

Mathematics Department Common Coordinated Course Policies Fall 2026

These policies apply to the following courses: MATH 114QR, MATH 115, MATH 125, MATH 130, MATH 130R, MATH 140, MATH 140R, MATH 141, and MATH 141R

These policies, in part or in whole, may also apply to any other mathematics course at the option of the instructor.

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 accommodations for students with documented disabilities. If applicable, students may obtain accommodations from the [Lillian Semper Ross Center for Disability Services](#), (CC-UL-211, 617-287-7430). To obtain accommodations, you need to follow the Ross Center's procedures for obtaining a Notification of Faculty Letter (or equivalent), which will be sent to the instructor.

It is the student's responsibility to discuss their accommodations with each instructor within a reasonable period, preferably by the end of the Add/Drop period. If the instructor has questions or concerns about being able to implement any accommodations, it is expected that the student will work collaboratively with their instructor, the staff in the Ross Center, and members of departmental administration (as appropriate) to determine what is reasonable as it applies to their specific course.

An instructor or the Department may proctor any examination (including a midterm or the [Common Final Examination](#)) instead of the Ross Center, and may schedule that examination 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 start as close as possible to 3:00pm). It is the student's responsibility to ensure they book exams in a timely manner and that the policies and procedures of the Ross Center are adhered to.

Appropriate Attire for Virtual Activities

If your course has components that are conducted virtually and 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.

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).

An instructor who has concerns about the authenticity of a student's work is permitted to conduct a meeting with the student to ask followup questions. It is expected that students make every reasonable effort to attend the meeting when requested by the instructor. During, in lieu of, or in addition to that meeting, the instructor is permitted to require a student to re-attempt problems similar to those on the assessment to evaluate the validity of the originally submitted work.

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.

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:

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>
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.

Students who are repeating their course are subject to the Undergraduate Course Repeat Policy, available at <https://www.umb.edu/registrar/policies/repeat/>.

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.

If after contacting the instructor and Course Coordinator, you still don't feel your concern is resolved, contact the Director of the Lower Division.

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: Niko Townsend (Nikolas.Townsend@umb.edu)
- ⇒ MATH 115: Mehdi Vazifedan (Mehdi.Vazifedan@umb.edu)
- ⇒ MATH 125: Peter Lert (Peter.Lert@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)

Director of the Lower Division: Mirjana Vuletić (Mirjana.Vuletic@umb.edu)

Office Hours: Tuesdays, 10:00 – 11:00am

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

Any student can use the Department Feedback and Course Troubleshooting Form, available on the Department's main webpage at www.umb.edu/math, to assist them with navigating the complaint procedure process, or reach out to the Director of the Lower Division during office hours (see above).

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 (this is called conditional enrollment). If, upon a subsequent review by Department staff, you are found not to have met the prerequisites for the subsequent course, you may be dropped.

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 to Progress to Subsequent Course
MATH114QR	MATH125	D- or higher
MATH115	MATH129 or MATH130	B or higher
MATH130	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

If you elect to take your current course Pass/Fail, and achieve a grade of P, it may impact your conditional enrollment as follows:

- If you are required to earn a B or better to enroll in the subsequent course, you may be allowed to remain enrolled if the underlying grade that resulted in the P was a B or better.
- If you are required to earn a D- or better to enroll in the subsequent course, you are allowed to remain in the course as long as you earned a grade of P in the current course.

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, December 9th, 2026**.

Written requests must be made by writing to the official departmental email, math@umb.edu.

The request must include the course number, the section number, student name and UMB student ID number.

Department staff will then verify eligibility and those deemed eligible will be assigned an alternate testing day and/or time if appropriate.

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
- Seasonal illness without a signed medical note
- Misreading information posted in WISER or an instructor/departmental communication.
- Travel (unless absolutely necessary and related to an approved conflict)

In certain special circumstances other than those above, an instructor may arrange and proctor a conflict final exam, but should inform the Director of the Lower Division (for coordinated courses) or the Department Chair (for all other courses).

To maintain academic integrity, conflict exams generally will not be administered before the standard exam date.

