



SCHOOL OF EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

# Graduate Student Handbook



**2024 – 2025**

All policies and procedures in this handbook are applicable to all students within the School of Education programs except for the EdD and EdS programs (please contact our main office at [uwted@uw.edu](mailto:uwted@uw.edu) or reference program webpages for those specific handbooks). A specific program may have additional instructions or requirements that will be communicated to enrolled students. This handbook is subject to change, due to changes in accreditation, program, or university policies or requirements. Students will be notified when changes are made.

Updated: August 2024

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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 Acknowledgment**

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 learners.

### **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's 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 and 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 aims to promote 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:** [uwted@uw.edu](mailto:uwted@uw.edu) |  
**Office Hours:** Monday – Friday, 9:00 a.m. – 5:00 p.m.

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<b>2024-2025 Academic Calendar</b> <a href="https://www.tacoma.uw.edu/registrar/academic-calendar">https://www.tacoma.uw.edu/registrar/academic-calendar</a>				
QUARTER	REGISTRATION BEGINS	DATES OF INSTRUCTION	FINAL EXAM WEEK	HOLIDAYS
<b>SUMMER 2024</b>	4/8	6/19 – 8/16	8/12 – 8/16	6/19 - Juneteenth 7/4 – Independence Day
<b>AUTUMN 2024</b>	5/3	9/25 – 12/13	12/9 – 12/13	11/11 – Veteran’s Day 11/28 & 11/29 – Thanksgiving
<b>WINTER 2025</b>	11/1	1/6 - 3/21	3/17 – 3/21	1/1 – New Year’s Day 1/20 – Martin Luther King, Jr. Day 2/17 – Presidents’ Day
<b>SPRING 2025</b>	2/14	3/31 - 6/136	6/9 – 6/13	5/26 – Memorial Day
<b>SUMMER 2025</b>	4/14	6/23 - 8/22	8/18 - 8/22	6/19 - Juneteenth 7/4 – Independence Day

### 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.

#### Official Transcripts Submission

There is updated transcript submission instructions on the Grad School website:

If your undergraduate degree was not earned from the University of Washington, please mail an official copy of your transcript (showing degree completion) directly to the Graduate School:

<p><b>Certified Electronic Transcripts (Preferred)</b>                      Specific instructions found by clicking on the following link:  <a href="https://grad.uw.edu/prospective-students/how-to-apply/requirements/official-transcript-requirements/">https://grad.uw.edu/prospective-students/how-to-apply/requirements/official-transcript-requirements/</a></p>	<p><b>Standard Postal Service</b>                      University of Washington                      Graduate Enrollment Management Services                      Box 353770                      Seattle, WA USA 98195-3770                      Graduate Enrollment Management Services                      G-1 Communications</p>	<p><b>Express Courier Service</b>                      University of Washington                      Graduate Enrollment Management Services                      G-1 Communications                      4109 Stevens Way                      Seattle, WA USA 98195-3770</p>
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## **UW Email**

### Setting up & checking your UW Email

UW offers two options for email services: UW Office 365 (FERPA/HIPAA compliant) and UW Google Gmail. Setting up or changing your email service is done via the MyUW portal, which can be accessed, here: <https://uwnetid.washington.edu/manage/>.

Students can choose either UW Office365 or UW Gmail. One thing to consider is if you are, or plan to become, a student worker at UW Tacoma you should choose UW Office365 in the event that your position requires you to participate in unified calendaring. More email information may be found here: <https://www.tacoma.uw.edu/it/email>.

### UW Email Policy

- Faculty and staff may not respond to students using non-UW email accounts.
- Students are accountable for any information contained within their official UW 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.  
<https://uwnetid.washington.edu/manage/?forward>

## **New Student Orientation**

### Cohort-Based Programs

The Teacher Certification and Educational Administration Programs admit students into cohorts that complete all required coursework together on a set schedule. Each of these programs holds a mandatory New Student Orientation event prior to the start of the first quarter classes to orient new students to program requirements. Check your admissions packet or email your academic advisor for details.

### Flexible Programs

The Master for Practicing Educators (MEd) and Endorsement-only programs are flexible in that they allow students to design their own individualized program plans and students may, but are not required, to start in summer quarter. Because each student's course of study is developed to meet their scheduling needs and interests, students in these programs will schedule individual new student advising appointments.

