



**University of Washington Tacoma
Office of Continuing Studies**

STUDENT HANDBOOK
NONCREDIT
CERTIFICATE PROGRAMS
AND WORKSHOPS & COURSES



How to Contact Us

Program Information

Phone: 253-692-4618

Hours: 9am-5pm Monday-Friday

- General Inquiries about a program
- Inquiries about curriculum and instructors
- Inquiries about the Office of Continuing Studies & KeyBank Professional Development Center

Registration Information

Phone: 253-692-4618

Fax: 253-692-4627

Email: uwtpdctr@u.washington.edu

Hours: 9am-5pm Monday-Friday

- Register for courses
- Change your address
- Find out location of course
- Request a withdrawal or refund before deadline

Program Support Services

Mailing Address: Office of Continuing Studies
KeyBank Professional Development Center
UW Tacoma Campus
1900 Commerce St.
Tacoma, WA 98402

Physical Address: 1551 Broadway, Suite 400A
Tacoma, WA 98402

Phone: 253-692-4618
253-692-4627 (FAX)

Email: uwtpdctr@u.washington.edu

Hours: 9am-5pm Monday-Friday

- Inquiry about grades and CEUs (noncredit)
- Request a certificate
- Obtain a UWEO Official Record

Program Director

Alice Dionne, Director, Office of Continuing Studies

Phone: 253-692-4672

Email: adionne@u.washington.edu

Hours: 9am-5pm Monday-Friday

- Petitions to waive a course
- Questions about special situations
- Feedback about instructors

Disability Accommodations

Lisa Tice
Disability Support Services
Phone: (253) 692-4493
(253) 692-4602 (FAX)
Email: ltice@u.washington.edu
Hours: 9am-5pm Monday-Thursday
Web Site: http://www.tacoma.washington.edu/student_affairs/disability/

- Request accommodations or access information for students with disabilities

UW Tacoma Information

Phone: 253-692-4400
Website: <http://www.tacoma.washington.edu/>

The University of Washington Tacoma is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation contact the Disability Support Services at least ten days in advance at: (253) 692-4493 (phone) or (253) 692-4602 (FAX), or ltice@u.washington.edu.

Revised: September 2007
Office of Continuing Studies, Key Bank Professional Development Center is a UW Tacoma program.

To Visit Us at Our Office



Carlton Center is located on the triangle formed by Broadway and Jefferson Streets.
The entrance to the Carlton Center is on Broadway.
The Jefferson entrance will take you into the restaurant Two Koi.
Our office is located on the 4th floor.



Application & Registration Information

Changes in University Regulations

The University and its colleges and schools reserve the right to change the fees, the rules, and the calendar regulating admission to, registration at, instruction in, and graduation from the University and its various divisions and to change any other regulations affecting the student body. Changes shall go into force whenever the proper authorities so determine appropriate at the University. The University also reserves the right to withdraw courses at any time.

Application Process

The nine-month certificate programs require that students first APPLY and be ACCEPTED in the program prior to registering for classes. Visit the website at www.tacoma.washington.edu/pdc to review the ADMISSION REQUIREMENTS for the programs and to find the [Application Form](#). The application review process takes one week so plan to submit your materials well before the program begins.

Registration & Payment Policy for Each Term

Certificate Programs (9 months)

Certificate students are responsible for registering and paying for all of the necessary courses in their program each quarter by the payment deadline. **For certificate programs, unless otherwise announced, the payment due date is 3 days before the first day of class.** Failure to register and pay by the payment deadline could result in a \$50.00 late fee being assessed or the loss of your space in the course.

**Register early to ensure a space
in the class you have chosen.**

Prior to the payment deadline for the first class, you will be sent a letter explaining how to register. Complete the registration form online, then download it and return it with the tuition payment and all applicable fees to our office.

You are enrolled in the course only when the UW Tacoma Office of Continuing Studies has received your registration form and payment. Payment can be made

- by mail (send materials to UW Tacoma, Office of Continuing Studies, 1900 Commerce St., Tacoma, WA 98402)
- in-person at the Office of Continuing Studies, KeyBank Professional Development Center, The Carlton Center, 1551 Broadway, 4th floor, Tacoma, WA 98402, or
- by fax 253-692-4627 (using a credit card)

Payment may be made using a check, cash, credit card, or a 3rd party payer. Please check our website for more information (www.tacoma.washington.edu/pdc).

Workshops and Short Certificate (less than 9 months)

Registrations will be accepted until the first class starts. To ensure a place in the class; we recommend that you register early. Some faculty will allow students to enter the class up to one week after the start date; please check with our office. Many of our classes have enrollment limits and registration is on a first-come, first-served basis. Full payment is required at the time you register.

