Undergraduate Admissions

The University of Washington Tacoma considers each applicant as they apply, based upon their own merits, course work and documents. Our admission process is both competitive and holistic, giving each applicant an opportunity for a comprehensive and individual review. Applicants who apply early have the best chance for full university and program consideration.

For information about application deadlines, including priority scholarship deadlines, please visit our website: tacoma.uw.edu/admissions/important-dates.

Freshman Admission Requirements

College Academic Distribution Requirements (CADRs)

Students are required to complete a minimum level of preparation in six subject areas in high school. More information about each of these requirements is available online at tacoma.uw.edu/freshman/cadr

Minimum CADRs

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits*</td>
</tr>
<tr>
<td>Social studies</td>
<td>3 credits</td>
</tr>
<tr>
<td>World language</td>
<td>2 credits</td>
</tr>
<tr>
<td>Lab Science</td>
<td>2 credits**</td>
</tr>
<tr>
<td>Fine, visual, performing arts</td>
<td>0.5 credits</td>
</tr>
<tr>
<td>Academic electives</td>
<td>0.5 credits</td>
</tr>
</tbody>
</table>

Using College Course Work to Complete CADRs

Almost all applicants will have satisfied these requirements through high school course work, which is generally defined as that completed in grades 9-12. However, there are several ways to satisfy CADRs at the college level. In general, five quarter credits (or three semester credits) at the college level equals one credit of high-school study. If you completed a portion of these requirements in high school, you can pick up in college where you left off in high school. For example, if you completed three credits of English in high school, you can use one college English composition or literature course to bring your total to four credits. For details, please see tacoma.uw.edu/freshman/cadr.

Test Scores

Scores from the SAT or ACT Plus Writing are required for admission. Test scores are valid only if they are sent directly from the testing agency to the UW. Test scores reported on high school transcripts are not considered official.

- Scholastic Assessment Test (SAT I) — UW Tacoma Institutional Code: 4445
- American College Test (ACT) — UW Tacoma Institutional Code: 4493

Grading Restrictions

To satisfy the college academic distribution requirements, a passing grade, including a D, is acceptable in either high school or college work for most courses. Intermediate algebra taken at the college level must be completed with a C (2.0) or better.

If you are completing CADRs through college course work, you are strongly encouraged to take courses for a letter/numerical grade, because you may later want to apply this course work towards requirements, for which grading restrictions pertain.

Submission of Final High School Transcript

Newly admitted freshmen are required to submit their official final high school transcript no later than July 1. Failure to successfully complete course work reported in the application for admission or dramatic changes in reported GPA could cause your offer of admission to be revoked.

Dual Enrollment

The University of Washington Tacoma has partnered with Tacoma Community College to offer a Dual Enrollment program. Students can attend both schools at once, and it’s easy to gain access to a wide variety of degree and certificate programs.

On campuses just six miles apart, students will benefit from coordinated advising to help them make the best choices to meet their educational goals. Students enjoy a seamless transition between lower- and upper-division course work on the path to earning their bachelor’s degrees.

The dual enrollment program allows eligible Tacoma Community College students to take up to 25 credits at the University of Washington Tacoma before submitting a complete UW Tacoma application. To

*All applicants must complete either three years of high school mathematics through intermediate (second-year) algebra or complete intermediate algebra or higher in college with a 2.0 grade or better. Higher-level mathematics, specifically pre-calculus, calculus or business calculus completed with a passing grade will also fulfill this requirement.

Note: During the senior year of high school, students must also earn a credit in a math-based quantitative course. This may be met through enrollment in one of the three required math courses listed; or by completing a math-based quantitative course like statistics, applied math or an algebra-based science course. The senior-year math requirement does not mean a fourth credit of math is required.

Exception: Completion of higher-level math prior to the senior year exempts students from the senior-year quantitative course requirement (e.g., pre-calculus, math analysis, or calculus).

**One lab science credit must be an algebraic-based science.
be eligible, you must first complete 15 transferable, college-level credits at TCC with a 2.75 GPA or higher and complete a college-level English composition course with a grade of 2.0 or higher.

Current UW Tacoma students who wish to take a course at TCC may also participate in the dual enrollment program.

For more information go to tacoma.uw.edu/admissions/dual-enrollment-program or call the Dual Enrollment advisor at 253-692-4742 or 253-460-4468.