### Student ID Cards

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

## UW Tacoma Office of the Registrar

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>

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

## Program Plan

Each admitted student is provided with a program plan that outlines the quarterly course of study and timeline for completing all program requirements. Students following cohort-based programs (Teacher Certification and Educational Administration) will be provided with a copy of the corresponding pre-determined program plan. For Teacher Certification program, there is a one-year master degree option that can be included on the program plan. Students completing flexible programs (Master's for Practicing Educators and Endorsement only) will develop their program plan in consultation with their academic advisor during their new student advising appointment.

### Revising your Program Plan

If, during your course of study, unexpected events inhibit your ability to successfully continue your program plan as outlined, please schedule an appointment with your academic advisor as soon as possible to discuss your situation and alternative options. Program plans may be changed as needed (subject to availability of courses) to adjust to changes in students' 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 time as possible, with the goal of allowing you to complete original requirements for which you were admitted into, within a reasonable time-period.

## Leave Requests

While the leave request process is covered later in this handbook in greater detail it is worth noting here that you must submit an online leave request form any autumn, winter, or spring quarter during which you do not plan to actively enroll in courses (leave requests are not required for summer quarter). There is a \$25 fee associated with the application request each quarter in which the student applies. An approved leave request is required to maintain your graduate student status and your ability to register for future quarters. If you forget to request leave, you will need to request reinstatement for the quarter you plan to return to the program. The cost for reinstatement is \$250.

- Reinstatement: <https://grad.uw.edu/policies/reinstatement/>
- On-Leave Request: <https://grad.uw.edu/policies/graduate-on-leave-status/>.

## **Culminating Project Requirement**

Students completing programs that require TEDUC 599 as a culminating project, must confirm intent to enroll in TEDUC 599 before the start of autumn quarter to ensure space is available. For example, a student planning to take TEDUC 599 in winter quarter would confirm that their program plan is up to date with their academic advisor during the prior summer quarter. Students who do not complete this step will only be allowed to register for TEDUC 599 if space is available after planned students are accounted for. If space is not available, the student may be required to wait until the next academic year to complete this course requirement.

## **Reviewing the Time Schedule**

The UW Tacoma Time 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 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.washington.edu/students/timeschd/T/>
- The program plan for your study option can be found on the School of Education website under the menu item labeled the “Academic Programs” tab here:  
<https://www.tacoma.uw.edu/soe>
- New Students will receive information about registering for their first quarter courses either at New Student Orientation or during their new student advising appointment. Registration for courses is completed online via the registration screen in your MyUW.

## **Obtaining Entry Codes**

Most courses in the School of Education do not require an individually assigned entry code in addition to an SLN number (located in the Time Schedule) for registration. Courses requiring an entry code will be provided 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 \(https://www.tacoma.uw.edu/registrar/academic-calendar#permalink-19668\)](https://www.tacoma.uw.edu/registrar/academic-calendar#permalink-19668) for the most accurate information. 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. For more up-to-date important quarterly dates, please refer to [Explore Course Offerings \(https://www.tacoma.uw.edu/registrar/registration\)](https://www.tacoma.uw.edu/registrar/registration) on the Registration/Time Schedule webpage.

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 period. After that, you may drop one class between the 3<sup>rd</sup> 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 — tuition may be non-refundable: <https://www.tacoma.uw.edu/registrar/tuition-forfeiture-policies>. More information may be found on the [Current Quarter Drop \(https://www.tacoma.uw.edu/registrar/current-quarter-drop\)](https://www.tacoma.uw.edu/registrar/current-quarter-drop) webpage.

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 \(FQD\) \(https://www.tacoma.uw.edu/registrar/former-quarter-drop\)](https://www.tacoma.uw.edu/registrar/former-quarter-drop) 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 outlines how you can use the FQD process to request to drop a class(es) completed in a quarter that has ended. 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).

### **Course Material Policy**

Students have the responsibility to check their MyUW registration or the UW Tacoma Time Schedule to determine whether there are course materials available for class. Students may order textbooks and other course materials in the University Book Store.

Students are expected to download additional course materials via Canvas and electronic library course reserves from the UW Tacoma Library. Faculty who wants 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 **Canvas, email, and course reserves** regularly during the quarter for updates in course materials. Obtaining and utilizing all the required materials will contribute to your success in your classes. We appreciate your cooperation in working with the program to streamline course communication and document distribution.

### **Class Participation**

Respectfully engaging with your classmates and faculty is a central component of our programs. Missing just one class session usually means missing at minimum 10% of face-to-face instruction for the quarter. Missing required posts or assigned feedback for online 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 with as much notice as possible. Presenting possible solutions along with any concerns is helpful.

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 in decreased learning and a lower course grade.

### **Accessing Courses in Canvas**

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.

