

# UNDERGRADUATE STUDENT HANDBOOK

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**2025-2026**

Bachelor of Arts in Education



**All policies and procedures are applicable to all undergraduate students within the School of Education Programs. This handbook is subject to change, due to changes in accreditation, program, or university policies or requirements. Students will receive ample notice when changes are needed. Please note that additional details about field placements, portfolio requirement, and other program-related details will be communicated by Canvas or other documents.**

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## **WELCOME TO THE SCHOOL OF EDUCATION**



### **Mission**

The mission of the UW Tacoma's School of Education is to prepare ethical and reflective educators and leaders who transform learning, contribute to the community, exemplify professionalism, and promote diversity.

### **Land Acknowledgement**

The School of Education community here at UW Tacoma acknowledges that we learn, live, reflect, and teach on the ancestral lands of the Coast Salish people. As our campus is specifically situated on the traditional homeland of the Puyallup Tribe of Indians, we will make intentional efforts to create inclusive and respectful partnerships that honor Indigenous cultures, histories, identities, and sociopolitical realities.

We in the School of Education also have a moral responsibility to fully acknowledge our Indigenous connections, as well as critically reflect on the histories of dispossession and forced removal that has allowed for the growth and survival of this institution.

Let us continue to advocate for and partner with our Indigenous neighbors as we continue our lifelong work together as a dynamic and inclusive community of educators, leaders, and learner

### **Conceptual Framework**

The conceptual framework for preparing ethical and reflective educators and leaders who transform learning, engage with communities, exemplify professionalism, and promote diversity establishes the shared vision of the UW Tacoma's School of Education. This vision draws from our core values of knowledge, collaboration, professional excellence, reflection, diversity, and justice. It provides direction for our efforts to prepare culturally responsive and inclusive educators to effectively

advocate for and educate youth in P-12 schools. The framework guides the development of the curriculum in our programs leading to initial certification, advanced preparation of teachers, and the licensure of school administrators and superintendents.

The conceptual framework of the School of Education is consistent with the campus mission - *UW Tacoma educates diverse learners and transforms communities by expanding the boundaries of knowledge and discovery*. We embrace the UW Tacoma core values of *excellence, community, diversity, and innovation* as we review, reflect upon and revise our various program offerings to meet our mission of preparing ethical and reflective educators. Our collaboration among faculty, staff, students, and our local education community partners (e.g., PEAB members, advisory board members, classroom teachers, educational administrators etc.) informs and validates our framework.

## About UW Tacoma



UW Tacoma is an urban-serving university providing access to students in a way that transforms families and communities. We impact and inform economic development through community-engaged students and faculty. We conduct research that is of direct use to our community and region. And most importantly, we seek to be connected to our community's needs and aspirations.

UW Tacoma is one of three campuses that make up the University of Washington: the 159-year-old Seattle campus and the Tacoma and Bothell campuses, both founded in 1990. We offer many of the same educational qualities as our sister universities- a vibrant campus setting; top-drawer faculty known for their teaching ability; a rigorous, interdisciplinary curriculum; and high standards of social responsibility. UW Tacoma's Nondiscrimination Policy.

The University of Washington, as an institution established and maintained by the people of the state, is committed to providing equality of opportunity and an environment that fosters respect for all members of the University community. This policy has the goal of promoting an environment that

is free of discrimination, harassment, and retaliation. To facilitate that goal, the University retains the authority to discipline or take appropriate corrective action for any conduct that is deemed unacceptable or inappropriate, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

## School of Education Directory

Location: WCG 324	Main Office: 253-692-4430	Central Email: <a href="mailto:uwted@uw.edu">uwted@uw.edu</a>
<b>Office Hours:</b> Monday – Friday, 9:00 a.m. – 5:00p.m.		

### Full-time Faculty

Name	Title	Office	Phone	Email
Julia Aguirre	Professor & Faculty Director of Teacher Certification Programs	WCG 319	253.692.4820	<a href="mailto:jaguirre@uw.edu">jaguirre@uw.edu</a>
Chelsea Bailey	Administrator of Field Placements & Partnerships	WCG 3	253.692.4621 253.457.5759	<a href="mailto:Chelsb7@uw.edu">Chelsb7@uw.edu</a>
Kathleen Beaudoin	Associate Professor	WCG 303	253.692.4453	<a href="mailto:kathymb@uw.edu">kathymb@uw.edu</a>
Kawena Begay	Associate Professor	WCG 317	253.692.4435	<a href="mailto:begayka@uw.edu">begayka@uw.edu</a>
Rachel Endo	Dean & Professor	WCG 324E	253.692.4872	<a href="mailto:rendo@uw.edu">rendo@uw.edu</a>
Laura Feuerborn	Professor & Faculty Director EdS School Psychology Program	WCG 321	253.692.4793	<a href="mailto:feuerl@uw.edu">feuerl@uw.edu</a>
Dawn Hardison-Stevens	Assistant Professor	WCG 316	253.692.4372	<a href="mailto:dawnes@uw.edu">dawnes@uw.edu</a>
Kurt Hatch	Professor of Practice & Faculty Director of Educational Administration Program	WCG 320	253.692.4799	<a href="mailto:kdhatch@uw.edu">kdhatch@uw.edu</a>
Christopher Knaus	Professor & Faculty Director of the EdD Doctorate Program	WCG 336	253.692.4715	<a href="mailto:educate@uw.edu">educate@uw.edu</a>
Miranda Kucera	Assistant Teaching Professor	WCG 314	253.692.4430	<a href="mailto:mkkucera@uw.edu">mkkucera@uw.edu</a>
Belinda Louie	Professor	WCG 335	253.692.4434	<a href="mailto:blouie@uw.edu">blouie@uw.edu</a>
Elavie Ndura	Professor	WCG 303	253.692.5795	<a href="mailto:endura@uw.edu">endura@uw.edu</a>
José Rios	Associate Professor	WCG 302	253.692.5695	<a href="mailto:jrios@uw.edu">jrios@uw.edu</a>
M. Billye Sankofa Waters	Assistant Professor	WCG 313	253.692.5690	<a href="mailto:mbswphd@uw.edu">mbswphd@uw.edu</a>
Matthew Weinstein	Professor & Faculty Director of MEd Practicing Educators Program	WCG 311	253.692.4787	<a href="mailto:mattheww@uw.edu">mattheww@uw.edu</a>
Sae saem Yoon	Assistant Professor	WCG 318	253.692.4430	<a href="mailto:ssyoon@uw.edu">ssyoon@uw.edu</a>

### Staff

Name	Title	Office	Phone	Email
Eduardo Armijo	Data & Grants Manager & Certification Officer	WCG 306	253.692.4729	<a href="mailto:armijoed@uw.edu">armijoed@uw.edu</a>
Donna Braboy	Office Supervisor	WCG 324	253.692.4431	<a href="mailto:donnap@uw.edu">donnap@uw.edu</a>
Justin Gailey	Advisor & Recruiter	WCG 327	253.692.5698	<a href="mailto:jgailey@uw.edu">jgailey@uw.edu</a>
Ty Halton	Advisor & Recruiter	WCG 328	253.692.4437	<a href="mailto:thalton@uw.edu">thalton@uw.edu</a>
Maria Hamilton	Director of Operations	WCG 324	253.692.4432	<a href="mailto:mariham@uw.edu">mariham@uw.edu</a>
Janne Marri Heckeroth	Administrative Assistant	WCG 324	253.692.4430	<a href="mailto:jmheck@uw.edu">jmheck@uw.edu</a>
Ashley Walker	Enrollment & Student Services Lead	WCG 324	253.692.4367	<a href="mailto:aew7@uw.edu">aew7@uw.edu</a>

## 2024-2025 Academic Calendar

For more information on Academic and Registration dates go to:  
<https://www.tacoma.uw.edu/registrar/academic-calendar>

## GETTING STARTED

This section contains information on tasks and policies you will need to know as you prepare to begin your first quarter on campus.

