- Can be viewed multiple times and can be paused to allow you to take notes.
- “Try This” problems: You should try to solve these problems on your own and then check your solution by watching the video solution.

**Learning Center**
- Staffed with undergraduate course assistants trained to help you learn the PACe content who provide walk-in tutoring **45 hours a week**!
- Raise your hand or walk up to a course assistant to initiate a conversation.
- Do not expect a course assistant to just give you answers, they will expect you to have done your part by studying the online materials and making a serious effort to understand and solve problems.
- You should spend **an hour or more** there studying math several times each week.

**Solutions**
- For every exam taken, you will be able to review the exam and see a solution to each problem. Access each exam taken via the “My Status” link.
- Keep organized scratch work when you take an exam. *It is helpful for you to have your scratch work as you review the exam solutions and when you have a need to discuss a problem with a course assistant.*
Resource Desk

Calculators
- Texas Instruments TI-83® or TI-84® Graphing Calculators are needed for all PACe courses.
- Able to be checked out from the PACe Resource Desk with your RamCard.
- These calculators may ONLY be used in the PACe Center.
- Calculator manuals maybe checked out for daily use.
- 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

Textbooks
- May be checked out for a two-week period with your RamCard.

Headphones
- May be checked to be used ONLY in the PACe center with your RamCard.

Longboards/Skateboards/Scooters
- Can be stored at the Resource desk.

Padlocks
- May be checked out for daily use to secure your belongings in a locker when you need to take a proctored exam.

Supplemental Websites
- Khan Academy is a free resource. It may require you to set up an account.
- Purple Math has many lessons for free. However, Purple Math Plus requires you to enroll in monthly or yearly plan.
- S.O.S. Mathematics is a free resource.
- West Texas A & M University Virtual Math Lab is a free online tutorial.

Course Procedures and Organization

User’s Exam
The user’s exam tests students about policies, procedures, and the instructional resources of the PACe program. This guide contains all the information needed.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Number of Questions</th>
<th>Minimum Score to Pass</th>
<th>Number of Attempts</th>
<th>Passing Unlocks…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available both as an Unproctored and Proctored Exam</td>
<td>20</td>
<td>16</td>
<td>Unlimited</td>
<td>Skills Review Exam</td>
</tr>
</tbody>
</table>

Skills Review
The skills review exam contains basic mathematical skills necessary for successful completion of the course. After the first attempt, videos to help you brush up on your mathematical skills are unlocked.
### Learning Objectives
Each unit has five learning objectives. There is an overview video to introduce the topic being studied. The sub-objectives have many example videos to help gain a fuller understanding of the topic. You can attempt the “Try This” problems on your own, then look at the video for a solution. At the end of the learning material for the objective, you will find the link to the Required Assignment.

### Required Assignments
There is a required assignment for each learning objective. These assignments help solidify your knowledge of the content from the video lectures. You can complete these assignments multiple times for extra practice.

### Review Exams
There are four review exams per PACe course. In order to gain access, you must have completed the required assignment for that unit AND passed the previous unit’s proctored exam. If the review exam is completed by the deadline, you will earn 3 points; else, you will earn no points (see Grading on page 10). A good way to study for the final is by retaking the review exams.

### Unit Exams
There are four unit exams per PACe course. You are eligible to take the unit exam once the review exam for that unit is passed. You can take the unit exam an unlimited number of times; however, every two times you do not pass you must repass that unit’s review exam. Once the unit exam is passed, you can take it an unlimited amount of times until the due date for the final exam. If you have passed the final exam, you may retest until the last day of classes for the current semester. Only your best passing score will count toward your grade (see Grading on page 10).
**Final Exam**
The final exam is cumulative and is only unlocked after the unit 4 exam is passed. You have unlimited attempts to take the final exam until the PACe Center closes on the due date. If you have passed the unit 4 exam but have not passed the final by the date it is due, you will be allowed one* attempt the next day the PACe Center is open.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Number of Questions</th>
<th>Minimum Score to Pass</th>
<th>Number of Attempts</th>
<th>Passing Unlocks…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctored (75 minute time limit)</td>
<td>20</td>
<td>16</td>
<td>Unlimited</td>
<td>Next PACe course (if you have at least 57 points in the course, retest as needed)</td>
</tr>
</tbody>
</table>

* If you qualified for the Testing Center Bonus (see Testing Center Bonus on page 9) you will have a total of two extra attempts on the Final Exam for your first PACe course.