Whether you are taking courses online or coming to campus, Canvas will be an integral course resource. As most of your courses will use this platform, please check it regularly.

Assistance 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 5:00 p.m. and can be paid online via your [MyUW \(https://www.tacoma.uw.edu/fa/finance/cashier/tuition-and-student-account-payments\)](https://www.tacoma.uw.edu/fa/finance/cashier/tuition-and-student-account-payments).

### 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 \(https://www.tacoma.uw.edu/fa/finance/cashier/tuition-payment-plan\)](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: 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 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 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 arrive 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 MyUW's Personal Services. Graduate students may borrow **up to \$3,200**.

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 in after a short-term loan has been disbursed will be used to repay any outstanding current year 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 the 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/>

## Overview of School of Education Graduate Programs

### Teacher Certification Program with 1-year Master of Education Option

#### Program Overview

The graduate teaching certification program in elementary and secondary is a cohort-based program starting in summer quarter that includes a 1-year Master of Education (MEd) option. The coursework focuses on Teacher Education, which features elementary methods courses in literacy, mathematics, social studies, and science; and secondary methods courses in mathematics 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. Elementary and Secondary Education candidates begin their autumn quarter fieldwork in mid-August, to attend school orientations and professional development days. In addition, the graduate TCP programs also offer a one-year Master in Education (MEd) degree. If the candidate selects this option, they will take an additional graduate level course and complete a culminating project in Spring Quarter to fulfill the MEd degree requirements.

This graduate TCP 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. The UW Tacoma School of Education currently offers the follow tracks 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 (grades 4-9)
- Secondary Mathematics (grades 5-12)
- Secondary Science (grades 5-12)
  - Science Endorsement Options:
    - Biology
    - Chemistry
    - General Science
    - Earth and Space Science
    - Physics

#### Teacher Certification Program Fees

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

#### **ESD Fingerprinting**

Summer Quarter.....\$78-\$88

Arts in the School (Summer 2025).....\$80.00

Math Methods I (Autumn 2024).....\$49.00

#### **Course Fees**

SPED Assessment (Summer 2025)...\$50.00

#### **Fieldwork Fee**

Autumn Quarter (All TCP)..... \$268.00

Winter quarter (All TCP)..... \$268.00  
 Spring quarter (All TCP)..... \$268.00  
 \*Billed with tuition

**Substitute Certification Application (OSPI)**  
 Certification Fee  
 (Optional).....\$54.00-81.00

**Child Abuse Course (online)**  
 Summer Quarter.....\$110.00  
 State Requirement..... \$110.00

**Endorsement Tests (Pearson)**  
 Cost Per Test..... \$95-\$96

**Teacher's Certificate Application (OSPI)**  
 Initial Certification Fee..... \$74.00-81.00

Certification Timeline

- Secondary – June 1, 2025
- Educational Administrator – June 15, 2025
- Elementary Education Dual Tracks – August 24, 2025

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)

TCP/MEd Option Graduation Timeline

- TCP Tracks – June 13, 2025

**Master of Education for Practicing Educators**

Program Overview (for UW Tacoma Campus):

The graduate degree program is designed to build upon the skills, knowledge, and commitment of practicing educators and other professionals working in educational settings. With this high-quality graduate degree from UW Tacoma, you will be prepared to meet the needs of 21st century learners. Our UW Tacoma professors are skilled instructors who are actively engaged in schools and produce quality research. As our students complete this graduate program, they typically earn higher salaries and promotions, realize exciting new career opportunities, and advance the lives of their students in truly meaningful ways.

Our program is currently designed as a part-time program of study. Generally, the core and study-option courses are completed in the first year; students complete their elective courses and culminating experience the second year. To meet the needs of students who are employed during the weekday, most courses follow an evening schedule.

Students are required to complete a total of 36 credits for this graduate program. This graduate degree program offers **five knowledge and skill areas** that you can select to best fit your professional learning and development needs:

- Area 1: Development & Learning Theory (6 credits required)
- Area 2: Diversity, Equity, and Justice (6 credits required)
- Area 3: Research and Measurement (3 credits required)
- Area 4: Curriculum, Instruction, and Implementation (3 credits required)
- Area 5: Social, Emotional, and Behavior Systems and Supports (3 credits required)

Required Core Courses (12 credits)

- T EDUC 501: Foundation of Education
- T EDUC 502: Learning About Learning
- T EDUC 504: Understanding Educational Research
- T EDUC 520: Equity and Justice in Educational Practice

Culminating Experience (6-10 credits)

- T EDUC 599: Culminating Project (Winter)
- T EDUC 599: Culminating Project (Spring)

Students are required to complete a total of 36 credits for this graduate degree program.

