Mathematics Department Common Coordinated Course Policies

Revised: January 2026

These policies apply to the following courses: MATH114QR, MATH115, MATH125, MATH130, MATH130R, MATH140, MATH140R, MATH141, and MATH141R

For the purposes of this document:

- ⇨ **In-Person** refers to courses which are assigned a room on the UMass Boston Main Campus, and which are intended to deliver content in that room during pre-established day(s)/time(s) as assigned by the Registrar and listed in WISER.
- ⇨ **Remote** refers to courses which meet online synchronously (i.e., via Zoom) and are intended to deliver content live during pre-established day(s)/time(s) as assigned by the Registrar and listed in WISER.
- ⇨ **Online** refers to courses which meet online asynchronously (i.e., via Canvas) and are intended to deliver content electronically according to a regular schedule established and communicated by the instructor.

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Accommodations for Students with Disabilities

Section 504 of the Americans with Disabilities Act of 1990 offers guidelines for curriculum modifications and adaptations for students with documented disabilities. If applicable, students may obtain adaptation recommendations from the Ross Center for Disability Services, CC-UL-211, (617-287-7430). The student must present these recommendations and discuss them with each professor within a reasonable period, preferably by the end of the Add/Drop period.

For students with testing accommodations, the Mathematics Department reserves the right to proctor any examination instead of the Ross Center, and to schedule that exam to be in a room other than the Testing Center, so long as the student's accommodations can be provided.

All students who receive testing accommodations must make every effort to schedule any exams with the Ross Center/Testing Center on the **same day** as the standard administration, and to the greatest extent possible, to have the respective testing administration sessions overlap (e.g., if an exam is being given from 3:00 – 6:00pm, having the testing with the Ross Center/Testing Center end after 3:00pm). It is the student's responsibility to ensure they book exams in a timely manner and to ensure that the policies and procedures of the Ross Center are adhered to.

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Appropriate Attire for Virtual Activities

If your course has components that are conducted virtually and which involve the use of a webcam, when joining any class-related event for which your camera will be switched on (such as an exam), please be sure to dress and present yourself as you would if the event were being held in person in a public area. Your instructor may exclude you from any such event if you do not present yourself appropriately.

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Assessment Score Disputes

A key aim of course grades and assessment scores is that they accurately reflect mastery of course content. Thus to improve this accuracy, scores on homework, exams, projects, etc. may be subject to adjustment if either the student or instructor requests a conversation with the other regarding the nature of the work or the standard for grading within ten (10) business days of submission (for instructor requests) or when the work was returned (for student requests).

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Attendance

Students are expected to regularly attend class and are responsible to complete all scheduled in-class work, such as midterms and quizzes, at the regularly scheduled times, unless an absence is authorized by the Dean of Students Office, as described in the university-wide attendance policy:

https://www.umb.edu/registrar/policies/attendance

Instructors may also implement their own attendance policies in addition to those above. See your course syllabus for more information.

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Calculation of Final Course Grades

Students should expect that final course grades will be calculated in accordance with the standard University grading scheme, which is as follows:

Letter Grade	Numerical Grade	Letter Grade	Numerical Grade
A	93% or higher	C	73 – 76%
A-	90 – 92%	C-	70 – 72%
B+	87 – 89%	D+	67 – 69%
B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 – 62%
C+	77 – 79%	F	Less than 60%

Students who elect to take the course as pass/fail will receive a grade of P if their final numerical grade is 60% or higher, and a grade of F if their final numerical grade is less than 60%. A grade of P may confer credits but will not impact a student's GPA.

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Complaint Procedure

If issues arise regarding the design of this course or the conduct of the instructor, the Mathematics Department has developed a procedure that generally is the most effective way to address those concerns.

First, please make a good-faith effort to speak directly with the instructor in-person about your concern (or virtually/via email if this is not possible). Be prepared to make use of office hours or arrange another time if office hours are not compatible with your schedule – rather than immediately before or after class.

If you do not receive a response or you feel things are not resolved, contact the Course Coordinator.

Finally, if the issue is still not resolved, contact the Chair of the Mathematics Department.

