



## ACE STUDENT ELIGIBILITY

1. ACE is available to qualified junior- and senior-level high school students. Exceptions may be made for sophomore students enrolled in advanced high school courses. Please email the ACE office to see if your course qualifies.
2. A minimum 3.0 GPA is expected for students wishing to participate. Per the discretion and recommendation of the ACE high school instructor, students who do not meet the GPA requirement may apply. Teachers are encouraged to **ONLY** sign up students who they believe can achieve a “B” or better grade in the ACE course.
3. A maximum cap on high school-based ACE credits that can be earned by a student is set at 16-units.

## ENROLLING STUDENTS

1. An ACE application (hard copy) for each class being matriculated by a student is required. Students must list all ACE courses they will be taking on each application form. Applications (available at the ACE web site) must include all signatures and the student’s social security number.
2. An online ACE application is also required through CSU Mentor. Students must complete **BOTH** the paper and online applications in order to enroll.
3. \$15 registration fee (individual or group payments via check, money order, cash, or P.O. accepted). Checks, money orders, and P.O.s must be made payable to Sacramento State. If a student is submitting an individual check/money order, please have them indicate on the memo line of the check: {Name} – ACE.

## DROPPING STUDENTS

If an ACE student is not going to pass the course with a “B” or better grade OR is no longer enrolled in your ACE class, you are urged to drop the student. **You must notify the ACE Office of any dropped students by the drop deadline each semester. This is done by just an email to the ACE Office.**

## ASSIGNING GRADES

Our campus computer system for grade entry is inflexible so we haven’t any room in terms of deadlines for entering ACE students’ course grades. Since high school schedules do not always coincide with the Sac State semester, instructors may have to estimate the student grades to be achieved and submit them via email to the ACE Office. In the event that a student’s estimated grade differs significantly from their final earned grade, please notify the ACE office with a simple email requesting a grade change.

Submitting grades after the semester deadline may result in the participating high school instructor and course being dropped from the ACE Program.

## SAC STATE GRADING SYSTEM

| Grade | Grade Points |
|-------|--------------|
| A     | 4.0          |
| A-    | 3.7          |
| B+    | 3.3          |
| B     | 3.0          |
| B-    | 2.7          |
| C+    | 2.3          |
| C     | 2.0          |
| C-    | 1.7          |
| D+    | 1.3          |
| D     | 1.0          |
| D-    | 0.7          |
| F     | 0.0          |

## TRANSCRIPT REQUEST

Students applying for admission to 2- or 4-year colleges after they graduate high school will need to disclose the Sac State credits they have earned through the ACE Program. Failure to provide this information may result in the disapproval of a student’s application for college admission. Information on the Sac State transcript request process can be found online <http://webapps1.csus.edu/admr/content/record/transcript/>

## FALL 2009 DEADLINES

|       |                             |
|-------|-----------------------------|
| 9/17  | ACE Paper Applications Due  |
| 9/25  | ACE Online Applications Due |
| 12/4  | ACE Student Drop Deadline   |
| 12/11 | Grade Submission Deadline   |

## **OFFICE LOCATION:**

7750 College Town Drive, Suite 101  
Sacramento, CA 95826

## **MAILING ADDRESS:**

Accelerated College Entrance Program  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6098

## **OFFICE HOURS:**

Monday – Friday 8:30 a.m. - 4:30 p.m.  
[Closed on state-mandated furloughed Fridays]

**TELEPHONE:** 278-2764 (Sarah) or 278-2763 (Bruce)

**FAX:** 916-278-2588

**EMAIL:** [ace@csus.edu](mailto:ace@csus.edu)

**WEBSITE:** <http://www.edweb.csus.edu/Projects/ace>

## **ACE STAFF:**

Dr. Bruce A. Ostertag – Director  
Ms. Sarah Cannon – Administrative Assistant