### **UW Email**

#### **UW Email Policy**

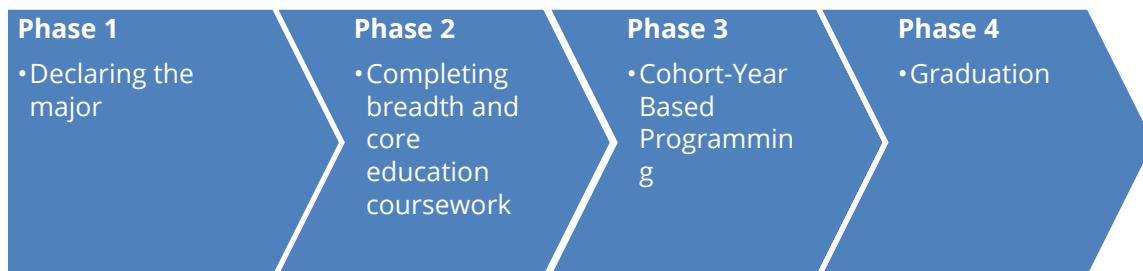
Faculty and staff are not obligated to respond to students using non-UW email accounts.

Students may be held accountable for any information contained within their UW official email communications, including instructor notices of changes in schedules and assignments.

Although students may configure their UW emails to automatically forward to another email account, they should be advised that some email systems may be unable to handle large email files and may block delivery of UW email attachments. This means that if you forward your UW email you may miss important, time sensitive updates.

You can check your UW email forwarding anytime. If you need assistance un-forwarding your UW email, please call 253-692-HELP for assistance. More information on student resources is available at our [Student Resources webpage](#).

## **EDUCATION MAJOR COURSEWORK & PROGRAMMING**



### **Phase 1: Declaring the Education Major**

Students are able to be admitted into the Education program after completing all pre-requisites including 45 college credits, intro to psychology, intro to ethnic studies, writing course, and an educational service-learning course. Declaring the major includes filling out a separate application for the School of Education's BA in Education.

### **Phase 2: Completing Breadth and Education Core Coursework**

In preparation for entering Phase 3, the cohort-year, students must complete the remaining general education requirements, a list of breadth courses, and four educational core courses.

### **Phase 3: Cohort-Year Based Programming**

The Bachelor of Arts in Education includes two cohort pathways:

**Pathway A:** Elementary Education and Teaching English Language Learners

**Pathway B:** Elementary Education and Teaching Special Education

Once students have completed the Breadth and Education Core coursework, they will begin their cohort-based courses. Students complete all required cohort coursework together on a set schedule beginning in the Spring quarter and end the following spring.

Each program holds a mandatory New Student Orientation event prior to the start of the first quarter classes of Cohort year to orient new students to cohort expectations and program requirements. Check your welcome packet or email your academic advisor for details.

There is a mandatory Field Placement Orientation when students begin their Field Experience. Students are also required to participate in Small Group Advising sessions once per quarter, with the possibility of adding more for the cohort if needed.

### **Phase 4: Graduation**

Once you have completed all coursework and program requirements, you will be eligible to graduate with your Bachelors of Arts in Education.

### **Student ID Cards**

UW Tacoma Husky cards are issued by the Office of the Registrar. Visit the Husky ID Card website (<https://www.tacoma.uw.edu/registrar/husky-id-card>) for more information about obtaining your UW Tacoma Husky Card.

Your student ID, or Husky Card, will serve the following functions:

- Library Services
- U-PASS (bus pass plus more): <https://www.tacoma.uw.edu/fa/facilities/transportation/u-pass>
- Copy & Printing Services
- University athletics & activities
- Building Access
- ...and more

### **UW Tacoma Office of the Registrar (contact for hours)**

Phone: (253) 692-4913

Email: [reguwt@uw.edu](mailto:reguwt@uw.edu)

Location: Mattress Factory (MAT) 251

<https://www.tacoma.uw.edu/campus-map/mat>

### **Office of Undergraduate Education**

The Office of Undergraduate Education offers undergraduate students the opportunity to discover

their intellectual, creative and professional passions by introducing them to many interconnected areas of knowledge. Through the services we offer such as placement testing the Freshman Core, the Summer Bridge Program, the quarterly Student Showcases, Undergraduate Majors Fair and other events, our office strives to provide students with a comprehensive four-year undergraduate experience.

## **Office of Undergraduate Education Contact Information**

Phone: (253) 692-4740

Email: [oue@uw.edu](mailto:oue@uw.edu); <https://www.tacoma.uw.edu/ue>

## **TRANSFER CREDIT POLICY**

### **Direct Transfer Agreement (DTA) Guaranteed Admission:**

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 prior to the quarter of application:

- 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.
- Earn an approved transfer degree, as determined by UW Tacoma's Office of Admissions, at a Washington state community college.
- Have a cumulative 2.75 GPA or better in all transferable academic course work (at all colleges attended).
- Transfer directly from a Washington state community college.
- Be a Washington state resident.
- Meet the Intermediate Algebra/Math CADR requirement.
- Meet the World Language Requirement.

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 school requirements.

<https://www.tacoma.uw.edu/admissions/direct-transfer-agreement-dta-guaranteed-admission>

Individuals may apply to a school or program at the same time they apply to the university or in a later quarter. Whenever they 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.

### **Undergraduate Transfer Credit Policy**

To students pursuing a first bachelor's degree, UW Tacoma awards transfer credit two weeks after the New Student Enrollment and Orientation Fee (NSEOF) is paid and 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.

The requirements for transferring in undergraduate credits include:

Having less than 75 college-level credits

Submit official transcripts from all colleges attended

\*Current UW Tacoma students who wish to take a course at TCC may also participate in the Dual Enrollment 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. <https://admit.washington.edu/apply/transfer/equivalency-guide/>

## **Notable Restrictions on Transfer Credits**

### **Lower-division College Credit:**

Two weeks after an accepted student has paid the New Student Enrollment and Orientation Fee (NSEOF), 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 may not actually be college-level and may 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.