Current contact information for these individuals is given below:

Course Coordinators:

- ⇨ MATH 114QR: Karen Crounse (Karen.Crounse@umb.edu)
- ⇨ MATH 115: Mehdi Vazifedan (Mehdi.Vazifedan@umb.edu)
- ⇨ MATH 125: Sheldon Kovitz (Sheldon.Kovitz@umb.edu)
- ⇨ MATH 130: Brianna Riepel (Brianna.Riepel@umb.edu)
- ⇨ MATH 140: Yusuf Mustopa (Yusuf.Mustopa@umb.edu)
- ⇨ MATH 141: Shuang Cai (Shuang.Cai@umb.edu)

Department Chair: Joel Fish (Joel.Fish@umb.edu)

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Conditional Enrollment in Future Mathematics Courses

Some students enrolled in their current mathematics course may wish to take the next mathematics course in the sequence. Because you will most likely register for that subsequent course before your grade in the current course is determined, WISER will allow you to conditionally enroll with the understanding that you will eventually meet the prerequisites once your current courses are completed. If you do not do so, the Mathematics Department may drop you from the subsequent course.

Please see the table below for a summary of how the conditional enrollment policy may apply to you:

Current Course	Subsequent Course	Grade Required in Current Course
MATH114QR	MATH125	D- or higher
MATH115	MATH129 or MATH130	B or higher
MATH129	MATH134	D- or higher
MATH130	MATH134 or MATH135	D- or higher
MATH130	MATH140	B or higher
MATH140	MATH141	C- or higher
MATH140	MATH260, MATH265	D- or higher
MATH141	MATH345	D- or higher

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Conflict Final Examinations

Students who wish to reschedule their final examination must formally request a conflict final examination from the Mathematics Department in writing **no later than Wednesday, May 13th, 2026**. The request must include the course number, the section number, student name and UMB student ID number. Department staff will then verify eligibility and assign an alternate testing time if appropriate. **Only Department staff, in consultation with Department leadership, can authorize a conflict final.**

Conflict exams generally will be granted under the following circumstances:

- Two (or more) conflicting mathematics exams on the same day at the same time.
- Religious observations, military commitments, athletic events, and other excused absences under the University's attendance policy.
- Medical emergency/procedure or hospitalization

Conflict exams generally will not be granted under the following circumstances:

- Work conflicts
- Social gatherings
- Perceived lack of preparedness/readiness
- Misreading information posted in WISER or an instructor/departmental communication.
- Travel (unless absolutely necessary and related to an approved conflict)

The Mathematics Department reserves the right to request documentation, as appropriate, to evaluate eligibility for a conflict and determine what reasonable accommodation, if any, to offer. Accommodations are not required to be what is most preferred for the student provided they are reasonable.

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Conduct

Students are required to adhere to the University Policy on Academic Standards and Cheating, to the University Statement on Plagiarism and the Documentation of Written Work, and to the Code of Student Conduct. The section of the Code pertaining to academic honesty is available online at the following URL:

https://www.umb.edu/campus-life/dean-of-students/student-conduct-process/

Violation of these policies will result in disciplinary action, as described in section B.II of the Code.

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Course Diagnostic Assessment for In-Person Sections

A course diagnostic will be administered during the first week of classes. This diagnostic is designed to gauge your readiness for the course and provide you with an opportunity to identify whether you may benefit from additional support to help you find success in this course. This assessment is **mandatory**. If you miss class on the day the diagnostic is administered, it is your responsibility to arrange a time to see your instructor during office hours and complete the diagnostic assessment.

Your instructor may assign a grade penalty if you do not complete this assessment or do not do so in a timely manner. If you swap sections of a course but have already taken the diagnostic, you do not need to take it again.

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Expectations

The purpose of this section is to clearly present to you what the Mathematics Department must expect of students in support of their own success, and of the essential ways in which the Department expects instructors to support your success. Please review the lists below and come back to this section if you ever feel confused about how to improve your performance in your current math class.

You may find these expectations shocking, but it is the sober consensus of a large number of experts that success in university-level mathematics courses is not possible unless students commit to the following:

1. Attend all classes and take good notes.
2. Spend 10–15 hours per week outside of class reading, studying, doing homework, and working additional practice problems of your own choosing, until you have achieved thorough mastery of concepts and high accuracy and fluency in computation. (This is not a typographical error or a mistake. Mathematics is a unique subject which requires more study and practice to achieve mastery than many other subjects. You would not expect to master the use of a musical instrument without considerable time spent practicing, and you should think of Mathematics in much the same way. This subject is foundational to many other subjects, especially in science and technology, and time spent achieving thorough mastery will have a very high return on investment.)
3. Thoroughly review lecture notes until knowledge gaps are filled.
4. Work on problems outside of class and do more problems than assigned for homework, again referring to the lecture notes when knowledge gaps arise.
5. Review the list of Measurable Outcomes for the course and take responsibility for mastering all of them, utilizing all appropriate resources (lecture notes, homework and other practice problems, textbook, etc.).
6. Take responsibility for thorough mastery by asking questions in class and/or seeking extra help whenever this is necessary.