If you have questions or concerns about registering for the courses in the program, please call 253-692-4618.

Third Party Payer

If you are paying through a third party payer, separate documentation (purchase order or letter of authorization to bill) must accompany your registration for each term.

How to Pay

Phone: 253-692-4618
Fax: 253-692-4627
Email: uwtpdctr@u.washington.edu
Hours: 9am-5pm Monday-Friday
Mailing Address: Office of Continuing Studies
KeyBank Professional Development Center
UW Tacoma Campus
1900 Commerce St.
Tacoma, WA 98402
Physical Address: 1551 Broadway, Suite 400A
Tacoma, WA 98402

Social Security Number

For purposes of the new Hope and Lifetime Learning tax credits, federal law (section 6109 of the Internal Revenue Code) requires the University to obtain your Social Security number. Your Social Security number serves as a unique identifier for student records. If you do not wish to give your Social Security number, you will not be eligible for this tax credit.

Tax Credits for Tuition and Fees

The tax laws allow eligible taxpayers to claim a tax credit of up to \$1,000 for UW Tacoma classes. Under the Lifetime Learning Credit (LLC), taxpayers may claim 20 percent of the first \$5,000 of qualified tuition and related expenses as a tax credit. (These expenses include any required enrollment fees, but exclude books, room and board, equipment, etc.)

Eligibility

The LLC covers any education expenses paid for academic periods during the tax year. While the tax credit excludes expenses covered by scholarships, tax-free grants, or employer education assistance, it does include all qualified out-of-pocket expenses and those paid by loans.

Taxpayers who earn up to \$40,000 (\$80,000 for couples filing jointly) in adjusted gross income (AGI) may claim the full tax credit. Above this, the tax credit is gradually phased out; it is eliminated for those making over \$50,000 (\$100,000 for couples filing jointly). For more detailed information, please refer to IRS Publications 970, "Tax Benefits for Higher Education."

Veterans

Under the G.I. Bill, veterans may be eligible for reimbursement of course fees (textbooks not included) when enrolled in select courses offered through UW Tacoma Continuing Studies. Some of the UW Tacoma certificate programs have been approved for Veterans Administration benefits. Application for such benefits should be made through the Office of Enrollment Services, UW Tacoma. Contact Bruce Metzger.

Bruce Metzger
Veterans Affairs Certifying Official
Room: GWP 102
Phone: 253-692-5721
E-mail: bmetzger@u.washington.edu

Waiving Certificate Courses in 9-month Certificate Programs

Individual courses in a certificate program cannot be substituted or waived based on prior knowledge or experience. Certificate students may petition to waive up to two courses in a certificate program with proof of successful completion of the same University of Washington course taken within the last two academic years as a noncertificate student. Before submitting a petition, contact the Program Director for your program to determine if there have been any changes to the program that would affect your request to waive courses.

Certificate students may petition to waive a maximum of two courses in the program with proof of successful completion of the same UW courses taken within the last two academic years. Contact the Program Director if you have questions about course waivers.

A written petition to waive must be submitted after a student has been accepted to the certificate program, and should include the following information:

- Full name of student
- Name of certificate program
- Social Security number
- Name of course(s) to be waived
- Photocopies of University of Washington grade reports or university transcripts showing successful completion of identical course(s) during the last two academic years.

Petitions should be sent directly to the Program Director who will review the petition and approve or deny the request based on any changes to the program or individual course curriculum.

Withdrawals/Refunds

Withdrawals

A request to drop or withdraw from any course in a certificate program must be submitted in writing to UW Tacoma Office of Continuing Studies. Mail or fax your request to:

Office of Continuing Studies
KeyBank Professional Development Center
UW Tacoma Campus
1900 Commerce St.
Tacoma, WA 98402
Fax: 253-692-4627

The document should include a signature, however, email requests that include your full name and address, will be accepted. **If you fail to attend class, or if you only notify the instructor that you wish to drop the class, you have not officially withdrawn from the course.** An unsuccessful completion (no pass) will be entered on your official record unless you officially withdraw.

Withdrawal requests for a 100% refund, less the nonrefundable registration fee and application fee, must be received in writing 24 hours BEFORE the program begins.

Refunds

Refund of course fees, less the nonrefundable registration fee and any application fee, are possible only if the withdrawal request is received 24 hours BEFORE the first day of class. There is no refund for withdrawal after the first day of class. If there are two sequential courses in the same program in one term, to withdraw with a 100% refund from the second course, you must withdraw 24 hours BEFORE the first day of the second course.