Transfer Admission Requirements

Students who have attended college or university after graduating from high school may be admitted to the University of Washington Tacoma as transfer students. Applicants who have completed fewer than 45 transferable academic college-level credits are required to submit their high school transcripts and standardized SAT or ACT test scores and meet the minimum CADR (for details see tacoma.uw.edu/freshman/cadr). The minimum cumulative grade point average for all college course work must be at least 2.0 for admission consideration. Additional university requirements are outlined below.

Transfer students may apply to a school or program at the same time they apply to the university or at a later quarter. Note that not all majors admit for all quarters. Whenever students choose to apply to a school or program, they must meet the program’s application deadline and admission requirements. Admission to some programs is selective and not all qualified students will be accepted.

General University Admission Requirements

Note: Transfer applicants who have fulfilled either the intermediate algebra or the world language requirement while in high school, are required to submit an official high school transcript at the time of application.

World Language

All applicants must complete instruction in a single World Language, either through two sequential years of high school or through the second-quarter level of college coursework (e.g., Spanish 102). The study must be devoted to a single World language and must be in sequence, with no repetition of any prior term of study. Any world language other than English that has been formally studied may be used to satisfy this requirement, including languages no longer spoken, such as Latin and ancient Greek. American Sign Language (AMESLAN, the language of the deaf community in America) will also meet this requirement. However, other forms of deaf signing and computer languages are not acceptable. The world language requirement will be considered satisfied for applicants who had instruction through seventh grade (outside the United States) where English was not the language of instruction.

Mathematics

All applicants must complete either three years of high school mathematics through intermediate (second-year) algebra or complete intermediate algebra or higher in college with a 2.0 grade or better. Higher-level mathematics, specifically pre-calculus, calculus or business calculus will also fulfill this requirement.

Guaranteed Admission through the Direct Transfer Agreement (DTA)

UW Tacoma guarantees general admission to Washington state residents who earn an approved transfer degree at a Washington state community college with at least a 2.75 GPA and meet admission requirements. To qualify for guaranteed admission, students must meet all of the following criteria:

1. Complete the transfer application by the application deadline for the quarter. Eligible students who apply after the application deadline will be admitted on a space-available basis until transfer admission is closed for the quarter. In the event that space is not available, students eligible for Guaranteed Admission may be admitted for a future quarter as designated by the Office of Admissions.
2. Earn an approved transfer degree, as determined by UW Tacoma’s Office of Admissions, at a Washington state community college.
3. Have a cumulative 2.75 GPA or better in all transferable academic course work (at all colleges attended).
4. Transfer directly from a Washington state community college.
5. Be a Washington state resident.

The Direct Transfer Agreement (DTA) ensures admission only to pre-major status and does not promise admission to any school or program nor to any particular major within the university. Additional program or university requirements must be met for completion of a baccalaureate degree. Students are responsible for checking specific program requirements.

You may apply to a school or program at the same time you apply to the university or in a later quarter. Whenever you choose to apply to a school or program, you must meet the program’s application deadline and admission requirements. Admission to some programs is selective and not all qualified students will be accepted.

Undergraduate Transfer Credit

To students pursuing a first bachelor’s degree, UW Tacoma awards transfer credit according to the guidelines listed below. It reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is university policy to accept credits earned at institutions fully accredited by the regional accrediting association provided that such credits have been earned through university-level courses (see exceptions below) and are appropriate to the student’s degree program.

For courses taken at a Washington state community college, UW Tacoma follows the list of transferable courses published in the UW Equivalency Guide for Washington Community and Technical Colleges (admit.washington.edu/Requirements/Transfer/Plan/EquivalencyGuide).

Notable Restrictions on Transfer Credit

Lower-division college credit

At the time of admission, a maximum of 90 lower-division (100- or 200-level courses) quarter credits can be awarded toward the student’s degree. Depending on the degree program, students may be allowed to petition the academic program for additional lower-division credit. Under no circumstances will students be awarded in excess of 135 lower-division credits. Some transfer courses labeled 100 and above are not actually college-level and will not be accepted for credit (e.g., Math 100 is developmental math on many campuses).

Upper-division credits (300- or 400-level courses) from other four-year institutions may apply to some program requirements. For some programs, there is a seven-year limit on upper-division transfer credits that are applied toward required core or concentration courses. Please consult with an advisor for details.

