

Developmental Mathematics Course Policy
Department of Mathematical Sciences
IUPUI

The Developmental Courses are:

Introductory Algebra (Math 001- 4 credits, Math M001 – 6 credits)

Introductory Algebra is a first year Algebra experience and is the prerequisite course for Math 110 or Math 111.

Fundamentals of Algebra (Math 110 – 4 credits)

Intermediate Algebra (Math 111 – 4 credits)

Both Fundamentals of Algebra and Intermediate Algebra are a second year Algebra experience. Math 110 is designed for students in Liberal Arts who are preparing to take Math M118 , Math M119 or Math 130/136. Math 111 is designed for students in the Sciences who are preparing to take Math 153/154/159.

Course Coordinators: All inquiries about the course and student/instructor rapport problems should be directed to the course coordinator .

Math 001/M001 - Susan Meshulam, UC 102, 278-9648, smeshulam@math.iupui.edu

Math 110 - Clay Hicks, WK 300D, 278-4134, chicks@math.iupui.edu

Math 111 - Duane Farris, WK 300I, 278-4131, dfarris@math.iupui.edu

Director of the Developmental Mathematics Program - Judy McBride, LD 251, 274-7017, jmcbride@math.iupui.edu

When contacting any of the above coordinators please indicate the course in the subject line (i.e. Math 001, Math 110, Math 111).

Math Course Flow Chart ([link](#))

Math Notice – Prerequisites ([link](#))

The following policies apply to all the Developmental Mathematics Courses:

Academic Integrity: The Department of Mathematical Sciences takes academic integrity very seriously. The usual penalty for a student caught cheating includes an F in the course. Further penalties may include probation, suspension, or expulsion from the university. <http://life.iupui.edu/help/code.asp>

Student Misconduct: The IUPUI Department of Mathematical Sciences expects all students to adhere to the regulations put forth in the “IUPUI Code of Student Rights, Responsibilities, and Conduct” concerning academic misconduct or personal misconduct. Procedures for imposing academic and disciplinary sanctions are outlined in the Code. The Code can be found on the Office of Student Life and Diversity Help homepage <http://life.iupui.edu/help/code.asp> .

Attendance: We believe that attendance is a key factor in academic success and we are supportive of all coordinators’ and instructors’ efforts to ensure that students in their courses are attending all meetings. Students who miss more than 50% of their class meetings of a given section s during the first four weeks of the Fall or Spring semesters without contacting their instructor or department are administratively withdrawn from that course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if a student is administratively withdrawn from the course, he/she will not be eligible for a tuition refund. (The complete IUPUI Administrative Withdrawal Policy may be found at: <http://www.registrar.iupui.edu/withdrawal-policy.html>.)

Electronic Devices: Students are not permitted to use any electronic devices with the exception of approved calculators anytime during class. This includes the wearing of headsets and cellular telephone earpieces as well as laptop computers. **All electronic devices other than those approved must be in the OFF position during exams and quizzes.**

Calculator: You must have a non-programmable scientific calculator. We recommend any scientific calculator with capabilities of square root, exponential and logarithmic functions. **No graphing calculators allowed!**

Exams Policy: Students are expected to take all exams on the designated exam days. If a student must miss an exam due to a circumstance beyond their control (such as a death in the family, medical emergency, illness, religious holiday, etc.), a make up exam will be permitted with proper documentation. A student with such a documented reason needs to notify their instructor as soon as possible to set up a make-up exam in a timely fashion. Under normal circumstances, make-up exams must be scheduled within one week of the designated exam day for the class.

Math Department Testing Center Policy: The instructor will issue a Testing Center Appointment Receipt to the student, which, along with a photo ID card, will be required in order for the student to take a test. The specific date and time the test is to be taken must be recorded on the receipt. No food, drink, or children will be allowed in the Testing Center. There are no facilities to accommodate children and the Department cannot be responsible for overseeing them.

Final Exam: The final exam is a Departmental Comprehensive Exam. All of the class sections of your course will be taking the exam at the same time. All students are expected to take the exam at the posted times. These general times are listed on your course policy sheet. The exact time and location for your section will be announced later. **Plan ahead to be sure that you do not have any conflicts (work or personal) with the time and date of the final exam for your class.** If you find that you have a conflict with the departmental final exam and that of another class, contact your instructor immediately so that the conflict may be resolved.

Help Outside of Class: There will not be enough time to answer all questions from the homework assignments, tests, etc.. If you need more time to ask questions there are several options for help that are available. First, you can always see your instructor during their office hours. Second, free tutoring and mentoring is available in the **Math Assistance Center (MAC)**. The MAC is located in Taylor Hall – UC Room 102. To find out more about the tutoring/mentoring schedule and other general information about the MAC, check out the MAC web page at <http://www.math.iupui.edu/mac/>. And third, form study groups. If you need more information about the above services you can call the MAC at 274-7898.

Religious Holidays: Accommodations will be made for university recognized religious holidays provided the student notifies the instructor in writing using the “Request for Course Accommodation Due to religious Observance Form” by the end of the second week of class. For more details on this policy and the downloadable form please visit <http://registrar.iupui.edu/religious.html>

Special Services: Students needing accommodations because of a disability will need to register with Adaptive Educational Services and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall Room 137, and they may be contacted by calling 274-3241.

Student Services: Phoning the IUPUI Department of Mathematical Sciences at **274-MATH** is a convenient way to find out details about free tutoring, placement testing, office location, hours, and so forth. The IUPUI Department of Mathematical Sciences’ web page also offers quick access to information about courses and programs offered through the Mathematics Department (see <http://www.math.iupui.edu>).