Automatic Refunds

If a student has not successfully completed a course in the previous term and is not eligible to continue in the program, course fees for the course in which the student is currently enrolled may be automatically refunded. The \$45 certificate application fee and registration fee are not refundable. If the University cancels a program, a full refund will be provided automatically.

Noncredit Certificate Policies

General Completion Information

To earn a certificate or completion, students must satisfactorily complete all requirements according to the standards defined for each program in the program brochure. Students are encouraged to complete the certificate within a single program cycle with their student cohort.

Each certificate program follows a specific grading policy. To receive a certificate of completion, students must successfully complete every required course in the program.

Students who must withdraw from a certificate program due to unavoidable conflicts may be allowed to transfer to the following program year and complete the certificate. Students who wish to request a withdrawal and transfer should contact the Office of Continuing Studies.

UW Tacoma Office of Continuing Studies certificate program students are evaluated in each course of the certificate program on the basis of standards established by the instructors. These standards may include specific requirements for attendance, completion of course assignments, projects, and examinations. **At a minimum, certificate program students are expected to complete 80% of all class sessions and required assignments for each course.**

Students are required to progress through the courses in a program in a timely and appropriate fashion. **In the majority of cases, the way in which courses are ordered in a program is purposeful; students are expected to take the courses in this specific order.**

Grading/Completion Guidelines

Most certificate programs are designed as a series of sequential courses. However, some are non-sequential. Grading guidelines vary slightly by sequence type.

Sequential Programs

Because courses are arranged sequentially and are normally offered only once each year, students who wish to obtain a certificate for their studies are required to successfully complete all courses in the previous term before they advance to the next term. Students must successfully complete all courses in the program to receive a certificate of completion.

There are three possible grades:

1. Successful Completion (Pass)

Students are required to successfully complete (Pass) all courses in a term to continue in subsequent terms in the program and receive the certificate of completion.

2. Unsuccessful Completion (No Pass)

A grade of 'No Pass' disqualifies a student from a certificate program and from receiving a certificate of completion. A student receiving a 'No Pass' should discontinue participation in subsequent terms of the program and contact the Program Director to discuss possible options.

3. Incomplete (I)

A grade of Incomplete may be issued for the following special circumstances:

- The student requesting an Incomplete has been in attendance and has done satisfactory work until within two weeks (14 days) of the end of the course, and
- The student has furnished satisfactory proof to the instructor that the required work cannot be completed because of illness or other circumstances beyond the student's control.

To continue in the program during the current certificate cycle, the student has the sole responsibility for converting the Incomplete to a Successful Completion within three weeks (21 days) of the last session of the course. Once the student has completed the required course work to earn a Successful Completion, the instructor should immediately notify UW Tacoma Office of Continuing Studies in writing (or by email).

Nonsequential Programs

All sequential grading and completion guidelines apply to nonsequential courses with the following exceptions:

- Students are **not** required to successfully complete all courses in the previous term before they advance to the next term. Students must successfully complete all courses in the program to receive a certificate of completion.
- An Incomplete **does not** prohibit a student's enrollment in subsequent courses of the certificate program. However, to receive a certificate of completion in the program during the current certificate cycle, the student must convert the Incomplete to a Successful Completion within three weeks (21 days) of the last session of the uncompleted course. Once the student has completed the required course work to earn a Successful Completion, the instructor must immediately notify UW Tacoma Continuing Studies.

Audit

The option of auditing a course is not available to students enrolled in certificate programs.

UW Official Record

Upon completion of a course, students are notified of Successful (Pass) or Unsuccessful Completion (No Pass). Final grades are recorded on the UW Tacoma Continuing Studies Student Database. Students may request an official record of their studies by sending a written request to UW Tacoma Continuing Studies, KeyBank Professional Development Center, UW Tacoma Campus, 1900 Commerce St., Tacoma, WA 98402. A copy of your official record will be included with your certificate of completion.

CEUs

Continuing Education Units (CEUs) are earned by students who successfully complete noncredit courses offering CEUs. As a nationally recognized way to document participation in organized noncredit continuing education, the CEU provides a vehicle for employers, professional groups and licensing agencies to account for the successful completion of noncredit courses. CEUs are recorded on the UW Tacoma Continuing Studies Database.

Certificate Program Award Ceremony

The annual certificate program awards ceremony is held each summer and students are notified by official invitation. Students who are enrolled in a program still in progress or who have a grade of Incomplete on their record are invited to the ceremony.



General Information

Academic Honesty

Students enrolled in University of Washington Tacoma Continuing Studies are expected to observe the same code of academic honesty required of other University of Washington Tacoma students. Violation of this code can result in academic penalties, such as receiving a failing grade in the course, and other disciplinary actions. Academic dishonesty includes, but is not limited to, cheating on examinations and plagiarism, the latter being defined as offering the language or ideas of someone else as one's own. Plagiarism may range from failure to credit isolated formulas, sentences, paragraphs or ideas to entire articles copied from books, periodicals, speeches, or the writings of other students.

