ATTENDANCE: It is essential that you attend class and participate fully. Your attendance will be recorded on all your scheduled class days from Tuesday, August 26, through Thursday, December 4, or through the date on which you take an early final exam. Students are required to scan their Wright1 cards when entering and leaving the classroom. A student who fails either to scan in or to scan out will be considered absent.

To help you do well in DEV 0990, the following Attendance Policy is strictly enforced:

A student with more than 5 absences receives a course grade of U.
A student who arrives more than 10 minutes late or leaves more than 5 minutes early will be marked absent.
A student who fails to bring his/her DEV 0990 notebook to class is considered absent.

THERE ARE NO EXCUSED ABSENCES.

Infrequently, a serious illness, accident or other similar event (e.g. chemotherapy, dialysis, surgery, military deployment, etc.) will result in multiple absences. If such a situation exists, the student must provide suitable documentation to the course coordinator. It is the student's responsibility to provide documentation for consideration in a timely manner.

### DEV 0990 DEADLINES
Failure to pass a unit test by the deadline date terminates participation.*

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Deadline: Friday, October 10</th>
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<tbody>
<tr>
<td>Unit 2</td>
<td>Deadline: Friday, December 5</td>
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<tr>
<td>Exam</td>
<td>Tuesday, December 9 (Sign up for preferred time.)</td>
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*Time constraints for testing on a deadline day are posted in the Math Studio.*

These deadlines represent minimal acceptable progress for a student. Failure to pass a Unit test by its deadline terminates participation and will result in a grade of U unless the course is dropped. Always consult your advisor before dropping a class as it may affect financial aid, eligibility, housing, etc.

### UNIVERSITY DATES

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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**UNIT 1 deadline**

- Monday, September 1
- Tuesday, November 11
- Wednesday, Nov. 26 – Friday, Nov. 28

### REQUIRED MATERIALS:
A NEW standard spiral notebook for DEV 0990 use only must be present and in use during each class for the student to be considered present. This must not be the same one used for DEV 0970 or a previous DEV 0990 attempt. If/when all pages are filled, get a replacement and ask your instructor to create a new label.
CALCULATORS: Only four-function calculators may be used in the DEV Math facilities. **The use of any other electronic device is prohibited on the DEV 0990 premises.** If a disability or medical condition requires use of an electronic device please contact the course coordinator (see below.)

All unapproved electronic devices (including cell phones) must be secured in your backpack, purse, etc., and may not be in your hand, lap or desktop. As a matter of courtesy and respect for other students, cell phones should be turned off or set to vibrate.

**Failure to comply with this restriction in the classroom is a violation of Academic Integrity.** The first offense will result in the student being required to leave the premises and being marked absent from class. A second offense will result in the student being reported to Office of Community Standards and Student Conduct and/or removed from the course.

**Failure to comply with this restriction in the Testing Center will be considered an attempt to cheat.** Student must submit test and must retest immediately under close supervision. The result of the retest will be recorded as the test grade for that unit. No further attempts will be permitted.

ASSIGNMENTS: Your first assignment is to **complete the initial assessment in ALEKS.** All assignments after this will be customized for each student by the ALEKS software.

ASSESSMENTS: Periodically, ALEKS will assign an assessment to verify your learning progress; these are called Progress Assessments. These assessments are used to identify any gaps in your understanding of previous topics that will hinder your progress in later topics. When you have completed the pie, you will be assigned a Goal Completion Assessment. This is similar to a “pre-test” to identify any remaining areas of weakness so they may be corrected before testing.

Either type of assessment may be taken only in a Developmental Math facility. If an assessment appears while you are in class, notify your proctor or instructor, who will attach a yellow letter A to your computer to indicate that an assessment is in progress. No notes may be used and no questions asked of proctors, instructors or other students until the assessment is completed. Failure to comply will result in the assessment being voided and another started. If an assessment appears when you are not in class, you may come to 152 MM during the hours posted as having computers available and follow the instructions above. Scrap paper will be provided for your work and must be turned in when the assessment is completed.

QUESTIONS/PROBLEMS/COMMENTS: Although DEV 0990 is an algebra course, it is not part of the math department. If you have a question or a concern about DEV 0990, please contact the course coordinator in 165 MM Building or at 775-4074.

UNIT TESTS: Mastery of each unit is established by completing the ALEKS pie and the ALEKS assessment (including assigned remediation) and passing the Unit Test. All three conditions must be met. The **minimum passing score is 80%.** Tests are administered in the Testing Center, Room 150 MM, or in ODS by prior arrangement.

A Unit Test must be authorized by an Instructor. You are permitted at most two attempts on a Unit Test per day. Remediation is required after any unsuccessful attempt. Each Unit Test may be repeated until mastery is established or its deadline has passed. You may test on only one unit per day. **Time constraints for testing on a deadline day are posted in the Math Studio (152 MM).**

TESTING CENTER POLICIES: When you report to the Testing Center to take a test or final exam, you are required to bring a photo ID (WSU card, driver’s license, employee card, etc.), a pencil, and your DEV 0990 notebook. You should also bring a four-function calculator if you wish to use one. **You may not bring textbooks, notes, unapproved calculators, cell phones, or any other item not specifically permitted above into the testing area of the Testing Center.** Scrap paper is provided and must be turned in with the test. If you leave the testing center for any reason, your test must be submitted for grading.

Testing Center Hours: **MW 8:15 a.m. to 8:30 p.m.** No tests are authorized to start after 7:45 p.m. and must be submitted for grading by 8:30 p.m.

**TR 8:00 a.m. to 7:30 p.m.** No tests are authorized to start after 6:45 p.m. and must be submitted for grading by 7:30 p.m.

**Friday 9:00 a.m. to 4:30 p.m.** No tests are authorized to start after 3:45 p.m. and must be submitted for grading by 4:30 p.m.
**FINAL EXAM:** A 50-question final exam will be taken only after mastering all five units. You should take your final as soon as possible after mastery of the units, allowing a short time for review. You may use a four-function calculator while taking the final exam but may not use textbooks, notes, etc. You must score at least 60% on the final to pass the course. Unlike the unit tests, the final exam may be taken only once.

**COURSE GRADE:** To pass the course, you must score at least 80% on each of the unit tests and at least 60% on the final exam. If you have met these two conditions and have complied with the attendance policy, you will have earned a course grade of P. This grade is the prerequisite for MTH 1280, MTH 2410, STT 1600 or STT 2640. A student who has a High School Math Deficiency is also required to earn a grade of P. Additionally, the grade of M from DEV 0970 will be automatically converted to a grade of P when you pass DEV 0990.

**AS SOON AS YOU COMPLETE BOTH UNITS AND PASS THE FINAL EXAM YOU MAY STOP COMING TO CLASS.**

**SUGGESTIONS TO HELP YOU SUCCEED:**

You should work on DEV 0990 between every two consecutive class meetings, including weekends. This can be done either at home or in a campus computer lab. If you experience difficulty with a topic, you may move on to another, but should visit the Math Studio for help with the difficult topic as soon as possible.

If you are a client of the Office of Disability Services, please inform the course coordinator of your accommodations in writing before the initial class meeting so that appropriate arrangements can be made in a timely manner. No accommodations can be made without written documentation from the Office of Disability Services. A Proctoring/Exam Request Form from ODS is required for testing in ODS.