UW Extension distance learning

If permitted by the degree program, up to 90 credits earned in correspondence courses offered by the Distance Learning division of UW Extension may be applied toward a UW degree. However, 45 of the student’s final 60 credits must be taken in residence at UW Tacoma to meet the final-year residency requirement (see page 26).
Extension credit from other schools
No more than 45 credits earned as extension credit from other schools may be applied toward a UW degree. Military credit and CLEP, discussed below, is included in the 45 extension credit limit.

Military/ROTC credit
Credits earned in Armed Forces Training Schools (AFTS) and through USAFI and DANTES may not exceed 30 and are included in the 45 extension credit limit. Official transcripts of DD-214 or DD-295 forms must be submitted. Scores received in such course work are not included in the transfer GPA.

Out-of-sequence courses
Credit is not awarded for prerequisite courses completed after a more advanced-level course has been completed. For example, students will not be awarded credit for Spanish 102 if it was taken after Spanish 103.

Physical education
No more than 3 quarter credits will be allowed for physical education activity courses.

Restricted courses
A maximum of 15 transfer credits will be awarded for a wide range of college-level courses that are vocational-technical, rather than academic, in content (e.g., bookkeeping, electronics, physical therapy technician). These credits may apply only to the elective component of a baccalaureate degree and are not included in the transfer GPA.

College-Level Examination Program (CLEP)
The College-Level Examination Program (CLEP) is a nationwide program that allows students to earn college credit by examination. The academic programs have authorized the use of these examinations and determined the scores necessary to receive college credit. CLEP examination equivalencies are determined by UW Tacoma and are available in a wide range of lower-division courses.

CLEP examinations cover material taught in courses that most students take as requirements in the first two years of college. The amount of credit usually equals the amount of credit earned by someone successfully completing the course.

You can receive credit for CLEP tests after we receive your official scores and credit is awarded based on type of test and score earned. No more than 45 total quarter credits (including all other extension and military credits) is allowed.

CLEP credits count toward graduation but do not count as final-year residence.

Courses Receiving No Credit
Courses receiving no transfer credit include (but are not limited to):
- Courses below college level (usually numbered below 100)
- Repeated or duplicate courses
- Course work taken at an institution that is not accredited by the regional association
- Courses that provide instruction in a particular religious doctrine
- Mathematics courses considered below college level, including basic math, business math, beginning and intermediate algebra
- Courses offered for non-credit continuing education units
- Remedial English (e.g., reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution's first English composition course)
- Courses providing instruction in English as a Second Language (100-level or above)
- Remedial courses in any academic discipline

Applicability of Transfer Credit to Degree Requirements
The Office of the Registrar has the authority to make decisions approving transfer credit to the university and application of transfer credits to fulfill university requirements. The individual academic program offices have the authority to determine application of transfer credits to fulfill major requirements.

By the first quarter of enrollment, a student should meet with an academic advisor in the Academic Advising Center to plan a program of study.

Quarter vs. Semester Credits
Colleges and universities that operate on a semester system award semester credit. The University of Washington Tacoma awards quarter credit. One semester credit is equivalent to 1.5 quarter credits; one three-semester-credit course is equivalent to 4.5 quarter credits. Sixty semester credits are equivalent to 90 quarter credits.

Transfer GPA
In calculating the transfer GPA, the following guidelines apply:
- Grades from all transferable academic courses attempted, from all accredited colleges the student has attended, in which the student has received grades between 0.0 and 4.0 on a 4.0 grading scale are included in the calculation.

To protect the students' investment of educational effort and the value of the degree, UW Tacoma will not award credit for courses that repeat work done elsewhere. It is the responsibility of students who have earned credit at other colleges to determine whether courses they plan to take at UW Tacoma would duplicate any previously earned credit. Duplicate credit will not be awarded for courses that are equivalent to courses previously passed. Students who are in doubt should consult an advisor before registering for a UW Tacoma course.

All transferable academic credit from two-year and four-year colleges is included in the calculation, even if it exceeds the 90 credits awarded.

Transfer course work completed after a student matriculates must be graded on a numerical or letter-grade basis.