In return, students should expect instructors to support their learning in the following ways:

1. Clearly communicate the objectives of the course.
2. Distribute the syllabus and the Measurable Outcomes list.
3. Clearly communicate the due dates of homework assignments and the dates of exams.
4. Return graded work in a timely fashion, normally within two weeks of its due date.
5. Clearly identify the study resources (textbook, tutoring, etc.) available to students and appropriate for their use in this course.

Approaching the course with these expectations in mind will dramatically improve your likelihood of success in this course.

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Final Examination & Related Academic Integrity Provisions:

This course will have a **mandatory final examination** that will be administered **either on Wednesday, May 20th, 2026 or Friday, May 22nd, 2026**. The Mathematics Department will decide which courses will take finals on each day.

Final exams will be up to three (3) hours long and can start as early as 8:00am and end as late as 9:30pm. The precise day, time, and location will be posted in WISER (see: "Exam Schedule")

It is the **student's responsibility** to:

- Check WISER for pertinent information about their final exam.
- Be on the lookout for communications from their instructor and the Mathematics Department.
- Ensure that there are no personal and professional conflicts that would cause them to miss their exam.

All students who take in-person or remote mathematics courses must take their final examination in-person on the UMass Boston campus according to the day/time/location posted in WISER. All such sections will make use of a common final examination, written and graded collaboratively by the instructors of the respective course and its course coordinator.

All students who take online mathematics courses must take their final examination virtually using a Department-approved remote proctoring service (e.g., Respondus monitor/lockdown browser) that includes live webcam monitoring, according to a timeframe communicated in advance by the instructor.

No exams will be given before the assigned day, nor will remotely proctored final examinations will be permitted for any student in an in-person or remote course, regardless of the circumstances.

All students must not make travel arrangements that might conflict with their responsibility to take the final exam at the appointed time. In particular, **a purchased ticket on any mode of transportation does not constitute a valid excuse to miss the final exam, and neither a makeup exam nor an incomplete grade will be granted under these circumstances.**

During the administration of common final examinations, you agree to allow the Department to take measures to ensure exam security and integrity, including live recording of the exam administration session (including your webcam if administered remotely). Any associated files will be kept solely within the University infrastructure and deleted after one (1) calendar year.

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Identification for Examinations:

At their discretion, your instructor may require you to bring your UMass Boston Student ID ("BeaconCard") to any proctored assessment (e.g., quiz or exam/test) to verify your identity. This information may also be used to facilitate the process of matching you to your submitted work. Your instructor reserves the right to refuse you entry to the testing space if they require identification and you cannot provide one of the following:

- A physical, University-issued BeaconCard
- A virtual version of your BeaconCard accessed live via the BeaconCard Portal available at https://beaconcard.umb.edu/ (Menu: Account Management → Virtual Card Display) (Note: No pictures are allowed, it must be live in the web browser.)

Your physical/virtual BeaconCard must include your name, student ID, and photo. If your BeaconCard does not have a photo, you may be asked to present another form of non-expired, government-issued identification with a photo.

If you are taking an in-person or remote course, you should expect to present a physical or virtual BeaconCard, as described above, in order to sit for your common final examination.

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Incompletes (INC)

The grade of incomplete is reserved for cases where the student would otherwise have passed the course but has missed a small portion of the coursework due to unavoidable circumstances. In that case, the missed work must be made up as soon as possible, according to an official schedule (incomplete contract) agreed upon and signed by you and your instructor and approved by the Department Chair. You may be asked to sign this document by hand or via an electronic signing service (e.g., DocuSign). Failure to adhere to the agreed upon contract will automatically change the grade of I to IF (incomplete-fail). Note: In extenuating circumstances (which are justified in writing), a longer deferment is possible, but all work must be made up within one (1) calendar year of the final exam date.

It is the student's responsibility to contact their instructor to request an incomplete grade and to remain in contact with their instructor (and Mathematics Department staff as needed) from the time the initial request for an incomplete is made through the time the coursework is completed.

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Measurable Outcomes

A very specific list of topics to be covered by your course's final examination has already been fixed and made available on Canvas. We refer to these topics as the measurable outcomes of the course. All of the measurable outcomes are thoroughly explained in the textbook.

