MEMORANDUM

Official Policy for Developmental Mathematics EO665

To: Students in MATH 011, MATH 012, MATH 031 and MATH 051

From: Belle Wei, Provost and Vice President for Academic Affairs
       David Hassenzahl, Dean, College of Natural Sciences
       Richard Ford, Chair, Department of Mathematics and Statistics
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This course is a developmental (non-baccalaureate) course. Drops are not permitted. The California State University system wide policy requires that all new students on all campuses begin any required English or math remediation in their first semester, and, if possible, complete all remediation within their first year. Thus, while this campus has a policy that normally allows students to add or drop during the first two weeks of classes, this policy does not apply to developmental classes in mathematics and English.

Requirements
All students who were enrolled in a developmental mathematics course fall 2014 must complete intermediate algebra with a grade of C- or better no later than May 15, 2015.

Consequences
All students who do not satisfactorily complete all of their remedial work by May 15, 2015, will be administratively-academically disqualified. This means they will not be able to enroll in fall 2015.

Petitions for Exception. Students may petition for extended time, however, petitions are considered only in unusual or very special cases, each considered individually on their own merit. An important element in the petition is the demonstration of good faith effort and the possibility of completing intermediate algebra successfully within one more semester. By good faith effort we mean that students have attended class regularly, done all of the homework, taken all of the exams, enrolled in a reduced course load if necessary, and worked with a tutor as needed. Students who do not demonstrate good faith effort are not eligible to petition for extended time in which to complete their remedial work.

Reinstatement
Disqualified students who complete their remedial work during the summer of 2015, either at Chico State summer school or elsewhere, could be reinstated as early as fall 2015. Official documentation showing satisfactory completion of the requirements must be submitted. Evidence of the disqualification would then be expunged from the student’s permanent record as soon as the student is reinstated.

Faculty Office Hours
The University’s most important learning resource, the faculty, are available during their office hours and by appointment. Most faculty are also available by e-mail. Working closely with your instructor is one of the most important things you can do this semester. Please contact your instructor immediately if you encounter difficulties in the first week or two. The earlier the contact, the more likely you will be to have a successful semester.