### **Extension Credit:**

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 or DD-214 or DD-295 forms must be submitted. Scores received in such course work are not included in the transfer GPA.

## **Foreign Language Courses**

Students who have completed two or more years of high school foreign language receive no college credit for an entry- level course (e.g., French 101) in the same language when that course is completed after matriculation at the University. Transfer students who complete such a course before matriculation at UW Tacoma are eligible to receive transfer credit.

## **Native Language**

First-year (elementary) or second year (intermediate) foreign language credit is not granted either by examination or by course completion in a student 's native language. "Native Language" is defined as education completed through the seventh grade in school(s) where English was not the language of instruction or in countries other than Australia, Canada, Ireland, New Zealand, the U.K. and the U.S.

## **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.

## **Overlapping Course Content**

If an academic department considers two of its courses to have overlapping content, credit will be awarded for only one. Restrictions of this kind are noted in the catalog or department web pages.

## **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 faculty and course credit is 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 CLEP transcript and credit is awarded based on the type of test and score earned. No more than 45 total quarter credits (including all other extension and military credits) are allowed. CLEP credits count toward graduation but do not count as final year residence.

NOTE: Under UW policy, no more than 45 total credits can be earned through CLEP or other extension credit. Extension credits include distance learning, Advance Placement and International Baccalaureate credit, credit by exam, College in the High School, Armed Forces Training School

credit, and UW courses taken by students on drop status. The University allows a maximum of 90 credits of lower division transfer coursework to be applied toward a UW degree.

### **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 courses to fulfill university degree requirements based on the recommendations of the faculty. 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 their academic advisor for academic planning. <https://www.tacoma.uw.edu/catalog/academic-advising>

### **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

## **Program Plan**

Each student will be provided with a program plan that outlines the quarterly course of study and timeline for completing all program requirements. Candidates following cohort-based programs (Teacher Certification) will be provided with a copy of the corresponding pre-determined program plan.

## **Revising your Program Plan**

If, during your course of study, unexpected events inhibit your ability to successfully continue your program plans outlined, please schedule an appointment with your academic advisor as soon as possible to discuss your situation and alternative options. Program plans may be adjusted as needed (subject to availability of courses) to adjust to changes in candidate's circumstances/ availability. In the rare event that your program plan may change due to changes to accreditation requirements or curriculum changes we will notify you with as much lead times as possible, with the goal of allowing you to complete original requirements for which you were admitted into, within a reasonable teach-out time-period.

## **Full-time & Half-time status**

To be classified as a full-time student by UW Tacoma, an undergraduate student must register for and complete at least 12 credits per quarter. A graduate student must register for and complete at least 10 credits per quarter.

To be classified as a half-time student by the University, an undergraduate must register for and complete at least six credits per quarter. A graduate student must register for and complete five

credits per quarter.

Please note that financial aid and tuition rates do not necessarily correspond to the above credit requirements. Please see financial aid requirements for credits needed and view tuition rates on the registration page for cost per credits.

	<b>Full-Time</b>	<b>Half-Time</b>	<b>Less than Half-Time</b>
<b>Undergraduate</b>	12 credits	6-11 credits	1-5 credits
<b>Graduate</b>	10 credits	5-9 credits	1-4 credits

## **Reviewing the time schedule**

The UW Tacoma Schedule lists credit classes offered at UW Tacoma Campus. It is updated daily and is subject to change. You may access the real-time status of any course section by clicking on the five-digit system line number (SLN) displayed to the left of each course. The University reserves the right to (1) add or delete courses from its offerings; (2) change times, days, or locations of courses; (3) change academic calendars; (4) cancel any courses for insufficient registration or academic/administrative decision without notice. The Time Schedule may be viewed online here: <https://www.tacoma.uw.edu/registrar/registration>

## **Program plan**

The Program plan for your study option can be found on the School of Education BA in Education website under the menu item labeled "Program Plans" here: <https://www.tacoma.uw.edu/soe/bachelor-arts- education>

Registration for courses is completed online via the registration screen on Register.UW.

## **Obtaining Entry Codes**

Most courses in the School of Education will require an individually assigned entry code in addition to an SLN number (located in the Time Schedule) for registration. Entry codes will be provided to you by your academic advisor.

## **Adding & Dropping Courses**

Students may decide to add or drop a course during the year. Dropping and adding courses may be completed online using your MYUW. It is best to consult the UW Tacoma Academic Calendar (<https://www.tacoma.uw.edu/registrar/academic-calendar#permalink-19668>) for the most accurate information on registration dates. The Academic Calendar includes course dates and timelines. The calendar is posted a full year in advance so that arrangements can be made to attend all classes. There may be extenuating circumstances which yield unavoidable absences, but all efforts should be

made to minimize these.

## **Current Quarter Drop**

Current Quarter Drop- Several UW Policies affect when and how you can drop classes. Each quarter you may add and drop classes with *no restrictions until the end of the second week of the quarter*, which is the **Unrestricted Drop**. After that, you may drop one class between the 3rd and the last date of instruction for the quarter, which is the **Late Course Drop** period, using MyUW. To drop more than one class during the Late Course Drop period, you may use the **Advisor-Assisted Drop Process**. Review the **tuition forfeiture policy** when considering dropping — you may not get all your tuition back. More information may be found on the Current Quarter Drop webpage.

<https://www.tacoma.uw.edu/registrar/current-quarter-drop>

## **Former Quarter Drop**

The University of Washington understands that, as a student, you may face a variety of challenges and obstacles while attending the University. The Former Quarter Drop (FQD) process was designed to help you address the impact these challenges and obstacles may have on your ability to achieve academic success. The following information outline shows you can use the FQD process to request to drop a class or classes completed in a quarter that has already ended.

<https://www.tacoma.uw.edu/registrar/former-quarter-drop>

Review the policy and eligibility requirements to determine if this is the right process for you. You may consider speaking to an advisor to support you through this process if you have questions or need guidance. If you are looking to drop a course or courses for a quarter which is still currently in progress, refer to the Current Quarter Drop (CQD) webpage.

## **Quarter-Off Eligibility Policy**

Undergraduate students who have completed a quarter at UW Tacoma, may take the following quarter off and remain eligible to register during Registration Period I for the subsequent quarter without re-enrolling as a returning student. Any quarter from which a student has completely withdrawn does not constitute a completed quarter. Summer quarter enrollment is not required to maintain continuous registration eligibility. The quarter-off policy is not available for graduate students; graduate students must apply for On-Leave Status.

<https://www.tacoma.uw.edu/registrar/withdrawal-quarter-and-leave-policies>

## **Student Return Policy**

A UW Tacoma undergraduate student who has been absent for more than one quarter (excluding summer quarter) is required to submit a Returning Student Form and pay a non-refundable enrollment confirmation fee by the deadline for the respective quarter. Returning students who left in good academic standing 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 by meeting with an academic advisor. For more details, visit the Office of the Registrar website

(<https://www.tacoma.uw.edu/registrar/returning-student-re-enrollment>).