- Required Core Courses (12 credits)
- Content Courses (18 credits)
- Culminating Experience (6 credits; Spring/Summer)

## **Endorsements for Practicing Educators and Teacher Certification Programs**

Certified teachers in Washington State wishing to add an endorsement to their teaching certification may do so one of two ways. Some endorsements require completion of a college preparation program in addition to passing the approved WEST-E/NES content knowledge test. UW Tacoma's School of Education offers the following to endorsements via this pathway:

### 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. OSPI (Office of Superintendent of Public Instruction) maintains a list of endorsements eligible to be added through testing only:

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

### English Language Learner (ELL) For Practicing Educators (fully on-line)

This endorsement is designed as a fully online, part-time program of study that can be completed in one year. Each course has been carefully designed to prepare practicing educators to meet the diverse needs of English language learners by linguistically responsive pedagogies that affirm multilingualism and translanguaging, scaffolds new learning in English, and cultivates multimodal communication within a supportive online learning environment. We employ best practices to help ensure course content is accessible, meaningful, and directly applicable in the classroom. Upon successful completion of the English Language Learner (ELL) Endorsement program (including



relevant course work and passing score on the ELL WEST-E), teachers will be recommended to the Office of the Superintendent of Public Instruction for an endorsement in ELL.

## **Elementary and Secondary Teacher Certification Program Endorsements**

### **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 OPSI for an endorsement in Special Education.

### **5-12 Secondary Science and Mathematics**

Secondary Education and Teaching Certification, partners with local schools to prepare future teachers to help students in middle and high school gain knowledge and success in science or mathematics. The preparation of secondary teachers in science or mathematics education addresses among the most significant gaps in the teacher corps today. 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 in secondary math and science through inquiry-based, culturally responsive and inclusive pedagogies.

## Educational Administration

The UW Tacoma Educational Administration program prepares experienced educators for P-12 building and district-level leadership positions. Collaboratively designed and taught by a cadre of UW Tacoma professors and local practitioners, the program provides aspiring leaders with a rigorous, holistic, and competency-based curriculum backed by a performance guarantee.

The Educational Administration Program is devoted to:

- Identifying and leading from strong core values
- Building instructional capacity
- Leading from an equity frame
- Implementing data-informed improvement
- Being savvy stewards of resources

Unique features of this program include:

- Rigorous, research-based content
- High levels of support
- Strong cohort learning model
- Rigorous, authentic and supported 720-hour internship
- Curriculum aligned with the PK-12 school-year cycle
- Emphasis on equity and instructional leadership
- Bi-weekly reflective seminars
- On-going formative program evaluations
- Certificate only, or in conjunction with an MEd

## Endorsements

An endorsement is a designated subject area and/or developmental level to which a teacher is qualified for assignment. An endorsed certificate indicates the subject(s) and/or grade/developmental 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

### When to take Endorsement Tests

**Elementary Dual-track Certification Candidates** are strongly encouraged to take both subtests of the Elementary Education NES prior to the start of autumn quarter. ELL and/or Special Education Endorsement tests should be taken by April 1<sup>st</sup>. Optional middle level endorsement tests must be completed by May 1<sup>st</sup> (to be included with initial teacher certification recommendation).

**Secondary Candidates** strongly encourage taking content NES tests prior to the start of autumn quarter. Optional middle level endorsement tests must be completed by May 1<sup>st</sup> (to be included with initial teacher certification recommendation).

**Endorsement-Only candidates** are encouraged to coordinate the timing of their endorsement test with their academic advisor to align with their program plan.

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

<b>Endorsements Offered by the School of Education</b>				
*Highlighted endorsements are offered for practicing educators as well as teacher candidates				
<b>Licensure Area</b>	<b>WEST-E/ NES Test Code</b>	<b>Test Name</b>	<b>Grades</b>	<b>Program Notes</b>
Biology	305	Biology	5-12	Required for Secondary Science admission
Chemistry	306	Chemistry	5-12	Required for Secondary Science admission
Earth and Space Science	307	Earth and Space Science	5-12	Required for Secondary Science admission
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	Subtest 1: Mathematics, Science, Health & Fitness Subtest 2: English, Social Studies, Fine Arts	K-8	Required for all Elementary candidates prior to autumn quarter
Mathematics	304	Mathematics	5-12	Required for Secondary Mathematics admission
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.
Physics	308	Physics	5-12	Required for Secondary Science admission
Special Education	070	Special Education	P-12	Required for K-8 SPED candidates. Encouraged to take after first summer

## 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 their education.

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

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

### 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 may be found here:

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

## Grading System

### UW Grading Scale for Graduate Students

In reporting final grades for graduate students, graduate degree-offering units shall use the system described herein. Grades shall be entered as numbers, the possible values being 4.0, 3.9, and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in **each course** that is counted toward a graduate degree. A minimum cumulative grade-point average of 3.0 is required for graduation.

