

Academic and University Policies

Academic Policies

UW Tacoma uses a numerical grading system. Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the registrar to 0.0. Numerical grades may be considered equivalent to letter grades as shown in the chart at right.

The following letter grades may also be used:

CR: Credit awarded in a course offered on a credit/no-credit basis only or in courses numbered 600, 601, 700, 750 and 800. The minimum performance level required for a CR grade is determined, and the grade is awarded directly by the instructor. CR is not computed in GPA calculations.

NC: Credit not awarded in a course offered on a credit/no-credit basis only or in courses numbered 600, 601, 700, 750 and 800. The grade is awarded directly by the instructor and is not included in GPA calculations.

S: Satisfactory grade for courses taken on a satisfactory/not-satisfactory basis. An S grade is automatically converted from a numerical grade of 2.0 or above for undergraduate classes and 2.7 or above for graduate classes. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the Registrar. Undergraduate students may elect this option only for free electives and cannot be used to satisfy a university, college or department course requirement. With the approval of their program adviser, graduate students may elect to be graded S/NS in any numerically graded course for which they are eligible. Depending on the program, up to 25 credits of S/NS grades may be applied to an undergraduate degree. S is not computed in GPA calculations. There is no limit on the number of S credits that can be applied to a graduate degree.

Letter Grade Equivalents

| Undergraduate | | | Graduate | | |
|---------------|------------------------|---|--------------|------------------------|---|
| Letter Grade | Grade Point Equivalent | | Letter Grade | Grade Point Equivalent | |
| A | 3.9 - 4.0 | | A | 3.9 - 4.0 | |
| A- | 3.5 - 3.8 | | A- | 3.5 - 3.8 | |
| B+ | 3.2 - 3.4 | | B+ | 3.1 - 3.4 | |
| B | 2.9 - 3.1 | | B | 2.9 - 3.0 | |
| B- | 2.5 - 2.8 | | B- | 2.5 - 2.8 | A minimum of 2.7 is required in each course that is counted toward a graduate degree. |
| C+ | 2.2 - 2.4 | | C+ | 2.1 - 2.4 | |
| C | 1.9 - 2.1 | | C | 1.7 - 2.0 | |
| C- | 1.5 - 1.8 | | E | 0.0 | |
| D+ | 1.2 - 1.4 | | | | |
| D | 0.9 - 1.1 | | | | Grades below 1.7 in graduate programs are recorded as 0.0. |
| D- | 0.7 - 0.8 | Lowest passing grade | | | |
| E | 0.0 | Failure or Unofficial Withdrawal. No credit earned. | | | |

NS: Not Satisfactory grade for courses taken on a satisfactory/not-satisfactory basis. A grade less than 2.0 for undergraduate classes and 2.7 for graduate classes is converted to NS. NS is not included in GPA calculations. No credit is awarded for courses in which an NS grade is received.

I: Incomplete given only when the student has been in attendance and has done satisfactory work until 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. To obtain credit for the course, an undergraduate student must convert an I into a passing grade no later than the last day of the next quarter. The student should never re-register for the course as a means of removing the Incomplete.

For undergraduate students, an I grade not made up by the end of the next quarter is converted to a grade of 0.0 by the Office of the Registrar unless the instructor has indicated when assigning the I grade that a grade other than 0.0 should be recorded if the incomplete

work is not completed. The I is not removed from the permanent record and appears on the transcript with the completed grade. An instructor may approve an extension of the Incomplete removal deadline by contacting the Office of the Registrar no later than the last day of the quarter following the quarter in which the Incomplete grade was assigned. Extensions, which may be granted for up to three additional quarters, must be received before the I has been converted into a failing grade. In no case can an I received by an undergraduate be converted to a passing grade after the lapse of one year.

For graduate students, an I grade does not automatically convert to 0.0 but remains a permanent part of the student's record. To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case can an I received by a graduate student be converted to a passing grade after a lapse of two years or more.

W: Official Withdrawal or drop from a course from the third through the seventh week of the quarter for undergraduates. A number designating the week of the quarter is recorded with the W when a course is dropped. It is not computed in GPA calculations.

HW: Hardship Withdrawal grade assigned when a student is allowed to withdraw from a course after the 14th calendar day of the quarter (see Hardship Withdrawal Policy on page 13). It is not computed in GPA calculations.

N: Indicates that the student is making satisfactory progress and a final grade will be given at the end of the quarter the work is completed. Used only for hyphenated courses (courses not completed in one quarter) and courses numbered 600, 601, 700, 750 or 800.