We may not be able to cover all topics listed in the measurable outcomes during class discussion. You may be asked you to learn some of the measurable outcomes independently, by reading and practicing on your own. Your subsequent mathematics and science courses will rely on your mastery of all of them, whether or not they appear on the final exam. For these reasons, we strongly recommend that you preview the list of measurable outcomes immediately. Periodically return to the measurable outcomes throughout the semester to ensure there are no gaps in your knowledge. Keep this list and return to it and review it again prior to starting any subsequent mathematics or science courses. Your future self will thank you for this.

Measurable outcomes for most 100-level mathematics courses at UMass Boston are available in the Student Aids section of our official Student Resources page, which can be found at the following URL: https://www.umb.edu/mathresources/

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Non-Attending (NA) Grades

If you are not planning to attend this course, then it is strongly recommended that you act immediately to drop the course prior to the add/drop deadline of **Monday, February 2nd, 2026**. According to University policy described at https://www.umb.edu/registrar/policies/na-grade/, if you do not attend any course meetings during the first week of class and do not drop the course, you may receive a grade of NA. In that case, you will still be responsible for all tuition and fees associated with the course but will not be eligible to receive a letter grade; hence it is strongly recommended that you drop the course by the end of the add/drop period if you do not plan to attend.

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On-Campus Exams for Remote Courses

All students enrolled in remote courses (i.e., online synchronous, via Zoom) **must take all examinations (midterms and final) in-person, with a proctor, on the UMass Boston Main Campus**. This includes any makeup/conflict exams should you be deemed eligible. No exams, including makeup/conflict exams, are to be given remotely. Please be certain to bring an acceptable ID to the exam as indicated in the identification policy. The days, times, and locations will either be printed in the syllabus or communicated by your instructor at a later date. Students are responsible to travel to campus and take the exams at the regularly scheduled times. Please plan accordingly.

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Procedures and Equipment Required for Online Examinations

Exams in this course will be administered using the Respondus remote proctoring system. To take the exams, students must have access to a laptop or desktop computer capable of running the Chrome browser, which has a working camera and microphone. If you cannot easily access such a device, you may borrow a Chromebook from the University, see

https://www.umb.edu/it/hardware-labs/labs/chromebooks/

for more information. **It is each student's responsibility to secure access to such a device in time for each exam. Do not wait until the week of the first exam to think about this.**

During the exams, you will be required to activate your webcam, and to position it so that your face is visible and the camera provides a good general view of your work area. You will also be required to present either your UMB, photo ID, or a government-issued photo ID such as a driver's license or passport. The video feed from your exam session will be recorded, but will be used only to ensure the academic integrity of the exam, and will never be made public.

In addition, you must have access to a device capable of scanning or photographing work that you have handwritten on paper, saving it in a common image format (such as jpg, pdf, or png), and uploading it to Canvas or Gradescope. Many students use phones for this purpose, but please note that during exams, phones may be used only to photograph and upload written work, and not for any other purpose, and phone use may be subject to additional restrictions as designated by the instructor.

To further ensure the academic integrity of the exams, your instructor reserves the right to require a brief "post-exam interview," during which you may be asked to explain the reasoning behind your exam responses. If you are unable to explain your responses, this may be regarded as evidence of academic dishonesty.

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Taffee Tanimoto Mathematics Resource Center

The Mathematics Department maintains a free drop-in help center for students in this course. Staff at the Tanimoto Center are familiar with the WeBWorK platform and can provide technical assistance in using this system. In addition, the Center provides mathematics subject tutoring for this course. Please see:

https://www.umb.edu/tanimoto

for the Center's current location and opening hours.

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Use of UMass Boston Email

Students should expect that all official communications, including those that relate to policies described in this document, will be sent via UMass Boston email. This includes messages about dates and deadlines that are course-specific (e.g., common final exams) or student-specific (e.g., request to provide more information about an exam conflict), and messages that are sent after the semester has concluded if doing so is required for a compelling, student-specific reason (e.g., reminder to sign an incomplete contract).

To that end, it is the **student's responsibility** to regularly check and respond to emails sent to their UMass Boston email address. Neither the instructor nor the Department is obligated to make any concessions to students, including adjustments to any dates or deadlines, on the grounds that an email sent via UMass Boston email was not read, or that emails were not actively being monitored/checked.

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WeBWorK

This course makes use of the WeBWorK online homework system, hosted at:

https://www.math.umb.edu/webwork2

Your instructor will provide you with additional instructions for signing into the WeBWorK server.