**“My Status”**
At any time, if you wish to review the exams you have taken during the semester, click the “My Status” link on the sidebar. This page includes:
- A current point total for the course and the course grading scale.
- the number of unit exams attempts available.
- A copy of exam attempt with your answers and the solutions.
- Best scores on the unit and final exams.

**Retesting**
There are no restrictions on the number of times you may take an exam. Regardless of how many times you take an exam, only your best passing score will count toward your final 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.

**Course Completion**
In addition to passing the four unit exams and the final exam with a score of at least an 80% on each exam, you must earn 57 points or higher to complete the course (see Grading on page 10).
Testing

The Testing Center (Weber 138) has the same walk-in hours as the PACe center (see General Information on page 3) with the following notes:

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

**Mechanics of Taking an Exam in the Testing Center**

1. Bring your RamCard and a pen or pencil to Testing. *All other items must be stored in a PACe locker.* Note a calculator and scratch paper is provided.
   - Writing on the hand, cell phones, and other personal electronic devices will be viewed as reference material, which is prohibited in Testing

2. A staff member will assign you to a computer and give you scratch paper

3. Place your RamCard (with your picture facing up) at the computer. Enter your CSU ID number to begin the exam.

4. Acknowledge the CSU Honor Pledge. Your exam and a calculator will show up on screen.

5. The computer will display how much time you have left. Your exam will automatically submit once time runs out.

6. Once finished, take your belongings and check out with a PACe staff member. *Be sure to keep your scratch work!*

7. Check your results via “My Status”, and use your scratch paper to go over missed problems with a course assistant.

If at any point you need assistance, raise your hand and a proctor will come help you.

**Testing Center Bonus**

**How to earn the bonus:** 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 taking an exam in the PACe Testing Center during the first week of the semester. You do not have to achieve a passing score to earn the bonus. The following types of exams will count toward the Testing Center Bonus: Math Challenge, ELM, User’s, Unit, and Final Exams. You can only earn one bonus.

**What is 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 Testing Center Bonus gives you an extra attempt (for a total of two) on the Final Exam the very next day the PACe Center is open.
Grading

There are 72 total points possible in each course. 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. The table below shows the breakdown of how you can earn points:

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Number of Exams</th>
<th>Points Possible for Each Exam</th>
<th>Total Number of Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Exam</td>
<td>4</td>
<td>0 or 3</td>
<td>0 to 12</td>
</tr>
<tr>
<td>Unit Exams</td>
<td>4</td>
<td>8 to 10</td>
<td>32 to 40</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1</td>
<td>16 to 20</td>
<td>16 to 20</td>
</tr>
</tbody>
</table>

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, according to the following table:

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>65 to 72</td>
<td>A</td>
</tr>
<tr>
<td>62 to 64</td>
<td>B</td>
</tr>
<tr>
<td>57 to 61</td>
<td>C</td>
</tr>
<tr>
<td>Not completed (&lt; 57)</td>
<td>U</td>
</tr>
</tbody>
</table>

If you have not completed a PACe course for which you are registered, 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.

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.

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.

Disabilities

Colorado State University is committed to providing reasonable accommodations for all persons with disabilities. Students with disabilities who need accommodations must first contact the Student Disability Center before requesting accommodations for their PACe course(s). The Student Disability
Center is located in room 121 of the TILT Building. Their phone is (970) 491-6385 (V/TDD). Students who need accommodations must speak with a PACe Director in a timely manner to discuss needed accommodations.