Grade point average (GPA)

The cumulative GPA includes credits granted for courses taken in residence at all campuses of the University of Washington and those with a DL (Distance Learning) suffix taken through UW Educational Outreach (UWEO). The UW transcript also reflects grades for other UWEO courses that are not residence credit and grades for credit by examination. These latter grades do not affect the student's UW cumulative GPA.

Computation of GPA

The grade point average for graduation is computed by dividing the total cumulative grade points by the total credits attempted for courses taken in residence at the university. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course. The sum of the grade points is then divided by the total credits attempted. Courses elected on an S/NS basis are counted as follows: Satisfactory grades are printed on the permanent record as an S and do not count in the quarterly or cumulative grade point average, but they do count as credits earned toward graduation. Not-satisfactory grades (NS) do not count in the quarterly and cumulative grade point averages and do not count as credits earned toward graduation.

Example 1:

| Course | Credits | Grade | Grade Points |
|------------|---------|-------|---------------|
| TIAS 498 | 3 | x 0.0 | = 0.0 |
| TSMIN 300 | 5 | x 2.9 | = 14.5 |
| TCSIUS 445 | 5 | x 3.2 | = <u>16.0</u> |
| | | | 30.5 |

Total credits earned toward graduation: 10
Total graded credits attempted: 13

Grade point average = $30.5 \div 13 = 2.35$

The total graded credits attempted, not the credits earned toward graduation, are used in computing the GPA.

Example 2:

| Course | Credits | Grade | Grade Points |
|----------|---------|-------|--------------|
| TBUS 300 | 5 | x 2.3 | = 11.5 |
| TBUS 310 | 5 | x 2.9 | = 14.5 |
| TBUS 320 | 5 | x I | = <u>0.0</u> |
| | | | 26.0 |

Total credits earned toward graduation: 10

Total graded credits attempted: 15

Grade point average = $26.0 \div 10 = 2.60$

The student attempted 15 credits, but only 10 are graded; the I is not computed in the grade point average. If the work in TBUS 320 is not made up by the end of the quarter, the I will convert to a numeric grade of 0.0 and the grade point average will be recomputed. When the grade of 0.0 is received, it is computed in the grade point average, but no credit is awarded toward graduation.

Repeating Courses

With the approval of the academic program offering the course, a student may repeat a course once. Both the original grade and the second grade will be computed in the grade point average, but credit will be allowed only once. Veterans receiving benefits must receive approval from the veterans coordinator in the Office of Enrollment Services before a course is repeated.

Duplicate Courses

To protect the student's 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 for determining 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 adviser before registering.

Class Attendance

The University of Washington Tacoma reserves the right to drop students who have not attended class during the first week of the quarter to make space for other students waiting to enroll. However, students should not assume that they will automatically be dropped from a course if they do not attend. It is the student's responsibility to drop the course through MyUW. Students who are registered for a course section but do not attend will be assigned a failing grade by the instructor. Students may not attend a

course in which they have not been officially registered after the first two weeks of the quarter.

An instructor may allow a student to attend his or her class only if the student's name appears on the official class list from the Office of the Registrar. Other faculty members may attend informally with the approval of the instructor.

Grading Procedures

Change of Grade

Except in case of error, an instructor may not change a grade that he or she has submitted to the registrar. A student who finds administrative omissions or errors in a grade report must make application for a review not later than the last day of the student's next quarter in residence. Grades used to meet graduation requirements cannot be changed after the degree has been granted. Students are not automatically notified of grade changes posted after the first of the quarter.

Grade Appeal Procedure

A student who believes he or she has been improperly graded first discusses the matter with the instructor before the end of the following academic quarter. If the student is not satisfied with the instructor's explanation, the student may submit a written appeal to the director or the dean of the program that offered the course, with a copy of the appeal also to the instructor. This must be done no later than 10 class days after his or her discussion with the instructor.

The director consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the director believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the director, with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that program to evaluate the performance of the student and assign a grade. The UW Tacoma vice chancellor for Academic Affairs and the University of Washington provost should be informed of this action.

Once a student submits a written appeal, this document and all subsequent actions on this appeal are recorded in written form for deposit in the student's file.

Grade Reports

The University of Washington does not mail grade reports. Students access their grades online using MyUW.

Transcripts

Official transcripts are available from the Office of the Registrar or the Cashier's Office. Transcripts may be ordered using a request form or by written request from the student. The request must include name; Social Security number or student identification number; current phone number; date of birth; address to which the transcript should be sent and student signature. Additional helpful information includes dates of attendance and former name.