## **Withdrawal Policies**

*It is the student's responsibility to withdraw from all the courses if they are unable to attend.* Students may withdraw on MYUW through the Unrestricted Drop Period. Official withdrawals must be submitted through the Advisor-Assisted Current Drop process prior to the final day of instruction. Tuition owed will be based on the date the complete withdrawal is received. Withdrawals are not accepted after the last day of instruction for the quarter.

The tuition forfeiture schedule for complete withdrawal from the University is as follows:

- Students who withdraw on or before the seventh calendar day of the quarter do not pay tuition.
- Students who withdraw after the seventh calendar day through the 30th calendar day continue to owe one-half of their tuition.
- Students who withdraw after the 30th calendar day continue to owe full tuition.

The following principles apply to complete withdrawal from the university:

- Courses dropped as part of a complete withdrawal from the university during the first two weeks of a quarter are not recorded on the student's UW transcript; however, the date of the complete withdrawal is recorded.
- A recipient of veteran benefits should immediately notify the Veteran and Military Services Resource Center of withdrawal. <https://www.tacoma.uw.edu/vmrc>
- A student with a scholarship or loan awarded through the university should notify the Office of Student Financial Aid of withdrawal. <https://www.tacoma.uw.edu/finaid>

## **COURSE MATERIALS POLICY**

Students have the responsibility to check with the University Book Store and the Campus Copy Center to determine whether there are course materials available for class. Students are expected to download additional course materials via Canvas and electronic library course reserves from the UW Tacoma Library. Faculty who want students to download materials from Canvas or library reserves prior to the first class will inform you to do so.

Please make it a habit to check your Canvas, UW email and course reserves regularly during the quarter for updates in course materials. Obtaining and utilizing all their required materials will contribute to your success in your courses. We appreciate your cooperation in working with the program to streamline course communication and document distribution.

## **Class Participation**

Engaging with your classmates is a central component of your program. Missing just one class session means missing at minimum 10% of face-to-face instruction for the quarter. Missing required post or assigned feedback for online and hybrid courses has a similar impact. Be sure to notify your instructors of planned or unplanned absences, confusion on assignments, and anticipated struggles to meet deadlines. Presenting possible solutions to complete missed work along with your concerns is important. It is the prerogative of your instructor to decide how class participation will factor into grading. If you miss a class, it will be your responsibility to find out from your peers what was

missed. It is also your responsibility to connect with the instructor to make up the work if possible. Lack of participation will likely result not only in decreased contributions, but also in reduced learning and a lower grade for the course.

## **Accessing Courses in Canvas**

Whether you are taking courses online or coming to campus, Canvas will be an integral course resource. Canvas is a learning management system (LMS) that provides a collection of built-in tools for accessing course material, communicating and collaborating with classmates, as well as accessing and turning in assignments.

Assistance for learning to use Canvas can be found here:

<https://itconnect.uw.edu/learn/tools/canvas/canvas-help-for-students/>

## **PAYING TUITION**

Payment of tuition charges is due the third Friday of each quarter by 5 p.m. and can be paid online via your MyUW (<https://my.uw.edu/> ).

### **Tuition Payment Plan:**

The UW Tacoma tuition payment plan option allows UW Tacoma students to pay their quarterly tuition in three installments. A new enrollment form (<https://www.tacoma.uw.edu/fa/finance/cashier/tuition-payment-plan>) must be submitted for each quarter. There is a \$25 service fee for joining the plan. Once accepted into the plan, the fee is added to your student account. The fee is due by the first Friday of the quarter. This means that your first installment must be more than \$25, as the fee is taken from your first payment.

### **Payment Plan Due Dates:**

Payment plans due dates are always the **first, third, and fifth Fridays** of the quarter. If the initial payment is not received by the first due date you will not be allowed to continue with the payment plan program. The remaining two payments are each subject to a \$55 late fee, if they are not made on time.

### **Short Term Loan Program:**

The Office of the Student Financial Aid has funds available for short-term loans to assist students with temporary cash flow problems. Short-term loans are available only to students who are currently attending the university (loans cannot be processed between quarters). Funds are generally available within one to four working days.

Repayment is due by the next quarter or whenever additional funds such as financial aid arrives on account, whichever comes first. There is **no interest** on the short-term loans, but there is a **\$30 service charge** added to the repayment amount. Students may apply online through My UW's personal services.

Short term loans are billed through the Student Accounts system (like the tuition bills). All loans are due "on demand," which means that any aid coming is after a short-term loan. Aid will not repay

loans borrowed in the previous aid year (the aid year is from summer-spring quarters). If you borrow a short-term loan during spring quarter, or get an extension on a winter quarter loan, you will be responsible for making sure that the loan is repaid on time. If aid does not pay the loan in full, repayment is due by the fourth Friday of the next quarter. For more information, visit: <https://www.washington.edu/financialaid/types-of-aid/loans/short-term-loans/>

## PROGRAM OVERVIEW

The Bachelor of Arts in Education Program is a cohort-based program that begins in the spring quarter of the third year. The coursework focuses on Teacher Education, which features methods courses in literacy, mathematics, social studies, and science; preparation for non-curricular aspects of the teacher's role (e.g., classroom management); course work and critical reflection on contemporary issues in education including culturally responsive/sustaining, decolonizing, and inclusive pedagogies; and multiple classroom teaching experiences with collaborative mentorship. Mentor teachers, field supervisors, and university faculty work together to provide students (also known as teacher candidates) with a program that ensures integration of course content with hands-on experience. Candidates begin their autumn quarter classroom placement experience in mid-August, to attend school orientations and professional development days.

This program is based on the most current educational research and theory. Our goal is to ensure that our graduates have a positive impact on student learning as caring, anti-racist, decolonizing, culturally responsive and inclusive educators. The UW Tacoma School of Education currently offers the following pathways for certification:

- Elementary Education(K-8) with an endorsement in Special Education (K-12)
- Elementary Education(K-8) with an endorsement in English Language Learners(K-12)
- Optional Endorsements for all Elementary Education Candidates:
  - Middle Level Math (grades 4-9)
  - Middle Level Science (grades 4-9)
  - Middle Level Humanities (grad. 4-9)

## Teacher Certification Program Fees

(All fees are non-refundable and subject to change)

### Basic Skills Test

WEST-B	\$96
Or SAT/ACT	\$N/A

### ESD Fingerprinting

Spring Quarter	\$78-\$88
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### Course Fees

SPED Assessment (Spring 2025)	\$50.00
Arts in the School (Spring 2025)	\$50.00
Field Experience (Autumn, Winter, Spring)	\$280.00

### Fieldwork Fee

Autumn Quarter	\$268.00
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Winter quarter	\$268.00
Spring quarter	\$268.00
Billed with tuition	

#### **Child Abuse Course (online)**

State Requirement	\$110.00
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#### **Certification Timeline**

K-8 Elementary and SPED/ELL Endorsements

#### **Teacher's Certificate Application(OSPI)**

Initial Certification fee	\$74.00
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#### **Substitute Certification Application (OSPI)**

Certification Fee (Optional)	\$54.00
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#### **Endorsement Tests (Pearson)**

Cost Per Test	\$95-\$96
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#### **Endorsement Fees**

Cost per Endorsement Test (NES/WEST-E) \$95.00-\$96.00

Fee Charged by OSPI to add an endorsement to your Certification \$54.00

- If adding multiple endorsements to an existing certificate at the same time, there is an additional fee of \$15.00 per endorsement (e.g., adding 3 endorsements=54+15+15)

## **ENDORSEMENTS**

Certified teachers in Washington State wishing to add an endorsement to their teaching certification may do so one of the two ways. Some endorsements require completion of a college preparation program in addition to passing the approved WEST-E/NES content knowledge test.