**Academic Misconduct**

*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 tactiley 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 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 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 Conflict Resolution and Student Conduct Service.

If the student disputes the allegation of academic misconduct, 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 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 “Policies and Guiding Principles” in the General Catalog.
Appendix I: Sample User’s Exam

1. Which of the following are true about the Testing Center Bonus?
   
   *There is at least one correct response. Choose all correct responses.*
   
   a. You must pass an exam in the PACe Testing Center during the first week of classes to earn the Testing Center Bonus.
   
   b. It is to your advantage to earn the Testing Center Bonus.
   
   c. If you are eligible to take the Final Exam for your first course on the due date listed, and have not yet passed it, the Testing Center Bonus gives you an additional attempt on the Final Exam.
   
   d. By taking an exam in the PACe Testing Center during the first week of classes, you will earn the Testing Center Bonus.

2. 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.

3. 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

4. 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.

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.  
   a. An appropriate way to study for the Final Exam is to retake the four unit Review Exams.  
   b. Before you can take the Unit 2 Review Exam, you must pass both the Unit 1 Review and Unit Exams.  
   c. If you pass the unit Review Exam for the first time by the due date, you will receive 3 points.  
   d. 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. Which of the following must be completed before you may take the Unit 2 Review Exam?  
There is at least one correct response. Choose all correct responses.  
   a. You must have attempted, but may have not yet passed, the Unit 1 Exam.  
   b. You must have passed the proctored Unit 1 Exam.  
   c. You must have passed the Unit 1 Review Exam.  
   d. You must have completed all five of the Unit 2 Required Assignments.  

8. 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. a pencil or pen  
   b. your calculator  
   c. your RamCard (CSU Student ID card)  
   d. study material written on your hand  
   e. a cell phone  

9. 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.  
   a. You must have completed all five of the Unit 3 Required Assignments.  
   b. You have attempted, but not yet passed the Unit 2 Exam.  
   c. You must have passed the Unit 3 Review Exam.  
   d. You have passed the Unit 2 Exam.  

10. 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  

11. Which two of the following are options if you do not pass the Final Exam by the due date?  
   a. 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.  
   b. You can keep trying to pass the Final Exam until the end of the semester.  
   c. 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.
12. 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.

a. Go back into the Testing Center and take the Unit 1 Exam to improve a previous score.

b. Retake and pass the Unit 3 Review Exam and then take the Unit 3 Exam again.

c. Go back into the Testing Center and take the Unit 3 Exam again.

d. Go back into the Testing Center and take a Unit 4 Exam.

e. Start working on the Unit 4 Required Assignments.

13. Imagine you just took the Final 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.

a. Add your highest Final Exam score to your point total to see if you have earned at least 57 points.

b. You must repass all four of the unit Review Exams to be able to take the Final Exam two more times.

c. Retake the 4 unit reviews exams to study more.

d. Keep retaking the Final Exam an unlimited number of times until the PACe Center closes on your due date.

14. 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.

a. You cannot take a Review Exam after the due date for that exam.

b. The first time you pass a Review Exam before its due date, you will receive 3 points.

c. The Final Exam must be passed before the PACe Testing Center closes on the due date listed.

d. 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.

e. If you do not pass a Review Exam by its due date, you will receive zero points for the Review Exam but will still need to pass it to move on with the course material.

15. You just passed the Final Exam for your PACe course. You check the "My Status" link and see that you have a total of 55 points in the course. Which of the following are true?

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

a. You can keep retesting to improve your grade until the due date for your Final Exam.

b. You can keep retesting to improve your grade after the due date for your Final Exam.

c. You cannot retest.

d. You must keep retesting to earn at least 57 point to pass the course.

e. You cannot start your next PACe course until you have at least 57 point in your current course.
16. What happens if you do **NOT** pass a Review Exam by the due date?  
*There is at least one correct response. Choose all correct responses.*  
- a. You will lose three of the 72 points possible for the course.  
- b. It is still possible to get an A in the course if you only miss one Review Exam due date.  
- c. You cannot pass the course if you miss all four Review Exam due dates.  
- d. (Re)take the Review Exam until you do pass it.  
- e. You can get help from the Course Assistants in the PACe Learning Center.