Because the signature of the student is required, email requests cannot be accepted. Payment of \$9 per transcript is required at the time of the request by check or money order. Current students may have the charge added to their tuition bill. The Transcript Request form is available online at www.tacoma.washington.edu/cashier/transcripts. Allow three to five working days for processing. Same-day requests are available for an additional \$15 fee. Transcripts may be picked up in the Office of the Registrar with picture identification or mailed to a third party, per student request. Each transcript will include all coursework taken at the University of Washington, with indication of the campus where the credits were earned.

Students can print out an unofficial transcript online at myuw.washington.edu.

Scholarship

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 his or her use of the work of others constitutes plagiarism should consult the course instructor for guidance before formally submitting the work involved.

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 adviser in the General Education Center for advising toward a major. A registration hold will be placed on students who have reached 105 credits and have not declared a major. In rare cases, a student who has met with an adviser in the General Education Center 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 hold is being placed on their registration due to lack of satisfactory progress. Students are encouraged to meet with their academic advisers to prepare a graduation plan or complete a graduation application to avoid this situation.

Low Scholarship

Academic Warning

An undergraduate student whose grade point average falls below 2.00 in his or her first quarter at the university receives an academic warning. 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, he or she is placed on academic probation.

Academic Probation and Dismissal for Low Scholarship

An undergraduate student is placed on academic probation at the end of any quarter (except for the first quarter at the university, when an academic warning is issued) in which his or her cumulative grade point average falls below 2.00. Once on probation, the student must attain at least a 2.50 for each succeeding quarter's work until the cumulative grade point average is raised to a 2.00 or the student is dropped for low scholarship.

Reinstatement

An undergraduate student who has been dropped for low scholarship will be readmitted to the university only at the discretion of the academic program and, in some cases, may be required to sit out one quarter. A student readmitted after being dropped under these rules reenters the University on academic probation and may

be required to re-apply to their academic program. The student's GPA is the same as when dropped from the university, and the student may not use grades from other colleges or universities to raise his or her UW grade point average. A readmitted student is dropped if he or she fails to attain either a 2.50 grade point average for the following quarter's work or a cumulative UW grade point average of 2.00 at the end of that quarter. The student is removed from probation 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 from the Office of the Registrar or the student's academic program.

Please note: The University of Washington transcript is comprised of coursework and grades from all three campuses. Students who are dropped for low scholarship from one campus and reinstated at another will remain on academic probation until their cumulative grade point average reaches 2.0.

Senior in Final Quarter

A senior who has completed the required number of credits for graduation, but whose work in what would normally be his or her final quarter places him or her on probation does not receive a degree until removed from probation.

Dean's List

Quarterly Dean's List

The quarterly high scholarship list includes the names of matriculated undergraduate students who have attained a quarterly grade point average of 3.50 in the final grades for at least 12 graded credits. Appropriate high-scholarship entries are made on the student's permanent academic record.

Annual Dean's List

The yearly award for high scholarship is recorded on the academic transcript of undergraduate students enrolled for three quarters of the academic year (summer through spring) and who earned a quarterly GPA of 3.50 in 12 or more numerically graded credits each quarter. It is also recorded for students enrolled for four quarters who met the standard just mentioned and also earned a quarterly GPA of 3.5 or better in the fourth quarter if enrolled for 10 or more credits.

Annual Dean's List Certificate

Annual Dean's List certificates are awarded to students in the senior class who have high scholastic records for their junior year. The Honors Committee on the University of Washington Seattle campus determines the grade point average required for the awarding of certificates. Students receive a certificate and a letter of congratulations from the UW Tacoma chancellor.

Baccalaureate Honors

Baccalaureate honors (*summa cum laude*, *magna cum laude*, *cum laude*) are awarded only to recipients of a first baccalaureate degree. These honors are earned by those students who have completed no fewer than 90 residence credits at this institution. At least 60 of the 90 credits must have been acquired on a graded basis.

The University's Honors Committee determines annually the grade-point requirement for each baccalaureate honor. In recent years, approximately 10 percent of the students have been awarded baccalaureate honors. Credits earned by extension courses are not counted toward honors eligibility.

August graduates who wish to participate in the preceding June commencement should contact their program adviser regarding recognition of honors at the June ceremony.

Faculty Honors

At the University of Washington Tacoma, faculty honors are awarded to those students receiving a baccalaureate degree whose GPA is in the upper 10 percent of their program and who have earned between 43 and 89 graded credits at the UW.

Chancellor's Medal

The Chancellor's Medal, which is conferred at Commencement, recognizes the graduating senior who has the most distinguished academic record. Only students who have earned at least 90 credits (43 credits for Nursing students) in residence at the University of Washington Tacoma may be considered.