



MEMORANDUM

To: Concurrent enrollment students and their parents/guardians
From: John Stevens, Professor and Department Head
Date: August 15, 2023
Regarding: Department policies for concurrent enrollment courses

Qualified students may enroll in Concurrent Enrollment (CE) courses offered through the Department of Mathematics and Statistics at Utah State University (USU), including MATH 1050 College Algebra (4 credits), MATH 1060 Trigonometry (2 credits), or STAT 1040 Intro to Statistics (3 credits). The policies and procedures in these courses may differ from those of a typical high school course. One of the goals of concurrent enrollment courses is to provide an academic experience similar to what a student would receive in a university environment. To this end, there are policies that will be in place and the student should be aware of these policies before beginning the course.

The Department of Mathematics and Statistics and your high school administration and teacher(s) request that both the student and their parent/guardian are with familiar with and acknowledge the following as conditions for enrollment in CE MATH 1050, CE MATH 1060, or CE STAT 1040:

1. MATH 1050, MATH 1060, and STAT 1040 demand a high level of responsibility from the student. The workload may be substantially greater than the student is accustomed to in high school classes.
2. Grading policies and standards set forth by USU will be used and will be described in the course syllabus provided by your instructor.
3. The grades received from these courses become a part of a **permanent college transcript** at USU, regardless of the grade you receive. The grade cannot be altered at any future point in time, but retaking a course can replace an earlier grade for GPA calculation purposes.
4. It is the responsibility of the student to be familiar with USU policies associated with requests for dropping and withdrawing from a CE course (only before specific points in the course term). These policies can be found as follows:
<https://catalog.usu.edu/content.php?catoid=38&navoid=29115> (Withdrawal / dropping)
<https://www.usu.edu/concurrent/> (Withdrawal / drop deadlines for CE students)
Note that dropping a class leaves no record on a student's transcript, but withdrawing (after the drop deadline) will leave a grade of W on the transcript (with no effect on university GPA). CE students may not receive an incomplete grade.
5. It is the responsibility of the student to understand that according to USU Concurrent Enrollment policy, a decision to drop a CE course must be finalized before 20% of the course schedule has been completed. Beyond this point, a student will receive a grade for the course from the instructor at the end of the term.
6. It is the responsibility of the student to be familiar with USU policies regarding Academic Integrity, and the consequences of failing to adhere to these policies.
<https://www.usu.edu/student-conduct/student-code/article6>

7. The final exams for these courses will be common final exams written by the USU Department of Mathematics and Statistics and will count for a substantial portion of the final course grade. See the course syllabus for the percentage weight of the final exam in your CE course.
8. Except as stated in course syllabi (as for competency-based exams), the student will not be given the opportunity to re-take exams in order to improve an exam score.
9. The graded work identified on the course syllabus will be the basis for determining the student's final course grade. Extra work not identified on the syllabus will not be made available.
10. A grade of D or above is required in order to use MATH 1050 or STAT 1040 to satisfy the general education Quantitative Literacy (QL) requirement at USU. (Some majors require a minimum grade of C- or higher in those courses.) A grade of C- or above is also required in MATH 1050 and MATH 1060 if these courses are to be used to satisfy the prerequisites for higher level courses in Math and Statistics. Any grade below C- in these courses will still appear on the student's transcript, but the courses may not be used to satisfy the requirements given above.
11. Once the QL requirement is met, it does not expire, but MATH 1050 and MATH 1060 course grades may only be used as prerequisites for subsequent MATH courses if less than 12 months pass from the end of the semester in which the grade is earned and the beginning of the semester in which the subsequent MATH course is taken. So, for example, if a student earns a C- or above in MATH 1050 and MATH 1060 in spring 2024, the student would meet the prerequisite to take MATH 1210 (Calculus I) in summer 2024, fall 2024, or spring 2025, but not in summer 2025 or later. For students interested in taking subsequent MATH courses more than 12 months after earning a grade in MATH 1050 or MATH 1060, the Department of Mathematics and Statistics offers math refresher courses, and placement exam scores can be used as substitute prerequisites. The student will only be allowed to enroll in the class that their placement score justifies, which may mean a repeat of MATH 1050 and/or MATH 1060, or a lower-level class. For details, email math.advising@usu.edu or visit <https://www.usu.edu/math/undergraduate/advising-office>.
12. Only in the case of extenuating circumstances, approved by the school and course instructor, will students be allowed to re-schedule an exam time.

By signing below and returning this to your teacher, you acknowledge that you have read and understand the policies and procedures above and agree to abide by them.

Student signature Date

Parent/Guardian signature Date