#### Grades 2.7 – 4.0 count toward degree

4.0 A  
 3.9  
 3.8 A-  
 3.7  
 3.6  
 3.5  
 3.4 B+  
 3.3  
 3.2  
 3.1  
 3.0 B  
 2.9  
 2.8 B-  
 2.7

#### Grades 2.6 do not meet degree requirements

2.6  
 2.5  
 2.4 C+  
 2.3  
 2.2  
 2.1  
 2.0 C  
 1.9  
 1.8  
 1.7  
 1.6-0.0 E

### Incomplete "I" Grade

An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two 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 faculty 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 remaining coursework by the agreed upon deadline, the faculty 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 1 academic quarter.

### S/NS Satisfactory/Not-Satisfactory

MEd students must obtain program approval prior to electing an S/NS grading option 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 either when registering 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 2.7 and above to S and grades lower than 2.7 to NS.

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

Fieldwork and Reflective Seminar courses are offered CR/NC. For these courses, the instructor will submit a grade of CR 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 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. Beginning with the third week of the quarter, official withdrawals must be submitted to the Office of the Registrar. An [official withdrawal \(https://www.tacoma.uw.edu/registrar/withdrawal-quarter-and-leave-policies#permalink-4920\)](https://www.tacoma.uw.edu/registrar/withdrawal-quarter-and-leave-policies#permalink-4920) is effective the date the last course is dropped electronically, the date it is received in the Office of the Registrar, or if submitted by mail, the date of the postmark.

### **Hardship Withdrawal "HW"**

Students may petition the UW Tacoma Registrar in writing for a hardship withdrawal if they are unable to complete a course due to physical or mental debilitation or unusual or extenuating circumstances beyond their control that may have arisen and prevented them from dropping the course by the seventh week. Petitions must be filed promptly after the occurrence of the event that gave rise to the need for dropping, preferably prior to the end of the quarter. Only in rare circumstances will petitions be accepted after the close of the quarter in which the withdrawal is being petitioned. Students who have completed the requirements for the course are generally not eligible for a hardship withdrawal.

### **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 in to the Registrar. Grades used to meet graduation requirements cannot be changed after the degree has been granted.

### **Grade Appeals**

The School of Education follows the UW Tacoma's and UW's general policy for grade appeals but with more specific guidance. Students who are enrolled across different academic units (e.g., double-majoring/double-minoring, taking elective courses in another program, etc.) will need to follow the home unit's grade appeal policy, which may be different from the UW Tacoma School of Education. You may contact your academic advisor with questions.

Here is a link to the School of Education's Grade Appeal Policy and submission form:

<https://www.tacoma.uw.edu/soe/student-grade-appeal-submission>

## Transfer Credit Policy

The Graduate School policy regarding transfer credits may be found here:

<https://grad.uw.edu/policies/1-1-graduate-degree-requirements/>

A maximum of 6 quarter credits of graduate-level coursework taken at another recognized academic institution may be transferred and apply to UW master's degree requirements, when acceptable to the graduate program and the Graduate School.

No more than 12 credits derived from any combination of GNM credits and transfer credits may be applied towards the total degree requirements.

Approved transfer credits are applied toward total credit count for the master's degree only. (Transfer credits are not applicable toward a doctoral degree.) The 18 quarter credits of numerically graded course work and 18 quarter credits of 500-level-and-above course work may not be reduced by transfer credit.

Credit taken as an undergraduate non-matriculated student or post-baccalaureate student at the UW may not be transferred into a graduate program. Credit by either independent study through correspondence or advanced credit examinations is not transferable.

## Independent Study

### What is an Independent Study?

In an independent study, you essentially create your own course on a topic of your choice, working in concert with a fulltime faculty member. In some cases, faculty members are willing to have you assist with their research projects or will guide your study on a topic of mutual interest. An independent study may be 1 to 9 credits. Keeping in mind that 10 credits is considered fulltime study, and each credit should roughly represent a minimum of 4 hours of work per week across the quarter (Example: 3 credits of independent study should result in roughly 40 hours of work).