The following are not included in the transfer GPA:
- Courses considered by UW Tacoma to be below college level
- Math courses equivalent to MATH 098 (formerly MATH 101 Intermediate Algebra)
- Certain religion courses that teach from a particular doctrinal perspective or that teach preparation for the ministry
- Developmental or remedial courses
- Courses in study skills
- English as a Second Language courses
- Vocational/technical courses
- Courses recorded with a grade of Incomplete
- Courses recorded with a grade of Pass or Satisfactory
- P.E. activity credits in excess of 3 quarter credits

Other Admission Types

Post-baccalaureate students
Post-baccalaureate students are those who have completed one or more bachelor's degrees and are working toward another bachelor's degree or completing prerequisite courses for a graduate program. Post-baccalaureate is a matriculated status at the University of Washington Tacoma. The Office of Admissions does not award transfer credit to post-baccalaureate students. Any application of a student's previous course work toward graduation requirements will be determined by program faculty and academic advisors.
Nonmatriculated students

A student attending the University of Washington Tacoma as a nonmatriculated student cannot earn a degree. However, a grade is earned and full credit is awarded and recorded on a UW transcript. The credits earned as a nonmatriculated student usually transfer to other institutions. If a student later applies and is accepted as a matriculated student, up to 45 credits earned as a nonmatriculated student may be applied towards an undergraduate degree with some restrictions. Students attending as nonmatriculated may accrue no more than 45 credits in that status (some exceptions may be allowed). The number may vary by program.

A nonmatriculated student who wishes to become a degree-seeking student must submit a regular undergraduate admission application, as well as all required transcripts and test scores. Students considering applying as a matriculated (degree-seeking) student are encouraged to do so as soon as possible, as 45 of the last 60 credits of a baccalaureate degree must be earned as a matriculated student in residence at University of Washington Tacoma.

Non-UW Tacoma students applying to the Geographic Information Systems (GIS) and Nonprofit Management certificate programs should apply as nonmatriculated students. Please review the program requirements for guidance in making a successful application and completing additional program application requirements (www.tacoma.uw.edu/gis).

Returning former students

A UW Tacoma undergraduate student who has not been enrolled for more than one quarter (not including summer) is required to submit a Returning Student Application and pay a $60 application fee by the application deadline. Returning students who left in good academic standing and wish to return must return to the same academic program they were enrolled in when they left. Students who wish to apply to another major may do so after re-admission by submitting a change of major form.

Auditors

An individual who wishes only to audit university courses should apply as a nonmatriculated student. Attendance in courses as an auditor is by consent of the instructor and only as space permits. Permission to audit is ordinarily granted for lecture classes only. An auditor may not participate in class discussion or laboratory work, and the auditor’s registration may be canceled at the discretion of the instructor. No record of audited courses is kept. Regular tuition and fees are charged. To receive credit for an audited course, the student must register for the class for credit and complete the course requirements in a subsequent quarter.
International Student Admissions

Students who require a student visa (F-1 or J-1) to study in the U.S. are considered international students for admission to UW Tacoma.

A student should apply as a **freshman** if either of the following statements describe them:

- Plan to enter UW Tacoma immediately after graduating from high school.
- Have never attended college since leaving high school (regardless of age or whether they ever graduated).

A student should apply as a **transfer student** if the following is true:

- Has attended college and completed course work at an accredited college or university in the U.S. or in another country.

### Applying as an International Freshman Student

Freshmen are currently admitted for autumn and winter quarters only.

To complete the international freshman student application process, the following should be submitted:

- **Application for freshman admission**
  A complete University of Washington Tacoma application for international freshman admission should be submitted, along with the nonrefundable US$75 application fee. The application is online and the fee can be paid with a credit or debit card or an electronic check.

- **Transcripts**
  Obtain an official copy of your academic record first and then upload it with your application as instructed in the application. Transcripts must be original or copies stamped as official by the school and must include an official English translation. Transcripts should be submitted from all schools attended, both in the U.S. and outside the U.S. Students who are still enrolled in secondary school should submit transcripts that include grades/marks received in the 9th, 10th, and 11th years.

  If a student has attended a college or university outside of the U.S., then an official course-by-course evaluation from an educational credentialing service (AACRAO or a NACES-approved service) must be ordered, and the results forwarded directly to the Office of Admissions at the University of Washington Tacoma. The student is responsible for ensuring that these processes are accomplished and documentation is forwarded.

- **English proficiency exam scores**
  All applicants must submit proof of meeting the English proficiency requirement. See the information on the next page regarding the minimum English proficiency standards. Test scores, such as TOEFL or IELTS test results, must be sent directly from the testing agency to the university; unofficial reports or photocopies will not be accepted.

