

STUDENT ORIENTATION FOR MATH 020 ELEMENTARY ALGEBRA

Instructor: _____

Section: _____

This handout details the policies and grading standards governing this course.

PLACEMENT: Are you registered for the right course? (See COMPASS section of this information sheet for further explanation)

- **Yes:** I have **failed** only one part (I or II) of the CUNY COMPASS Mathematics Test (score less than 30 if taken after Oct. 1, 2007; score less than 27 if taken earlier than that date), or I have **passed** Parts I and II of the COMPASS Mathematics Test, but my score on Part II is less than 35.
- **No:** I have passed Parts I and II of the COMPASS Mathematics Test, with a grade of 35 or higher on Part II, and/or I also have a grade of 65 or greater on one of the following **Regents** exams: Sequential II, Sequential III, Math A or Math B. (Students: If you think you are in the wrong course, please contact Ms. Dorothy Manganel, room 1S -232, Ext. 3620, as soon as possible.)

ATTENDANCE

- CSI policy (Catalog 2007-2009, p. 45) on attendance states that “**students are expected to attend all sessions.**” Under CSI guidelines, a permanent record of attendance is kept because special attendance policies apply to all developmental mathematics courses, as follows: A student with **more than seven hours** of unexcused absences (in a course meeting four hours per week) will be given a grade of **WU** (Withdrew Unofficially), subject to the discretion of the instructor. (A “WU” is equivalent to an “F” grade.) Per Department of Mathematics guidelines, an absence may be excused if it is due to a **documented** illness, accident, or other severe personal problem. An **unexcused lateness counts as one-half an absence.**
- Any student with excessive absences or lateness **must make up the course work** by going for tutoring. Tutoring hours must be verified by assigned tutors in 1S-214 (Department of Mathematics Tutoring Lab) or 1L-117 (Learning Assistance Resource Center), using an authorized form that the tutor will return to your instructor. **Students will not be allowed to take the COMPASS Mathematics Test unless the tutoring requirement is met.**
- **No student may attend class without being registered for that class.**

BEHAVIOR

- **No cell phones or beepers are permitted to be on in the classroom** unless a student has an emergency and speaks to the instructor at the beginning of class.
- **Inappropriate behavior in the classroom will not be tolerated.** Any ongoing rude or disruptive behavior in the classroom will be reported to the administration of the department or the College and **appropriate disciplinary action will be taken.**

COMPASS TESTING

- The COMPASS Mathematics Test is an untimed, multiple-choice, computer-adaptive test required by CUNY in order for students to demonstrate math proficiency. Placement into CUNY's required basic math courses is based on results of the numerical skills/pre-algebra (Part I) and algebra (Part II) parts of the COMPASS. (As of October 1, 2008, the score for passing Part I of the COMPASS will be raised to 35; the passing score for Part II will remain 30.)
- You must pass Parts I and II of the COMPASS Mathematics Test AND have a 70% overall average or better in the class exams, final, and online homework in order to receive a passing grade (P) in MTH 020. See the section on "Grades" below.
- The COMPASS Mathematics Test will be administered **twice** during the semester. If you have not yet achieved math proficiency and are not exempted from the COMPASS upon entry to CSI, then you are **required** to take the test twice during the semester you are enrolled in MTH 020, unless you achieve math proficiency on the first attempt.
- To check your math proficiency status after testing, log on the CUNY website at www.csi.cuny.edu and click on e-simis.
- Free tutoring is available from the Math Department (1S-214) or the Office of Instructional Resources (1L-117). Tutoring schedules will be distributed by instructor and will be available from the Math Department, approximately two weeks after classes begin.
- Practice exams with answer keys are available at the following website: www.math.csi.cuny.edu/compass/sampletests. Your instructor also may distribute a practice exam packet, or you may request one.
- The date and time that your class will take the COMPASS Mathematics Test will be announced by your instructor and will be posted outside Rooms 1S-215 and 1S-225. **No make-ups are allowed.**

IMMERSION PROGRAMS

- The Immersion Programs are intensive workshops that provide **tuition-free** instruction in **reading, writing, and mathematics** during the summer and/or January intersession to students who need to demonstrate proficiency in one or more of these subjects on the CUNY Assessment Tests, including the COMPASS Mathematics Test. To be eligible for the free mathematics program, students must complete MTH 020 (a grade of “INC” or “F”). **If you receive a grade of W or WU in MTH 020 because you dropped the course or stopped attending it (see section on Grades, below) you will NOT be eligible to enroll in the tuition-free Immersion Program for Mathematics during the subsequent intersession period.** You must receive an INC or F by completing the course. Students who receive a “W” or “WU” must repeat MTH 020.
- If you **fail the COMPASS Mathematics Test** during the semester **but pass the course** you will receive a grade of **“Incomplete”** for MTH 020. In order to clear the “INC” you **must register for the mathematics Immersion Program offered by Instructional Support Services in 1L-117, and then retake (and pass) the COMPASS Mathematics Test** in order for your grade to be changed to a “P.”
- The “INC” grade will allow you to register for the next course. Upon passing the COMPASS Mathematics Test, you must **request a grade change** from the Department of Mathematics.
- If you fail the COMPASS Mathematics Test and fail the course, you will receive a grade of “F,” and should register to take MTH 020 for following semester if you have not yet taken it twice. Developmental (remedial) math courses may only be taken twice.

CLASS EXAMS

- There will be **four one-hour exams** and a **two-hour departmental final exam** during final exam week. The minimum passing grade for all exams is 70%.
- **No make-up exams are permitted after the exam has been returned to the class.**

HOMEWORK

- The **online homework in MyMathLab** is required and will be monitored by your instructor. It **must** be completed as **scheduled**, will be graded online, and will be **averaged into your course grade.**

- Homework may be completed on your personal computer at home or at computer labs on campus (1L-202, 1L-212, 1C-213, 3N-217).
- Free tutoring help is available in tutoring centers in 1S-214 (Math Department Tutoring Center; call 718-982-3600 for information), and 1L-117 (Learning Assistance Resource Center; call 718-982-3962 for information). For online homework help, call MyMathLab Tutor Center at 1-888-777-0463.

GRADES

The only grades given are the following:

- **P = 70% or better course average** (includes 4 exam grades and the Final exam counted twice, plus the grade for the online homework, which will be counted as an additional exam) **and** has CUNY Math Proficiency (passed COMPASS Parts I and II) or was exempted from the COMPASS Mathematics Test.
- **I = 70% or better course average** but you have failed the COMPASS Mathematics Test or have not completed all course work.
- **F = Course average below 70% or a score less than 55% on the Final exam.**
- **WU = Excessively absent** : more than seven hours of unexcused absences
- Passing the COMPASS Mathematics Test is required by CUNY Central, and all **students must pass this exam within their first year.**
- The policy at all CUNY senior colleges states that students will not be permitted to repeat a developmental (remedial) course after receiving either no credit (a "W" or "WU") or a failing grade ("F") **twice** in that course. **Students failing MTH 020 for the second time are required to repeat the course at a community college in the CUNY system.**
- **Any student who is not CUNY proficient in Reading, Writing, or Mathematics within one year after entering college will be academically dismissed from CSI.**