You must bring a lot to the table in preparing for your Independent Study, but the benefits include one-on-one attention, more focused exploration of a topic that interests you, and more flexible scheduling. Ideally, an independent study supplements and compliments what your program's curriculum offers.

Start thinking early about what you might want to study. The scope of an independent study can be broad or deep, but the extent of your engagement with the topic should fit the number of credits you are requesting. Start thinking at least a quarter in advance so that you can find a suitable faculty member whose expertise matches your topic. Your proposal should include:

- The proposed study topic
- A rationale for the focus
- A preliminary reading lists
- A description of the learning documents that you will produce

### **How do I sign up for an Independent Study?**

To pursue an independent study, you must first find a fulltime faculty member with expertise in the area you are interested in who is willing and able to support you. It is best to have a clear idea of the content you would like to pursue before reaching out to faculty for support.

Once you have identified a faculty member who has agreed to work with you, you will meet and complete the Independent Study Request Form:

[https://www.tacoma.uw.edu/sites/default/files/2020-12/independent\\_study\\_form.pdf](https://www.tacoma.uw.edu/sites/default/files/2020-12/independent_study_form.pdf).

Turn in the completed form to your academic advisor for processing. Your advisor will then contact you with your registration information once your request is approved.

### **MEd 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 students enrolled in a master's program. Additional requirements for certification programs are located in program specific handbooks. All School of Education students regardless of program are expected to meet [Standards for Essential Skills and Dispositions](#) for admission and continuation of their graduate study. You may view the updated policy here <https://www.tacoma.uw.edu/sites/default/files/2024-04/soe-dispositions.pdf>.

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 students who have not 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 to the UW Graduate School based on the severity of the violation to include warning, probation, final probation, or dropping a student from the program.

To remain in good standing and continue study as a graduate student in the School of Education, students must meet both the academic and satisfactory performance standards outlined below.

#### **Academic standards**

The following criteria will be used in determining academic performance:

1. Earn a minimum of 2.7, satisfactory (S) or credit (CR) in each course. Courses where a GPA below a 2.7, non-satisfactory (NS) or no credit (NC) is earned will not have credit applied toward a graduate degree.
2. Earn a minimum quarterly grade-point average of 3.0.
3. Earn a minimum cumulative grade-point average of 3.0.

#### **Satisfactory performance and progress**

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



1. Performance in the fulfillment of degree program requirements.  
Non-satisfactory progress includes:
  - a. Incomplete grades that carry over 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. Performance during informal course work and in the field
3. Adherence to the ***Standard for Essential Skills and Dispositions***

### **Review of academic standards**

Following quarterly review, students 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 faculty may ask to meet with any student in danger of not passing a 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 contract to support the student to understand steps necessary to return to good standing. This process is meant to be an early intervention to improve student performance. notice

### **No Action**

Where a student's cumulative GPA is above 3.0 and their **most recent quarter's course work is below 3.0**, a review will be triggered by the academic advisor. If no cause for concern is found, the academic advisor will send a letter to the student with a reminder of the policy and the student will remain in good standing. There is no change in status communicated to the Dean of the UW Graduate School.

### **Warning**

Where a student's quarterly and/or cumulative GPA falls below a 3.0 and the review finds cause for concern, the student will receive a **warning**. The academic advisor will notify the student in writing of a change in status, the policy, and the timeline in which they must regain satisfactory standing. This status is initiated and documented by the program level, but is not reported to the Graduate School and does not appear on the student's transcript.

### **Probation**

Where a student's quarterly and/or cumulative GPA falls below a 3.0 for two quarters, the program and School of Education may place the student on **probation**. The academic advisor will officially communicate this change of status to the Dean of the UW Graduate School. The academic advisor will notify the student of the change in status, the policy, and the time limit in which they must regain satisfactory standing.

### **Final Probation**

Where a student's quarterly and/or cumulative GPA falls below a 3.0 for three quarters, the program and School of Education may place the student on **final probation**. The academic advisor will

officially communicate this change of status to the Dean of the UW Graduate School. The academic advisor will notify the student in writing of their change in status, the policy, and the timeframe in which they must regain satisfactory standing.

### **Drop**

Where a student's quarterly and/or cumulative GPA falls below a 3.0 for four quarters, the program and School of Education may **remove** the student from the School of Education. The graduate advisor will officially communicate this change of status to the Dean of the UW Graduate School. The academic advisor will notify the student of the change in status, the policy, and whether or not they may return to the program at a later date.