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. To be considered acceptable, documentation must include the student's name and the date they are cleared to return to academic activities and must be signed by a qualified individual (e.g., a doctor/physician for a medical note).

Accommodations need not be what is most preferred for the student, provided they are reasonable.

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.

In particular, students are not permitted to use any of the following resources on any assignment or assessment for their course unless there are explicit, written directions to the contrary:

- Cellular phones (including, but not limited to, smartphones)
- Watches or any other Internet-enabled wearable device
- Headphones (including wired and wireless/Bluetooth)
- Calculators
- Notes, books, or other written aids
- The assistance of a classmate/peer or any other individual
- Any other device capable of mechanical or electronic communication in any form not explicitly authorized under a student's academic accommodations
- Any resource not listed above which could plausibly provide any student with information that would assist in the completion of an assessment

During any assessment (e.g., quiz, midterm, final examination), the possession on a student's person of any of the above resources, or anything else that may reasonably be deemed by the instructor to pose a risk of an academic integrity violation, shall be grounds for invalidating that assessment and/or pursuing sanctions under the University's Code of Conduct.

For any student who has [approved accommodations through the Ross Center](#) that permit the use of any device mentioned above, the instructor reserves the right to actively monitor the use of the device, restrict that use in order to uphold academic integrity standards, and pursue sanctions under the University's Code of Conduct for any use that does not comply with the approved accommodations. Additionally, the instructor reserves the right to inspect any such device before the administration of any classwork (including standard assignments, quizzes, midterms, or the final exam).

In order to uphold academic integrity standards, any instructor may require that any student take any assessment in a proctored environment within the Mathematics Department Office or, in the event that space is not available, another space deemed suitable by the instructor. The instructor may collaborate with members of the Mathematics Department, including staff members, in order to identify a suitable space.

Course Diagnostic Assessment for In-Person Sections

A course diagnostic will be administered during the add/drop period. This diagnostic is designed to gauge students' readiness for the course and provide an opportunity to identify whether additional support, such as the [Tanimoto Center](#), is recommended.

Students are expected to give their best effort on the Course Diagnostic and to be on the lookout for follow-up communications from their instructor and the Department.

The course diagnostic should be considered **mandatory**. Students who miss class on the day the diagnostic is administered must arrange a time to see their instructor during office hours to complete the diagnostic assessment.

Instructors may assign a grade penalty to students who do not complete the Course Diagnostic or do not do so in a timely manner. Students who swap sections of a course but have already taken the diagnostic do not need to take it again.

If, after taking the Course Diagnostic and receiving a score, a student feels that they may benefit from taking the previous course in the progression (e.g., MATH 130 instead of MATH 140), they are welcome to contact math@umb.edu to see what options may be available.

Expectations

The purpose of this section is to clearly present to you what the Mathematics Department expects 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.

Experts agree that success in university-level mathematics courses is more likely when students commit to the following:

1. Attend all classes and take good notes.
2. Spend time 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. Mathematics is a unique subject which requires more study and practice to achieve mastery than many other subjects. 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 such as office hours and [tutoring](#) 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.

Final Examination & Related Academic Integrity Provisions:

This course will have a **mandatory final examination** that will be administered **either on Wednesday, December 16th, 2026 or Friday, December 18th, 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.

Regardless of modality, 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, students 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.

Identification for Examinations:

At their discretion, the instructor may require students to bring their UMass Boston Student ID (“BeaconCard”) to any proctored assessment (e.g., quiz or exam/test) to verify the identity of those sitting for the assessment. This information may also be used to facilitate the process of matching students to their submitted work.

Instructors reserve the right to refuse a student entry to the testing space if they require identification and the student 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.)

All physical/virtual BeaconCards must include: student’s name, 8-digit UMass Boston ID number, and photo. In particular, if a student’s BeaconCard does not have a photo, they may be asked to present another form of non-expired, government-issued identification with a photo.

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

Students taking an online course should expect to present a form of government-issued identification as part of the procedure for taking a virtually proctored assessment.

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 the student and the instructor and reviewed by the Department Chair.