### **Endorsements**

An endorsement is a designated subject area and/or development level to which a teacher is qualified for assignment. An endorsed certificate indicates the subject(s) and/or grade/development level(s) for which a teacher has been prepared to teach. Endorsed certificates also limit the subject areas and/or grade levels to which a teacher may be assigned.

### **Endorsement Grade Levels**

- Elementary: Kindergarten to grade 8
- Middle Level: Grades 4-9
- Secondary: Grades 5-12

- All levels: Preschool to grade 12

## **Test Only**

Test Only-This endorsement pathway requires a passing score on the required endorsement test (WEST-E or NES) or an alternative approved through the PESB (Professional Educator Standards Board) for the desired endorsement. The Office of Superintendent of Public Instruction (OSPI) maintains a list of endorsements eligible to be added through testing only:

<http://www.k12.wa.us/certification/Teacher/Endorsement.aspx>.

## **K-8 Elementary Education**

This endorsement includes carefully designed coursework that prepare educators to meet the academic and social-emotional needs of children in kindergarten through grade 8. We specialize in culturally responsive, decolonizing, and inclusive pedagogies across core content areas (e.g., mathematics, science, language arts/literacy, and social studies), as well as art education, classroom management, and partnerships with families and communities. We employ best practices and critical reflection to help ensure course content is accessible, meaningful, and directly applicable in the classroom. Upon successful completion of the Elementary Education Endorsement (including relevant coursework and passing score on the NES endorsement tests), students will be recommended to OSPI for an endorsement in Elementary Education.

## **K-12 English Language Learners (ELL)**

This endorsement includes carefully designed coursework that prepare educators to meet the needs of English Language Learners (ELL) by providing linguistically responsive pedagogies that affirm multilingualism and translanguaging, scaffolds new learning in English, and cultivates multimodal communication within a supportive learning environment. We employ best practices and critical reflection to help ensure course content is accessible, meaningful and directly applicable in the classroom. Upon successful completion of the English Language Learner (ELL) Endorsement (including relevant course work and passing score on the WEST-E ELL), students will be recommended to OSPI for an endorsement in ELL.

## **K-12 Special Education (SPED)**

Our program incorporates research-based practices that produce positive academic and social-emotional learning outcomes for students with disabilities. We employ best practices and critical reflection to help ensure course content is accessible, meaningful, and directly applicable in the classroom. We prepare special education teachers to provide specifically designed instruction in social emotional learning and behavior supports as well as culturally responsive, multi-tiered systems of support for creating inclusive, equity-centered school environments. Upon successful completion of the Special Education Endorsement program (including passing score on the Special Education WEST-E), teachers will be recommended to OSPI for an endorsement in Special Education.

## **When to take Endorsement Tests**

Elementary Certification Students must attempt both subtests of the Elementary Education NES prior to the start of Autumn quarter. Optional middle level endorsements must be completed by May 1<sup>st</sup> (to be included with the initial teacher certification recommendation).

## Endorsement Test Resources

The WEST website [www.west.nesinc.com](http://www.west.nesinc.com) contains the WEST-E and NES test registration information and frameworks that include the content domains, objectives with descriptive statements, and sample test items.

- Preparation Materials Registration: [https://www.west.nesinc.com/PageView.aspx?f=GEN\\_PreparationMaterials.html](https://www.west.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html)
- Endorsements: <https://www.pesb.wa.gov/current-educators/assignment/endorsements/>
- State Endorsement Competencies: <https://www.pesb.wa.gov/preparation-programs/standards/endorsement-competencies/>

### Performance-Based Assessment

Washington state legislature requires all teacher preparation programs to provide a performance-based assessment to evaluate teacher endorsement competencies. All teacher candidates must successfully complete the UW Tacoma School of Education performance-based assessment to be recommended for certification. The current performance-based assessment is a **teaching portfolio** that consists of evidence from course work and field-experience.

## Preparing for Certification or Endorsement

Certification and endorsement recommendation are completed through OSPI's E-Cert System:

<https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=79e7f11d9faffc72cbaa5e84d23e8698>

All Please ensure that you report all endorsement test scores to UW Tacoma at the point of registration, and work with your Certification Officer and Advisor to ensure that all requirements are met.

Endorsements Offered by the School of Education for the BA in Education				
Licensure Area	WEST- E / NES Test Code	Test Name	Grades	Program Notes
English Language Learners	051	English Language Learners	P-12	Required for K-8 TELL candidates. Encouraged to take after first autumn
Elementary Education	102 103	<b>Subtest 1:</b> Mathematics, Science, Health & Fitness <b>Subtest2:</b> English, Social Studies, Fine Arts	K-8	Required for all Elementary candidates prior to autumn quarter
Middle Level Humanities	052 053	Subtest 1: English Language Arts Subtest 2: Social Studies	4-9	Optional for Elementary and Secondary candidates.

Middle Grades Mathematics	203	Middle Level Mathematics	4-9	Optional for Elementary and Secondary Science candidates.
Middle Grades Science	204	Middle Level Science	4-9	Optional for Elementary and Secondary Mathematics candidates.
Special Education	070	Special Education	P-12	Required for K-8 SPED candidates. Encouraged to take after first autumn

\*Highlighted endorsements are offered for practicing educators as well as teacher candidates

## FINANCIAL AID AND SCHOLARSHIPS

We believe students from all economic backgrounds should have the opportunity to attend UW Tacoma.

Each year UW Tacoma awards financial aid to more than 70% of our students. There is a wide array of federal, state, and institutional financial aid programs to help students at all economic levels pay for education.

For more information about your eligibility for financial aid, please contact:

Office of Student Financial Aid

Office Location: MAT 206

Email: [uwtfa@uw.edu](mailto:uwtfa@uw.edu)

Phone: 253-692-4374

To be considered for any type of financial aid, including scholarships, you must complete the Free Application for Federal Student Aid (FAFSA) online: <https://www.tacoma.uw.edu/finaid/application-process>. The FAFSA can be completed as early as **October** for the following year. For priority consideration, be sure to submit the FAFSA by **January 15<sup>th</sup>**. The FAFSA can be submitted after this date, but funding priority will be given to those who submitted by January 15<sup>th</sup>.