### **Academic Grievance Procedure (Appealing a Change of Status)**

Further details, including guidelines for change of status actions may be found in the UW Graduate School Policy 3.8, *Academic Grievance Procedure*. It may be accessed through the Graduate School Home website at <https://grad.uw.edu/policies/3-8-academic-grievance-procedure/>.

Students may **grieve** (appeal) a change in status through a written petition to the School of Education's Elected Faculty Council (contact your academic advisor for additional guidance). Appeals beyond this point should follow the process outlined in Graduate School Policy 3.8, *Academic Grievance Procedure* <https://grad.uw.edu/policies/3-8-academic-grievance-procedure>.

### **Maintaining Graduate Student Status**

#### **Graduate On-Leave Status (taking a quarter off)**

To maintain graduate status, a student must be enrolled on a full-time, part-time, or official On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. Summer quarter On-Leave enrollment is automatic for all graduate students who were registered or officially On-Leave the preceding spring quarter. Failure to maintain continuous enrollment constitutes evidence that the student has resigned from the Graduate School.

#### **Graduate School On-Leave Policy**

Notify your academic advisor if you are thinking about requesting leave. The Graduate On-Leave Request Form becomes available online two weeks before the start of the quarter and remains open through the last week of the quarter. All students must request leave quarterly and pay a non-refundable quarterly fee of \$25.00, which keeps your student status, library access, and UW email active.

To be eligible for On-Leave status, you must have registered for, and completed at least one quarter in the UW Graduate School. You must also have been registered or officially On-Leave for the immediate past quarter (except summer). <https://grad.uw.edu/policies/graduate-on-leave-status/>

Students on-leave are **NOT** entitled to extensive faculty and staff counsel, examinations of any type (except for language competency), thesis/culminating project filing, University housing, student insurance, or any form of financial assistance. Any student who has registered for a quarter may not submit a petition for on-leave status for that specific quarter unless there is an action to officially withdraws from all courses before the first day of that quarter. Students who have been registered

for even one day of a quarter are deemed to have status for the quarter and will be eligible to register for classes or apply for leave for the following quarter (spring enables registration for summer or autumn). If a student who is in On-Leave status registers in any other status, i.e., Extension, Non-matriculated, Graduate Non-matriculated, etc., this will terminate their official On-Leave status for that quarter, even if they subsequently drop those courses.

#### Leave and Culminating Project Course Completion (TEDUC 599)

MEd students are required to complete TEDUC 599 in winter and spring quarters for their culminating project and must confirm their intent to enroll in TEDUC 599 by contacting their academic advisor to update/confirm their program plan before the start of autumn quarter to ensure space availability. This includes students who are officially on leave, as well as those who have taken a break from the program and do not currently have an active student status. Failure to alert your academic advisor prior to the start of autumn quarter may result in the delayed completion of the TEDUC 599 sequence due to space constraints in these courses.

### **Petitions & Transfer Credits**

The School of Education petition form (Appendix B) may be used for a variety of purposes including the following:

1. Grade appeal. (See section on grade appeals above)
2. Transfer Credit Request. A student may ask to transfer up to six quarter credits from other universities. (See UW [Graduate School Policy 1.1 for the Master's Degree.](#))
3. Program Requirement Adjustment. Any change to the required courses and/or course sequence may be requested via petition.

All students wishing to file a petition are encouraged to schedule a meeting with their academic advisor for further information and guidance on the process.

#### Petition Procedure

- Students must be admitted to the program before they are eligible to petition.
- The academic advisor meets with the student to discuss their concerns/requests and provides necessary resources/guidance.
- The student completes the written petition form (Word document). A clear statement of the reason for the petition and supporting evidence is needed.
- The student submits the petition and documentation to the academic advisor who makes a recommendation and forwards the recommendation to the faculty director for guidance.
- The faculty director, in consultation with the appropriate program faculty if appropriate, reviews the petition and provides a decision.
- The academic advisor sends a copy to the student and retains a copy in the student file. If the petition is a Graduate School Petition, the academic advisor submits the petition to the UW Graduate School.

## **Preparing for Certification or Endorsement**

## Teacher Certification Program 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.

## Certification and Endorsement Recommendation

All certification and endorsement recommendation are completed through [OSPI's E-Cert System](https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=9f53032ec11b38752762578e019d73c1):  
<https://eds.ospi.k12.wa.us/OspiSts/identity/login?signin=9f53032ec11b38752762578e019d73c1>

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.