Students may be asked to sign their incomplete contract by hand or via an electronic signing service (e.g., DocuSign). For any documents signed by DocuSign, students must actively check their **UMass Boston email** (see: [Use of UMass Boston Email](#)), including the junk/spam folder and the “Other” tab, for emails from DocuSign.

Failure to complete the work outlined in the incomplete contract by the stated date may result in an automatic grade of F in the course. Either instructor may request a grade of F from the Registrar’s Office, or WISER will convert the grade of INC to IF (incomplete-fail) after one (1) calendar year.

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.

At their discretion, and as appropriate, an instructor may extend the initially proposed deadline for the incomplete contract, provided that the new deadline is no longer than one (1) calendar year from the date the incomplete was initially requested by the student. Any such extensions should be communicated to the student in writing.

Instructors may deny an incomplete contract under any of the following conditions:

- The student has missed a significant portion of the coursework.
- The student has been absent from a significant number of class meetings.
- The student would fail the class regardless of their performance on the missing work.
- The student is unlikely to complete the work by the deadline that has been proposed.

For more information on the University’s incomplete policy, see this link:

<https://www.umb.edu/registrar/policies/incomplete/>.

Measurable Outcomes

A 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.

The instructor may not be able to cover all topics listed in the Measurable Outcomes during class discussion. Students may be asked to learn some of the Measurable Outcomes independently, by reading and practicing on their own. Students' subsequent mathematics and science courses will rely on mastery of all of them, whether or not they appear on the final exam. For these reasons, we strongly recommend that students preview the list of Measurable Outcomes immediately.

Students are encouraged to periodically return to the Measurable Outcomes throughout the semester to ensure there are no gaps in their knowledge, and to return to it and review it prior to starting any subsequent mathematics or science courses.

Measurable Outcomes 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/>

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 **Tuesday, September 15th, 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 Non-Attending (NA). In that case, you may still be responsible for all tuition and fees associated with the course, but will not be eligible to receive a letter grade.

Therefore, it is strongly recommended that you drop the course by the end of the add/drop period if you do not plan to attend.

On-Campus Exams for Remote Courses

All students enrolled in remote courses (i.e., 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 of examinations will either be printed in the syllabus or communicated by your instructor or the Mathematics Department. Students are responsible to travel to campus and take the exams at the regularly scheduled times. Please plan accordingly.

Procedures and Equipment Required for Online Examinations

Exams in online courses (i.e., asynchronous, via Canvas) will be administered using the Respondus remote proctoring system. This includes the use of the Respondus Lockdown Browser to prevent the use of illicit resources and Respondus Monitor to provide live monitoring and recording of the student's testing environment.

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. Students without such equipment may borrow a Chromebook from the University by going to the following webpage:

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

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, students will be required to activate their webcam, and to position it so that their face is visible and the camera provides a good general view of their work area. Students will also be required to present a government-issued photo ID, such as a driver's license or passport. The video feed from the 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, students must have access to a device capable of scanning or photographing work that they have handwritten on paper, saving it in a common image format (such as jpg, pdf, or png), and uploading it to Canvas, Gradescope, or another platform designated by the instructor. 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, the instructor reserves the right to require a brief "post-exam interview," during which the student may be asked to explain the reasoning behind their exam responses. If a student is unable to explain their responses, this may be regarded as evidence of academic dishonesty.

A "post-exam interview" may be requested by the instructor for any of the following reasons (not exhaustive):

- Gaps in the video recording.
- Repeatedly looking away from the screen.
- Failure to conduct an acceptable environment scan or ID verification, as required by Respondus.
- Delays between the end of exam time and when work is uploaded.
- Other activity either flagged by Respondus or observed by the instructor, which reasonably calls into question the integrity of the student's work.

Any of the discrepancies described above may be considered grounds to invalidate some or all of the student's assessment. The extent to which the assessment is invalidated is at the sole discretion of the instructor.

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.

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.

WeBWorK

This course makes use of the WeBWorK online homework system, which is accessed through Canvas. Your instructor will provide you with additional instructions, and may set additional policies around homework, including due dates.