### Financial Aid Scholarships

Financial Aid at UW Tacoma offers scholarships on an annual basis to certification and non-certification students. A list of Scholarships and funding opportunities may be found by going to: <https://www.tacoma.uw.edu/finaid/scholarships>

### School of Education Scholarships

The School of Education offers scholarships on an annual basis to certification and non-certification students. A list of our scholarship and funding opportunities can be found here:

<https://www.tacoma.uw.edu/soe/scholarships-funding>.

## GRADING SYSTEM

### **UW Grading Scale for Undergraduate Students**

In reporting grades for undergraduate degree-offering units shall use the system described here. Grades shall be entered as numbers, the possible values being 4.0, 3.9,... and decreasing by one-tenth until 0.7 will be recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.0 is required in **each course** that is counted toward an undergraduate degree. A minimum cumulative grade-point average of 2.0 is required for graduation.

Letter Grade	Numerical Grade
A	4.0 – 3.9
A-	3.8 – 3.5
B+	3.4 – 3.2
B	3.1 – 2.9
B-	2.8 – 2.5
C+	2.4 – 2.2
C	2.1 – 1.9
D+	1.4 – 1.2
D	1.1 – 0.9
D-	0.8 – 0.7 (Lowest passing grade)
E	0.0 (Failure or unofficial withdrawal; no credit earned)

### **Incomplete "I" Grade**

An Incomplete may be given only when the student has been in attendance and has done satisfactory work within three weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

The instructor and student must agree on all outstanding coursework to be completed and an appropriate timeline for completion. If the student does not turn in all the remaining coursework by the agreed upon deadline, the instructor will compute and submit a final grade based on all work completed at that point. To obtain credit for the course a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more and in most cases the work should be completed within one academic quarter.

The instructor must submit the grade through the established [Late Grade Submission](#) process. The submitted grade will replace the "I" on the transcript. If no grade is submitted, the Incomplete will convert to a grade of 0.0 and the "I" will be removed from the official transcript. For more information, please see the [University of Washington's Incomplete Grading Policy](#).

### **S/NS Satisfactory/Not-Satisfactory**

BA students must obtain program approval prior to selecting the S/NS grading options for a required course. If a student does not elect S/NS, then they will be graded on a numerical basis. If approval is granted the student must elect the S/NS option on either when registered or no later than the end of the seventh week of the quarter. The instructor shall submit a numeric grade to the Registrar who shall convert grades of 2.0 and above to S and grades lower than a 2.0 to NS.

## **Credit/No Credit (CR/NC)**

Field experience and Reflective Seminar courses are offered at CR/NC. For the courses, the instructor will submit a grade of C or NC to be recorded by the Registrar's Office for each student in the course at the end of the quarter. Courses with non-numerical grades are not factored in the student's grade point average.

## **Withdrawal "W"**

*It is the student's responsibility to withdraw from all courses if unable to attend.* Students may withdraw on MyUW through the unrestricted drop period. It is your responsibility to withdraw from your courses if you are unable to attend for the quarter. Through the end of the Unrestricted Drop Period, you may withdraw by dropping all courses from your MyUW registration page. Beginning the first day of the Late Course Drop period through the last date of instruction, you must withdraw by following the Advisor Assisted Drop process, as listed on the Current Quarter Drop webpage. You will not be able to completely withdraw or drop all courses using the MyUW registration tools. If you drop your last course using the Current Quarter Drop process and do not add another course you will be considered withdrawn for the quarter. Beginning the eighth calendar day of the quarter, if you drop your last course, you will be charged a Change of Registration Service fee plus any tuition forfeiture. No withdrawals are accepted after the last day of instruction.

There is no formal process to completely withdraw from the University. As long as you are not registered for any courses for upcoming quarters that you are not planning to attend, there is no paperwork that you need to formally complete through the Office of Registrar.

## **Course Repeat Policy**

Any course may be repeated a second time without penalty. When computing GPA, the new grade will be averaged with the old grade. Third course repeats are granted only in rare circumstances and require a formal petition for approval prior to registration. Contact your advisor for more information.

## **Change of Grade**

Except in case of error, no instructor may change a final grade that has been turned into the Registrar. Grades used to meet graduation requirements cannot be changed after the degree has been granted.

## **Grade Appeals**

The School of Education follows UW Tacoma's and UW's general policy for grade appeals. You may contact your academic advisor with questions. Here is a link to the School of Education's Grade Appeal Policy: [https://www.tacoma.uw.edu/sites/default/files/2024-02/2024\\_updated-soe-grade-appeal-policy.pdf](https://www.tacoma.uw.edu/sites/default/files/2024-02/2024_updated-soe-grade-appeal-policy.pdf).

## **Standards for Essential Skills and Dispositions - School of Education**

The [\*\*Standards of Essential Skills and Dispositions\*\*](#) are grounded in the [mission, values, and](#)

conceptual framework of the School of Education (SOE) at UW Tacoma. They describe professional, intellectual, emotional and character attributes of aspiring or current educators, school psychologists, and leaders across all SOE programs (enrolled students- hereinafter referred to as candidates). Upon entry into any SOE academic program, candidates are asked to uphold and commit to pursuing growth in these standards as an integral part of all activities. *Note: a specific program may have additional requirements or more specific standards beyond this unit-wide statement.*

Candidates must demonstrate the interpersonal skills needed to relate effectively with peers, PK-12 students/learners, faculty, staff, parents/caregivers, community members, and other professionals they interact with. These skills include, but are not limited to demonstrating compassion, respect, integrity, cultural humility, criticality, and concern for the welfare of others.

Faculty, staff, and other enrolled candidates support each candidate in attaining and modeling these standards. Candidates will participate in ongoing reflection and discourse around these standards: *What does each standard mean in relation to my values? How is each standard showing up in various professional settings? What is my role in bringing them to life in my educational praxis? What do I need to grow and thrive in these areas? What opportunities for learning might support my growth? How do I support others to grow and thrive in their education and professional journeys?*

## RETENTION AND DISMISSAL POLICY

The Retention and Dismissal Policy of the UW Tacoma School of Education outlines the procedures regarding review for low scholarship and satisfactory progress for all candidates enrolled in the BA in Education program. Additional requirements for certification will be given through the BA Teacher Education Canvas page and handouts given while in the program. All students regardless of the program are expected to meet **Standards for Essential Skills and Dispositions** for admission and continuation of their undergraduate study.