## Preparing to Graduate

### Graduation Requirements Checklist

- Satisfy the requirements for the degree that are in force at the time the degree is to be awarded.
- Register as a graduate student (minimum of 2 quarter credits) during the quarter you plan to complete the degree. You must maintain registration through the end of the quarter in which the degree is conferred.
- Remove any X, N, or I grades posted on your transcript for courses needed to satisfy degree requirements.
- Receive a grade of 2.7 or better on all coursework used to satisfy degree requirements, and a minimum cumulative grade point average of 3.0.
- Complete Graduate School coursework requirements including residency requirements as stipulated in the General Catalog.
- All coursework, including approved transfer courses, must be completed within a 6-year timeframe.

### Hooding and Commencement Ceremonies

The presentation of the academic hood to master's degree students is a special moment for the student and the faculty and staff of their academic program. Each school at UW Tacoma holds its own hooding ceremony, allowing more time to recognize each student. Master's degree students are encouraged to attend both their hooding ceremony and the university's campus-wide commencement ceremony.

<http://www.tacoma.uw.edu/commencement/hooding-ceremonies>

At the hooding ceremony, a master's hood will be placed over the student's head by a School of Education faculty member. The hood's colors of light blue indicate a degree in Education from the UW. Hooding is a symbolic gesture of honor in recognition of the graduate's advanced academic achievement.

UW Tacoma also has one commencement ceremony per year, held at the end of the Spring Quarter. All students who graduated in the previous autumn quarter or have graduated in the Winter or Spring quarter of the current year, are eligible to participate, as well as those students who are going to finish their degrees by the coming Summer quarter. All graduates, including summer graduates, have a choice of which ceremony they may participate in, but students can only "walk" once.

Information about the ceremony including registration, purchasing a cap and gown, graduation announcements and preparation for the ceremony can be found on the [Commencement website: https://www.tacoma.uw.edu/commencement](https://www.tacoma.uw.edu/commencement)

## Graduation

### Final Quarter Registration

Students must maintain registration as a full or part-time (minimum of 2 credits) graduate student at the University during the quarter their master's degree is conferred.

Students must submit master's degree requests online. Students may submit a request from the 1st day of the quarter they expect to graduate until 11:59 pm, of the last day of the quarter in which they expect to graduate.

- Complete the *Exit Questionnaire*. You will not be able to return to the *request page* to make changes or complete information later.
- You are completing a **non-thesis** program-**make sure you select this option**.
- Students will receive an email confirming receipt of their Master's Degree Request and any in-progress or outstanding coursework required for the degree.

## University Policies

### **Inclement Weather Policy**

If inclement 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 alerts and/or emails (UW Alert): <http://www.washington.edu/safety/alert/>
- X (Twitter): [www.twitter.com/uwtacoma](https://www.twitter.com/uwtacoma)
- Facebook: [www.facebook.com/uwtacoma](https://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, but inclement weather conditions exist, use your own best judgment 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 cancelled. If you are scheduled for field or practica, 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 a later than usual time, usually at 10:30 am or Noon, depending on conditions. Any classes or events occurring before operations resume, are cancelled. If you are scheduled for field or practica, 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 cancelled. If you are scheduled for field or practica, 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**

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

### **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 [drsuwt@uw.edu](mailto:drsuwt@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 Graduate School Policies**

<https://grad.uw.edu/grad-school-policies/>This page contains searchable database of all Graduate School policies and related procedures. Final decisions regarding implementation or continuation of policies receive the advice of the Graduate School.

## **Glossary of Terms**

**C&I** – Curriculum & Instruction, a study option in the Master for Practicing Educators or MEd

**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 work together to plan, organize, instruct and make assessments on 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 protect the privacy of students' education records. Generally, the guidelines mean that the University and its employees may not release or share 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 FERPA for Faculty and Staff: <https://www.tacoma.uw.edu/registrar/ferpa-uw-employees>.

**Field Administrator or Field Coordinator** – Oversees 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 candidates in a K-12 school and/or with a particular mentor teacher to gain experience and skills in the classroom. All teacher candidates in Washington must complete fieldwork as a requirement of certification. May also include placements of Educational Administration, School Psychology, and candidates in other certification programs.

**Field Supervisor** – Each candidate in our Educational Administration and 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 assessment and support during fieldwork.

**MEd** – Master in Education Degree

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

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

**SEL** – Social Emotional Learning, a study option in the MEd,

**SPED** – Special Education,

**TELL** – Teaching English Language Learners,

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

**U-PASS** – Available for a quarterly charge, 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.

**UWNetID** – The portion of your UW email that precedes @uw.edu; also, your login for your MyUW account. e.g. the UWNet ID of [mchen@uw.edu](mailto:mchen@uw.edu) is **mchen**.