Instances of academic dishonesty for noncredit courses will be handled by an internal University of Washington Tacoma Continuing Studies Committee on Academic Conduct. If evidence of academic misconduct is established, students will be given a failing grade for the course and any refund of tuition fees will be denied.

Acknowledging Sources

The following information on acknowledging sources is adapted from *A Short Guide to Writing about Art* by Sylvan Barnet.

Borrowing without Plagiarizing

You must acknowledge your source (1) if you quote it directly, and put the quoted words in quotation marks, (2) if you summarize or paraphrase someone's material, even though not one word of your source is retained, and (3) if you borrow a distinctive idea, even though the words and the concrete application are your own.

Fair Use of Common Knowledge

If in doubt as to whether or not to give credit (either in a footnote or merely in an introductory phrase such as "Ralph Linton says"), give credit. As you begin to read widely in your field or subject, you will develop a sense of what is considered common knowledge. Definitions in a dictionary can be considered common knowledge, as can the date of birth and death for a well-known person. This information can be found in many sources; therefore, no source needs to be cited for providing these dates. If you simply *know*, from your reading of Freud, that Freud was interested in art, you need not cite a specific source for an assertion to that effect, but if you know only because some commentator on Freud said so and you have no idea whether the fact is well known or not, you should give credit to the source that gave you the information. Not to give credit – for ideas as well as for quoted words – is to plagiarize.

“But How Else Can I Put It?”

If you have just learned – say, from an encyclopedia – something that you sense is common knowledge, you may wonder, how can I convey in my own words the idea that has been stated so simply and clearly by the source. To avoid this dilemma, summarize your sources when you take notes. If you take notes thoughtfully, rather than make copies mindlessly, you will probably be safe. You may want to say somewhere that all your facts are drawn from a particular source, not to avoid charges of plagiarism, but to protect yourself in case your source contains errors of fact.



Resource Information

The following pages provide you with maps to the various classroom locations, as well as addresses, directions, copy services, and parking information for each location.

University of Washington Tacoma Campus Resource Information

Link to Campus Maps

http://www.tacoma.washington.edu/campus_map/

Directions:

The UW Tacoma campus is located across the street from the Washington State History Museum and Union Station. To reach campus, from I-5 take the I-705/Tacoma City Center exit (exit 133). From I-705 take the South 21st Street exit. Turn left at the traffic light onto 21st Street. Go through the light at Pacific Avenue, go up the hill, and you will see parking on the right. There is a short-term pay parking lot off C Street and another pay lot just beyond that at 21st and Market.

Parking:

UW Tacoma is an urban campus and, therefore, parking is limited. There are pay parking lots off C Street at 21st, at the intersection of 21st and Jefferson, on 19th between Market and Fawcett, and next to the Washington State History Museum and Union Station on Pacific. One-hour street parking is available along Pacific Avenue, Jefferson Street and Market Street. (http://www.tacoma.washington.edu/campus_map/parking_on_campus.cfm)

Parking for students and visitors with disabled permits is available on Commerce Street behind the Dougan Building.

Campus Safety Escort Program

For your safety, the University of Washington Tacoma encourages students, faculty, staff, and visitors to use the Campus Safety Escort Program. The service operates Monday through Thursday from 5:00pm to 10:30pm, except holidays, breaks and summer quarter. The program is staffed with contracted security personnel. This service is free of charge to anyone who requests it. Campus Security is located in Dougan 180. Dial #300 or #333 on a campus telephone and a Campus Safety Escort will walk you safely to your vehicle.

Bookstore

Address: 1754 Pacific Avenue
Tacoma, WA 98402
Phone: 253 272-8080
Fax: 253 627-6719
Campus Extension 25784
Web site: <http://www.bookstore.washington.edu/>
Hours: Monday – Wednesday 9am-6pm
Thursday 9am-7pm
Friday & Saturday 9am-5pm
Sunday closed

Books for UW Tacoma Continuing Studies courses are located in a special section. Ask for assistance at the information counter.

Copy Services

Location: Mattress Factory, Room 053 on Dolly Roberson Lane
Box Number: 358405
Phone: 253-692-5787
Fax: 253-692-5785
Office Hours: Monday – Thursday 8am-6pm
Friday 8am-5pm.

Restaurants/Shops

For information on local restaurants and shops near the UW TACOMA campus, visit this url:
<http://www.tacoma.washington.edu/shopuwt/>