17. 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.*  
- a. Your best Final Exam score.  
- b. Your best Final Exam score, if it is at least 80%.  
- c. Your best passing Unit Exam scores.  
- d. Your best Unit Exam scores.  
- e. Points earned by passing a Review Exam for the first time by the due date for that exam.

18. 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

19. What must you do to earn credit for a PACe course?  
*There is at least one correct response. Choose all correct responses.*  
- a. You must achieve a minimum passing score (70%) on each of the Unit Exams for the course.  
- b. You must achieve a minimum passing score (80%) on each of the Unit Exams for the course.  
- c. You must achieve a minimum passing score (70%) on the Final Exam for the course.  
- d. You must achieve a minimum passing score (80%) on the Final Exam for the course.  
- e. You must earn a minimum number of points.

20. The grade of U does not affect a student’s grade-point average at CSU. Which two of the following are also true when you are assigned a grade of U (Unsatisfactory) for a PACe course?  
- a. The U is a permanent entry on your transcript.  
- b. The U will be removed from your transcript if you finish the course in a future semester.  
- c. You can continue with the course the next semester and have all of your unit exam scores carry over from the semester the U was assigned.  
- d. In order to receive credit for the course, you must register for the course again and complete it from the beginning.
Appendix II: Exam Dues Dates, Enrollment in One or Two Courses, Spring 2020

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.

<table>
<thead>
<tr>
<th></th>
<th>2 Courses</th>
<th>2 Courses</th>
<th>1 Course</th>
<th>1 Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st Course</td>
<td>2 Courses</td>
<td>1 Course</td>
<td>1 Course</td>
</tr>
<tr>
<td>Final Exam**</td>
<td>Fri., Mar. 6</td>
<td>Tues., Mar. 10</td>
<td>Mon., Apr. 20</td>
<td>Wed., Apr. 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2nd Course</th>
<th>2nd Course</th>
<th>2nd Course</th>
<th>2nd Course</th>
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<tbody>
<tr>
<td></td>
<td>Mon., Apr. 29</td>
<td>Fri., May 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Follow the due dates listed for Track A if the first course you start is MATH 117 or MATH 125.
2 Follow the due dates listed for Track B if the first course you start 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 May 8, 2020. 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 Courses, Spring 2020

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.

<table>
<thead>
<tr>
<th></th>
<th>5 Courses</th>
<th>4 Courses</th>
<th>3 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Course</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam**</td>
<td>Wed., Feb. 12</td>
<td>Tues., Feb. 18</td>
<td>Fri., Feb. 21</td>
</tr>
<tr>
<td><strong>2nd Course</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1st Review Exam</td>
<td>Mon., Feb. 17</td>
<td>Fri., Feb. 21</td>
<td>Fri., Feb. 28</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Tues., Mar. 3</td>
<td>Thurs., Mar. 12</td>
<td>Wed., Apr. 1</td>
</tr>
<tr>
<td><strong>3rd Course</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Review Exam</td>
<td>Fri., Mar. 6</td>
<td>Tues., Mar. 24</td>
<td>Wed., Apr. 8</td>
</tr>
<tr>
<td>3rd Review Exam</td>
<td>Mon., Mar. 23</td>
<td>Thurs., Apr. 2</td>
<td>Tues., Apr. 21</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Mon., Mar. 30</td>
<td>Mon., Apr. 13</td>
<td>Mon., May 4</td>
</tr>
<tr>
<td><strong>4th Course</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1st Review Exam</td>
<td>Thurs., Apr. 2</td>
<td>Thurs., Apr. 16</td>
<td></td>
</tr>
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<td>2nd Review Exam</td>
<td>Tues., Apr. 7</td>
<td>Tues., Apr. 21</td>
<td></td>
</tr>
<tr>
<td>3rd Review Exam</td>
<td>Fri., Apr. 10</td>
<td>Mon., Apr. 27</td>
<td></td>
</tr>
<tr>
<td>4th Review Exam</td>
<td>Wed., Apr. 15</td>
<td>Fri., May 1</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Fri., Apr. 17</td>
<td>Wed., May 6</td>
<td></td>
</tr>
<tr>
<td><strong>5th Course</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Review Exam</td>
<td>Wed., Apr. 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Review Exam</td>
<td>Mon., Apr. 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Review Exam</td>
<td>Thurs., Apr. 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Review Exam</td>
<td>Tues., May 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Thurs., May 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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 May 8, 2020. 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, Spring 2020