[\(TCP\\_Fieldwork\\_Dismissal\\_&\\_Retention\\_Policy\\_JULY2023.docx \(live.com\)](#)

The School of Education will conduct quarterly reviews approximately 10 days after grades are posted for the most recent quarter. Program advisors will provide grade reports to the faculty director and appropriate individuals to identify candidates who have met scholarship standards. In addition, the program faculty and staff will review for satisfactory performance and progress including adherence to the **Standards for Essential Skills and Dispositions**. UW Tacoma faculty (including part-time lecturers) and program advisors may initiate a review at any time based on a violation(s) of scholarship and/or performance standards. When reviewing **for performance standards**, the appropriate parties will review the concern, make appropriate recommendations, and determine next steps. The advisor, faculty director, and other employees in the School of Education as appropriate, may recommend, a change of status based on the severity of the violation to include warning, probation, final probation, or dropping a candidate from the program. To remain in good standing and continue study as an undergraduate student in the School of Education, candidates must meet both the academic and satisfactory performance standards outlined below.

### Academic standards

Students are expected to meet the traditional standards of honesty and truthfulness in all aspects of their academic work at UW Tacoma. In particular, all work submitted to an instructor in fulfillment of

course assignments, including papers and projects, written and oral examinations, and oral presentations and reports, must be free of plagiarism. Plagiarism is using the creations, ideas or words of someone else without formally acknowledging the author or source through appropriate use of quotation marks, references and the like. Student work in which plagiarism occurs will not be accepted as satisfactory by the instructor and may lead to disciplinary action against the student submitting it. Any student who is uncertain whether their use of the work of others constitutes plagiarism should consult the course instructor for guidance before formally submitting the work involved.

The following criteria will be used in determining academic performance:

1. Earning a minimum of 2.0, Satisfactory (s) or Credit (CR) in each course. Courses where a GPA below a 2.0, non-satisfactory (NS) or no credit (NC) is earned will not have credit applied toward their undergraduate degree
2. Earn a minimum quarterly grade-point average of a 2.0
3. Earn a minimum cumulative grade-point average of 2.0

## **Satisfactory performance and progress**

The following criteria will be used in determining satisfactory performance and progress:

1. In Performance in the fulfillment of degree program requirements. Non-Satisfactory progress includes:
  - a. Incomplete grades that carryover for more than one quarter
  - b. An accumulation of more than two courses for which incomplete grades were given
  - c. More than one non-hardship withdrawal per year
2. In Performance during informal coursework and in the field
3. Adherence to the Standard for Essential Skills and Dispositions

## **Satisfactory Progress**

The University requires students to declare a major by the time they have earned 105 credits. Students are urged to meet with an advisor to determine a major. A registration hold is placed on students who have reached 105 credits and not declared a major. In rare cases, a student who has met with an advisor will be granted a pre-major extension.

The University's satisfactory progress policy requires that students complete their undergraduate degree within 30 credits beyond the minimum required for the degree. Because most degrees require 180 total transfer and UW credits, students generally must complete their programs by the time they earn 210 credits.

Undergraduates who have completed more than 210 credits will be notified by the end of the third week of the quarter that a block is being placed on their registration due to lack of satisfactory progress. Students are encouraged to meet with their academic advisors to prepare a graduation plan or complete a graduation application.

## **Review of academic standards**

Following quarterly review, candidates not making satisfactory progress toward completion of degree/program requirements will be notified. The guidelines below will be followed when

determining a change of status based on academic standards:

### **Mid-Quarter Warning Notice**

Midway through each quarter, all School of Education instructors are asked to meet with any candidates in danger of not passing their course to share their concerns, address any obstacles, discuss campus resources, and create a plan for improvement. The mid-quarter warning notice form is used as a record to document the situation and to help the candidate understand what is needed to return to good standing. This process is meant to be an early intervention to support candidate success.

### **Academic Alert**

**If you are an undergraduate student and your grade point average falls below 2.00 in your first quarter at the university, you will receive an academic alert. If a cumulative grade point average of at least 2.00 for courses earned in residence at the university is not achieved by the end of the next quarter, you are then placed on academic warning.**

### **Academic Warning and Academic Drop**

As an undergraduate student, you are placed on academic warning at the end of any quarter (except for the first quarter at the University, when an academic alert is issued) in which your cumulative GPA falls below 2.00. You remain on academic warning until the cumulative GPA is raised to at least 2.00. If this requires more than one quarter's work, you must maintain a quarterly GPA of at least 2.00 each succeeding quarter, otherwise you will be put on academic drop.

For further information regarding the Academic Drop policy, please see the [UW Tacoma Registrar's webpage](#).

### **Reinstatement**

If you are an undergraduate student who has been dropped under academic drop rules, you will be readmitted to the university only at the discretion of the pre-major reinstatement committee, or if in a major, your academic program. In some cases, you may be required to sit out one quarter. If you are readmitted after being dropped under these rules, you reenter the university on academic warning status. Your GPA will be the same as when dropped from the university, and you may not use grades from other colleges or universities to raise your UW grade point average. As a readmitted student, you will be dropped if you fail to achieve a 2.0 GPA for the next quarter or a cumulative UW GPA of 2.0 by the end of that quarter. You are removed from academic warning at the end of the quarter in which a cumulative grade point average of 2.00 or better is reached.

The [Petition for Reinstatement Form](#) is available online through the Office of the Registrar. To be considered, the reinstatement petition must be submitted to your academic advisor three weeks prior to the start of the quarter.

Please note: The University of Washington transcript is comprised of course work and grades from all three campuses. If you are dropped for low academic standing from one campus and reinstated

at another, you will remain on academic warning until your cumulative grade point average reaches 2.0.

If you are dropped for low academic standing, you will need to [schedule an appointment](#) to see your academic advisor.

## PREPARING TO GRADUATE

### Graduation Requirements

Applications for graduation from the Bachelor of Arts in Education program should be filed **three quarters prior to the expected date of graduation** to ensure time to correct any deficiencies.

Applications will not be accepted after the end of the first week of the quarter of planned graduation. Filing an application, the quarter of planned graduation is not recommended, since it does not allow time to make up any required courses or credits.

Schedule an appointment with your advisor to complete a graduation application.

To qualify for graduation with a Bachelor of Arts in Education from the University of Washington Tacoma, a student also must complete the following University requirements:

- Complete a minimum of 180 credits, at least 45 of which are taken in residence at UW Tacoma
- Complete 45 of his or her last 60 credits as a matriculated student in residence at UW Tacoma. To seek an exception to this requirement, students should contact the Education Advisor, who will submit the request to the UW Tacoma Admissions, Academic Standards and Graduation Committee. If an exception is granted, the student still must present a minimum of 45 credits in residence as a matriculated student to be awarded a UW degree.
- Remove any admission deficiencies
- Complete all University Admission Requirements and Education prerequisites
- Have at least a 2.0 in each required course and a 2.0 cumulative UW Tacoma GPA at the time of graduation
- At the completion of the BA in Education program at UW Tacoma, each student is required to evaluate the program, including how well program goals were accomplished. This evaluation will become a part of the student's record of accomplishment in the program.
- Portfolio completion and Certification requirements are completed.

### Graduation Requirements Checklist

- Satisfying the requirements for the degree that are in force at the time the degree is to be awarded.
- Remove any X, N, or I grades posted on your transcript for courses needed to satisfy degree requirements.
- Receive a grade of 2.0 or better on all coursework used to satisfy degree requirements, and a minimum cumulative grade point average of 2.0

Complete coursework requirements including residency requirements as stipulated in the General Catalog.