### Applying as an International Transfer Student

International students can be admitted as transfer students in any quarter for which the university is accepting transfer applications. Students can apply to a major, or can apply as an undeclared pre-major student. Note that not all majors admit for all quarters. Please consult the academic program websites for further information.

To complete the international transfer student application process, submit the following:

- **Application for transfer admission**
  A complete University of Washington Tacoma application for international transfer admission should be submitted, along with the nonrefundable US$75 application fee. The application is online and the fee can be paid with a credit or debit card or an electronic check.

- **Transcripts**
  Original transcripts must be received from all schools attended, both in the U.S. and outside the U.S., along with an official translation if the original transcript is not in English. Credentials must be original documents or photocopies stamped as certified true copies by school officials or other educational authorities. High school transcripts are not required for transfer applicants who have completed 45 credits or more at the college or university level.

  If a student has attended a college or university outside of the U.S., then an official course-by-course evaluation from an educational credentialing service (AACRAO or a NACES approved service) must be ordered, and the results forwarded directly to the Office of Admissions at the University of Washington Tacoma. The student is responsible for ensuring that these processes are accomplished and documentation is forwarded.

- **English proficiency exam scores**
  All applicants must submit proof of meeting the English proficiency requirement. See the chart on the next page regarding the minimum score requirements. Test scores, such as TOEFL or IELTS test results, must be sent directly from the testing agency to the university; unofficial reports or photocopies will not be accepted.

- **Departmental requirements**
  Academic departments may have supplemental materials or admissions requirements beyond those listed above for students who are applying for direct admission to a major. Students should check with the program offices for the most current information.
English Proficiency

Undergraduate applicants to the University of Washington Tacoma can fulfill the English language proficiency requirement in one of four ways:

1. **Submit official TOEFL or IELTS scores at or above the minimum scores shown in the table above.**
   - The TOEFL institution code for University of Washington Tacoma is 9965.
2. **Submit official SAT or ACT scores at or above the following minimum scores:**
   - SAT: Critical Reading (SAT CR) or Writing (SAT W) minimum score of 500
   - ACT: Combined English/Writing (ACT E/W) minimum score of 22
3. **Transfer students can fulfill the English proficiency requirement based on classes if ALL of the following apply:**
   - Enter as a transfer student at UW Tacoma with at least 30 transferable college-level credits from another accredited U.S. higher education institution;
   - Earned a 2.75 or higher overall grade point average (GPA) in transfer coursework; AND
   - Completed two college-level English composition classes with a grade of 3.0 or higher in each course.
4. **Successful completion of University of Washington Intensive English Program:**
   - Achieved a minimum grade of 80 percent for each upper-division academic preparation course; AND
   - Obtained recommendation from the senior director of the UW International and English Language Programs.

Students may also be considered to have met the English language proficiency requirement in cases where they have studied for at least two years in an accredited high school, community college or four-year university where the official language of instruction is English. Students must have achieved a minimum overall GPA of 2.75 and a minimum GPA of 3.0 in two English courses (English as a Second Language courses do not count towards this requirement). Applicants are required to submit official documentation from their school verifying that the language of instruction is English if the school is located outside of the U.S., Great Britain, Australia, New Zealand or the English-speaking provinces of Canada.

The university reserves the right to request TOEFL or IELTS scores in cases where the admissions office determines that more information regarding an applicant’s English language proficiency is needed.

### After Admission

Once an international student has been admitted and provided final transcripts, the student must show proof of financial resources in order to be issued the I-20 or DS-2019 document necessary to obtain an F-1 or J-1 student visa. Students should work closely with the International Student Services office after they have been admitted to UW Tacoma for information regarding this and other visa-related requirements.

Visit the ISS website for further information at [tacoma.uw.edu/iss](https://tacoma.uw.edu/iss), or call 253-692-4762.

### Applying as an International Graduate Student

Not all UW Tacoma graduate programs can accept international applicants. For more information on international graduate admissions, please contact the graduate advisor for the academic program.

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**ENGLISH PROFICIENCY EXAM SCORES**

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum score required for admission</th>
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<tbody>
<tr>
<td>Test of English as a Foreign Language (TOEFL) (Internet-based)</td>
<td>83</td>
</tr>
<tr>
<td>TOEFL (paper-based)</td>
<td>558</td>
</tr>
<tr>
<td>TOEFL (computer-based)</td>
<td>220</td>
</tr>
<tr>
<td>International English Language Testing System (IELTS - academic only)</td>
<td>6.5</td>
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</tbody>
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