B.S. in Information Technology

Step One: Apply to UW Tacoma

Current UW Tacoma Students:
☐ Go directly to Step Two. The Declare a Major form is no longer a requirement for Information Technology and Systems.

Returning UW Tacoma Students:
☐ Complete the UW Tacoma Returning Student Application with the appropriate fee online: tacoma.uw.edu/apply
*Returning students can only be re-admitted to the major they left at time of last enrollment.

Transfer Students:
☐ Complete the UW Tacoma Application for Transfer Admission with the appropriate fee online: tacoma.uw.edu/apply
☐ Request an official transcript for all college-level coursework. High school transcripts are required only if foreign language or intermediate algebra requirements were completed in high school. Transcripts are preferred electronically from any Washington State community college (UW Tacoma code: 412).

Running Start Students:
☐ Complete the UW Tacoma Freshman Application with the appropriate fee online: tacoma.uw.edu/apply
☐ Request an official transcript for all high school and college-level coursework. Transcripts are preferred electronically from any Washington State community college (UW Tacoma code: 412).

Step Two: Apply to the IT program

The Information Technology Application is a crucial component for admission and must be submitted by March 15 for priority consideration. Applications submitted later will be considered on space available basis. Send these items directly to the Information Technology and Systems program.

☐ Program Application
☐ Essential Behaviors for Admission, Continuation and Graduation form
☐ Current Résumé
☐ Personal Essay: Write about your reasons for pursuing a degree in Information Technology and desired educational outcomes. Your essay should be no more than two pages, typed and double spaced with a 12-point font. The essay should be an example of your ability to communicate effectively in writing and demonstrate your understanding of the Information Technology field of study.

Supplementary Documents (Select One Option Only)

☐ Two Professional or Academic Recommendations
☐ IT Portfolio that shows a sample of a (web) programming work or a case used to display your network or data base system design.
Program Application

Section A: PERSONAL INFORMATION

Please print. Complete every question.

Full Legal Name (last, first, middle)

Mailing Address (street and number) (city) (state) (zip)

Home phone Cell phone Email address

Application status (check all that apply):

☐ I am a current UW Tacoma student
☐ I am an international student
☐ I am a new applicant to UW Tacoma

Section B: PROGRAM PREREQUISITES

Provide information for the prerequisites you have completed.
If you have not completed a course, yet, indicate the quarter/year you intend to take the course. Applicants who will not have completed prerequisite courses prior to the start of Autumn quarter will not be considered.

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Course title &amp; number</th>
<th>Quarter &amp; year</th>
<th>Academic institution where courses were/will be taken</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-calculus</td>
<td>(TMATH 120 or Pre-calculus I &amp; II at most community colleges)</td>
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<tr>
<td>Object Oriented Programming 1</td>
<td>(UWT TCSS 142)</td>
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</tbody>
</table>

Signature: _______________________________ Date: _______________________________

Print and return completed Program Application to:

by mail:
Institute of Technology
University of Washington Tacoma
1900 Commerce Street
Box 358426
Tacoma, WA 98402-3100

in person:
University of Washington Tacoma
Cherry Parkes Building
Room 133

Application Deadline: March 15
LATE OR INCOMPLETE APPLICATIONS CONSIDERED ONLY ON SPACE AVAILABLE BASIS
For UW Tacoma BS in Information Technology

The following amplifies requirements found in the University of Washington Student Conduct Code (http://www.tacoma.washington.edu/studentaffairs/SS/conduct_students.cfm). For admission, continuation and graduation in their programs, students must abide by the following specifications for behaviors and abilities.

Communication

Students must communicate effectively and sensitively with other students, staff, faculty, professionals, agency personnel, and others relevant to their areas of study. Expression of ideas and feelings must be clear and appropriate. Students must demonstrate a willingness and ability to give and receive feedback.

Cognitive

Students must be able to reason, analyze, integrate, synthesize, and evaluate in the context of activities of their programs/areas of study.

Professional Conduct

Students must possess the ability to reason morally and conduct themselves in an ethical manner. Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance.

Reasonable accommodation for disabilities

Students must be able to perform all the essential functions of the program with or without accommodation. A student who discloses a disability and requests accommodation will be referred to Disabled Student Services (Seattle) or Disability Support Services (Tacoma). The student may be asked to provide documentation of the disability for the purposes of determining appropriate accommodations. UW Tacoma will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program. If you have questions regarding reasonable accommodation, contact Disabled Student Services (Seattle, phone 206-543-8924) or Disability Support Services (Tacoma, phone 253-692-4522).

In signing this form, I acknowledge that I have read and agree to adhere to the Essential Behaviors.

Signature: ___________________________ Date: _______________________ 

Printed name: ___________________________
Section A: TO THE APPLICANT
Please print. Respond to every question.

Complete and sign this section before forwarding it to a person with whom you do not have a personal relationship (e.g., relative, spouse, partner, close friend).

Applicant's name (last) (first) (middle)

Under provisions of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, and under University guidelines pursuant to that Act, a student (defined as any person who has been officially admitted and registered at the University of Washington) has the right to review recommendations made in his or her behalf unless the student waives this right at the time the recommendation is solicited. The signature below is optional; however, the applicant should check with the recommender to ensure that s/he is willing to submit this form without the guarantee of confidentiality.

I hereby waive any and all rights to inspect and review this recommendation, and I give my permission for this reference to remain confidential between the University of Washington Tacoma and the recommender.

Applicant Signature ____________________________ Date ____________________________

Section B: TO THE RECOMMENDER
Please print. Complete every question.

The applicant indicated above is required to submit a recommendation from an instructor, supervisor, or other person with whom s/he does not have a personal relationship (e.g., relative, spouse, partner, close friend) as part of his/her application to the Institute of Technology at the University of Washington Tacoma. Complete Section B, responding specifically to each question. Place the completed form in a sealed envelope and return to the applicant or mail directly to the address on page 2. Important note: applicants are required to submit the application and all supplemental materials, including recommendations, by March 15. Late applications will be reviewed only on a space available basis.

Recommender's name (last) (first) (middle)

Company or agency ____________________________ Position or title ____________________________

Daytime telephone number ____________________________ Email address ____________________________

Relationship to applicant:

☐ Instructor ☐ Supervisor ☐ Employer ☐ Other (specify) _______

How long have you known the applicant? __________ Months __________ Years
Please describe the applicant's performance by checking one appropriate space for each area of performance.

<table>
<thead>
<tr>
<th>Implements new techniques &amp; knowledge</th>
<th>Excellent</th>
<th>Above Avg</th>
<th>Average</th>
<th>Below Avg</th>
<th>Not Applicable</th>
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<td>Works well with others</td>
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<td>Leads others</td>
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If you have rated this applicant as “Below Average” or “Poor” in any of the above categories, please explain how s/he failed to demonstrate the relevant performance (use additional sheet if necessary):

________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________

Overall comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please check the statement that most accurately describes your recommendation based on the applicant’s potential to be successful in the Institute of Technology:

- [ ] Highly recommend     - [ ] Recommend     - [ ] Recommend with reservation  - [ ] Do not recommend

Recommender's signature____________________________________________________ Date __________________
Section A: TO THE APPLICANT
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