## Commencement Ceremonies

As students, you are encouraged to attend the University's campus-wide commencement.

UW Tacoma also has one commencement ceremony per year, held at the end of the Spring Quarter.

Or Information about the ceremony including registration, purchasing cap and gown, graduation announcements, and preparation for the ceremony can be found on the Commencement website.  
<https://www.tacoma.uw.edu/commencement>

## UNIVERSITY POLICIES

### Inclement Weather Policy

If severe weather makes it unsafe to travel to campus the university will announce either a delayed opening, early closing or suspension of operations through the following notification systems:

- UW Tacoma website: [www.tacoma.uw.edu](http://www.tacoma.uw.edu)
- Text message and email alerts: <http://www.washington.edu/safety/alert/>
- Twitter: [www.twitter.com/uwtacoma](http://www.twitter.com/uwtacoma)
- Facebook: [www.facebook.com/uwtacoma](http://www.facebook.com/uwtacoma)
- Check [www.flashalert.net/id/UWTacoma](http://www.flashalert.net/id/UWTacoma)
- Local television and radio media outlets

Keep in mind that conditions may be different at your home than they are on campus. When the University is in operation and severe weather condition exists, use your own best judgement about getting to campus. If you decide not to come out to campus due to inclement weather, please notify your course instructor(s) as soon as possible. If you are scheduled for field or practica you will need to follow your site's procedures and protocols for reporting absences.

### Suspended operations (closing campus)

In the event of snow, ice or other dangerous conditions, campus leadership will assess the road conditions early in the morning and decide **no later than 6:00 AM**, about whether to suspend operations for the entire day or operate on a delayed schedule.

When operations are suspended, the entire campus is closed, classes are not held, administrative offices are closed, and all events and activities are canceled. If you are scheduled for field, you will need to follow your site's established procedures, and not assume that just because the campus is closed, your site is also shut down.

### Delayed start

When a delayed schedule is announced, classes and offices will resume operations at later than usual time, usually at 10:30 AM or noon, depending on conditions. Any classes or events occurring before operations resume are canceled. If you are scheduled for field you will need to follow your site's established procedures, and not assume that just because the campus has a delayed start, your site is also following the same schedule.

### **Closing early**

If a storm hits in the middle of the day, campus leaders may decide to suspend operations early. An announcement is usually made **by 2:00 PM** that day. Any classes or events happening after that time are canceled. If you are scheduled for field, you will need to follow your site's established procedures and not assume that just because the campus is closing early your site is also following the same schedule.

### **Missed classes**

Faculty will make all efforts to make advance arrangements to contact students if class is cancelled when the University is not closed. Students should talk with their instructors about making up class time that's lost during a suspension of operations or a delayed opening, or if they are unable to get to campus.

### **Equal Opportunity and Reasonable Accommodation**

UW Tacoma reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights ACT of 1964, Washington State Law against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy.

Equal Opportunity compliance efforts at the UW are coordinated by the Office of Equal and Affirmative Action, University of Washington, 227 Gerberding Hall, Box 351270, Seattle, Washington, 98195-1240 (Email [eoaa@uw.edu](mailto:eoaa@uw.edu))

For information on Civil Rights & Title IX Reporting, visit the [UW Civil Rights Compliance Office Webpage](#).

### **Disability Resources for Students**

Disability Resources for Students (DRS) is dedicated to ensuring access and inclusion for all students with disabilities on the UW Tacoma campus. Any enrolled student at UW Tacoma who has an appropriately documented physical, emotional, or mental disability that substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working), is eligible for services from DRS.

Learn more by browsing the website, then make an appointment with them if you are a current or prospective UW Tacoma student who may be eligible for accommodations:

<https://depts.washington.edu/uwdrs/current-students/accommodations/> . In order to ensure sufficient time to make provisions for appropriate accommodations and auxiliary aid(s), students

must request approved accommodations in a timely manner.

Contact the DRS with additional questions at: 253-692-4508 or [drsuet@uw.edu](mailto:drsuet@uw.edu).

## **UW Student Conduct Code**

The UW Student Conduct Code is detailed and explained by one Washington State code law and two Student Governance and Policy documents:

- WAC 478-121 – The Washington Administrative Code (WAC) Chapter detailing the Student Conduct Code for the University of Washington.
- Chapter 209 – Student conduct policy for academic misconduct and behavioral misconduct.
- Chapter 210 – Student conduct policy for discriminatory and sexual harassment, intimate partner violence, sexual misconduct, stalking and retaliation.

## **UW TACOMA GENERAL CATALOG**

This following link includes Academic and University policies maintained by the UW Tacoma, <https://www.tacoma.uw.edu/catalog>. Content is reviewed and modified as needed.

## **GLOSSARY OF TERMS:**

**Cohort** - A cohort is a group of students who work through a curriculum together to achieve the same academic degree together.

**Co-Teaching** - Co-teaching or team-teaching is when two educators (e.g., teacher candidate and mentor teacher) work together to plan, organize, instruct and assess the same group of students sharing the same classroom.

**Endorsement** - In Washington State, endorsements indicate the content area and grade level certificated teachers are prepared to teach.

**FERPA** - The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of a student's educational records or information from a student's education records unless it has the student's written consent to do so. Some exceptions to this general rule can be found at <https://app.leg.wa.gov/wac/default.aspx?cite=478-140-024> or <https://www.tacoma.uw.edu/registrar/ferpa-uw-employees>

**Field Administrator/Coordinator** - Oversee field placements and field partnerships for all certification programs. This role also oversees the work of Field Supervisors.

**Field Placement** - Placement of a teacher certification student in a K-12 school and/or with a particular mentor teacher to gain experience and skills in the classroom. All teacher certification students in Washington must complete field placement experience as a requirement of certification.

**Field Supervisor** - Each teacher certification student in our Teacher Certification Program is assigned a field supervisor. Field supervisors have experience teaching and serving in various leadership roles in the K-12 public schools. They provide both performance assessment and support

during fieldwork.

**Mentor Teacher** - A certified and tenured K-12 Teacher with whom a teacher certification student is placed to develop skills being taught in the teacher certification program, through applied practice in the classroom. The mentor teacher not just formally assesses each student's progress but provides mentoring and support as the student becomes socialized to the K-12 teaching profession.

**OSPI** - Office of Superintendent of Public Instruction (oversees and grants certification)

**SPED** - Special Education

**TELL** - Teaching English Language Learners

**U-PASS** - Available for a quarterly change, U-PASS partners with ORCA to turn your student ID card into a bus pass. For those that purchase this option, U-PASS is inside the smart chip in your card.

**UWNet ID** - The portion of your UW email that precedes **@uw.edu** is also your login for your MyUW account. (e.g., the UWNet ID of mchen@uw.edu is **mchen**)

**Teacher Candidate** - Term used to describe a student in a teacher certification program.