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

<table>
<thead>
<tr>
<th>Course Add deadline: Section 001 of MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126</th>
<th>Sunday, January 26th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Drop deadline: Section 001 of MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126</td>
<td>Wednesday, February 5th</td>
</tr>
<tr>
<td>Course Withdrawal deadline: Section 001 of MATH 117, MATH 118, MATH 124, MATH 125, and MATH 126</td>
<td>Sunday, April 19th</td>
</tr>
</tbody>
</table>
Appendix V: PACe Program Quick Start Guide

1. Go to https://pace.math.colostate.edu

2. Log in with your eID.

3. Update your profile by answering the question “Which Calculus course do you plan to take?”
   This question should appear when you first log in but you can update by selecting “My Profile”.

4. Read the Student Guide and watch the Online Orientation for more detailed and complete information.

5. Pass the User’s Exam.

6. Click to start your course, and then click on the course (MATH 1XX).

8. Complete all five of Unit 1 Required Assignments. (You can continue on to the next unit if you wish.)
9. Pass the Unit 1 Review Exam by the due date (under “My Schedule and Deadlines”).
10. Pass the Unit 1 Exam in the PACe Testing Center. (You must pass the Unit 1 Exam before you can take the Unit 2 Review Exam.)
11. Review the exams you have taken and your point total under the “My Status” link.
12. Repeat steps 8 – 11 for Units 2, 3, and 4.
13. Study for the Final Exam by practicing Unit Review Exams.
14. Take the Final Exam as many times as needed to earn a passing score before the PACe Testing Center closes on the due date.
15. If you have not passed the Final Exam by the due date, and you have passed the Unit 4 Exam, you have one more attempt to pass the Final Exam the next day the PACe Center is open after your due date.
16. Retest, if necessary, on any Unit and/or Final Exam to complete the course (must have at least 57 points in the course).
17. If you do not pass your Final Exam, you will need to adjust your registration to continue working on your math courses. Ask in the PACe Office, Weber 137, for your options.
18. Repeat steps 6 – 17 for your next PACe Course(s)
19. Retest on any Unit or Final Exam if you wish to improve your grade. You may retest on any course in which you have passed the Final Exam until the last day of classes for the semester.

Please note:

If you did not pass a Review Exam by its due date, you have earned zero of three points possible. You can still pass the course if you miss Review Exam due dates. But, you will need to gain back some of the missing points by scoring higher on the Unit and Final Exams.

<table>
<thead>
<tr>
<th>Number of Review Exams passed by the due date.</th>
<th>Minimum number of points, out of 60 possible, you must earn on Unit and Final Exams to receive the following grade.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A: 53  B: 50  C: 48</td>
</tr>
<tr>
<td>3</td>
<td>A: 56  B: 53  C: 48</td>
</tr>
<tr>
<td>2</td>
<td>A: 59  B: 56  C: 51</td>
</tr>
<tr>
<td>1</td>
<td>A: Not possible  B: 59  C: 54</td>
</tr>
<tr>
<td>0</td>
<td>A: Not Possible  B: Not Possible  C: 57</td>
</tr>
</tbody>
</table>