University of Alaska Fairbanks (UAF)  
AVTEC - Alaska’s Institute of Technology (AVTEC)

Tech Prep Program Agreement

Definition

The Tech Prep Program is a partnership between the University of Alaska Fairbanks (UAF) and AVTEC - Alaska’s Institute of Technology (AVTEC). It is a program that recognizes technical and related academic preparation and, where possible, work-based learning in a specific career field. It partners secondary education, post-secondary education, labor and business in a sequential course of study without duplication of coursework that will lead a student to a certificate, credential, apprenticeship, associate degree or baccalaureate degree.

Purpose

The purpose of the Tech Prep Program is to offer students in a technical field of study an opportunity to receive lower-division college credit toward a UAF certificate or undergraduate degree. Students may receive UAF credit by successfully completing specific courses that have been approved for articulation by UAF. Tech Prep Program articulation agreements use the university’s curriculum standards and measures for articulating coursework from secondary school districts and other partnerships into UAF credit. Motivated, able learners will greatly benefit from this outcomes based program. Students who complete coursework through the Tech Prep Program will be better prepared to:

- go directly to work or into a training program requiring an entry-level technical base,
- continue to work towards a university certificate or degree while using technical skills in the workplace,
- attend UAF with a head start toward a certificate or degree, or
- transfer credits from UAF to another university or college.

Opportunities

Tech Prep students will have the opportunity to take advantage of UAF’s multiple services for prospective students such as those provided by the Advising and Center, UAF Community & Technical College (UAF CTC) Student Services and Advising Center, Career Services Center, and departmental advising when in Fairbanks. In addition, there are other services being made available in Delta that students can take advantage of. Advising and correct placement of Tech Prep students will be more appropriate since the University will know what skills the student has already achieved. It also allows UAF to plan a pathway of study that helps maximize the student’s course work and avoids duplication of work done at AVTEC - Alaska’s Institute of Technology.
General Information

Credits

There is no limit on the total number of UAF credits a student may receive through the Tech Prep Program.

- UAF credit received through the Tech Prep Program will be considered resident credit. Credit will not be awarded for a course that duplicates one for which UAF credit was already received.
- Credit through the UAF Tech Prep Program is generally not included in the computation of study load for UAF full-time or part-time status.
- If the Tech Prep Program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements.
- Students may take advantage of the Tech Prep Program while attending AVTEC - Alaska's Institute of Technology.

Current Process 2011/2012:
1. AVTEC provides UAF CTC with Tech Prep course names for the current academic year.
2. UAF/CTC facilitates registration and fee payment. (Registration fee may be reviewed and adjusted annually.)
   - High school transcript matches
   - Counts as regular college credit
   - Counts in UAF GPA with official UAF transcript
   - Credit will not be awarded for a course that duplicates one for which UAF credit was already received.

UAF Grades and Transcripts

- Some UAF courses are graded pass/fail (P/F) rather than academic letter grades (A-F). Grades received in the AVTEC - Alaska's Institute of Technology partnership course will be converted to the appropriate grading basis of the UAF course. For performance comparison only, a grade of "P" (Pass) is considered equivalent to a grade of "C" or higher.
- The final grade received in the AVTEC - Alaska's Institute of Technology course, taken through the Tech Prep Program, will be posted on the student's UAF transcript as the final grade in the concurrently registered course.
- Academic letter grades (A+ to F) will be included in the student's UAF grade point average (GPA).
- Students will not receive a paper copy of their UAF grades in the mail. Grades will be available by internet (www.uaonline.alaska.edu) shortly after the end of each semester.
- Requests for official transcripts of all UAF course work, including Tech Prep Program courses, must be written and include the signature of the student whose record is being requested. A transcript fee is charged and must be paid in advance.
Articulation of Courses
Articulation is governed by the following guidelines:

- Tech Prep courses are those specifically identified and approved through the articulation process to be in alignment with UAF courses. However, some AVTEC - Alaska's Institute of Technology courses may be articulated to UAF lower division elective credit.
- There must be a clearly defined articulation agreement for each articulated course, based on a set of competencies that will be determined by relevant UAF and AVTEC - Alaska’s Institute of Technology faculty. Although teaching and testing methods may differ, each course will be subject to the instructional objectives and outcomes of comparable, traditionally taught courses.
- Each articulation agreement is unique and will be subject to reconsideration or change each academic year. A comprehensive review will be conducted each year or at the request of either party, to be sure industry and performance standards are being met and that any curriculum changes are incorporated into the articulation agreement.
- Tech Prep is designed to recognize quality technical training. Both UAF and the AVTEC - Alaska’s Institute of Technology will continuously maintain high course standards.

NOTE: Not all UAF courses are available for articulation through the Tech Prep Program.

UAF Responsibilities

UAF’s responsibilities include the following:

To UAF community

- To inform UAF community of the student application and registration process.
- To inform UAF community of the availability and opportunities of the Tech Prep Program.

To AVTEC - Alaska's Institute of Technology

- To meet with AVTEC - Alaska’s Institute of Technology personnel to complete the course articulation procedure through the school/college faculty curriculum process.
- To meet with AVTEC - Alaska’s Institute of Technology personnel to provide an introduction and orientation to UAF’s Tech Prep Program.
- To provide UAF application and registration forms and coordinate training of AVTEC - Alaska’s Institute of Technology personnel for registering interested students.
- To provide AVTEC - Alaska’s Institute of Technology personnel with a calendar reflecting the Tech Prep admission, registration, and grading processes and deadlines.

To students
• Work with school counselors to assist students in developing educational plans consistent with career/life goals, providing them with the information and skills needed to pursue those goals.
• Upon receipt of the Tech Prep Program application and registration forms, to register students concurrently in the articulated UAF course(s).
• Upon receipt of the official AVTEC - Alaska’s Institute of Technology transcript reflecting course completion and final grade, to record the appropriate final grade on the student’s UAF transcript.

AVTEC - Alaska’s Institute of Technology Responsibilities

The responsibilities of the AVTEC - Alaska’s Institute of Technology include the following:

To school community

• To inform students, parents and necessary AVTEC - Alaska’s Institute of Technology personnel (faculty, counselors, administrative staff) of the UAF Tech Prep Program and registration opportunities.
• To provide information to students, and other secondary school districts and partnership institutions, about the UAF Tech Prep Program student application and registration process.

To UAF

• Provide by early September, location, names and the Tech Prep courses to be offered for the upcoming school year.
• To provide current course syllabi and course content guides that clearly identify what objectives the instructor intends to accomplish in the course, what the student should know and/or be able to do as a result of completing the course, and what evaluation methods are appropriate for determining how well the goals and outcomes have been met.
• To complete official UAF grade roster reflecting course completion and final grade received in the articulated course.
• To meet with UAF personnel (faculty) to complete the course evaluation and articulation procedure.
• To coordinate and implement the Tech Prep Program registration process with UAF personnel.
• The Superintendent of the AVTEC - Alaska’s Institute of Technology will sign final grade sheets for teachers if needed.

To students

• To advise students of their eligibility and responsibility to become familiar with the policies and procedures associated with the Tech Prep Program and subsequent registration at UAF.

Student Responsibilities

The student’s responsibilities include the following:
• To inform school district personnel of interest in the UAF Tech Prep Program.
• To complete the required UAF registration forms, and pay the non-refundable fee.
• To be aware of and comply with both the AVTEC - Alaska's Institute of Technology and UAF academic polices, regulations, procedures and deadlines associated with the Tech Prep Program as well as those reflected in the current UAF catalog (www.uaf.edu), pertaining to open enrollment, formal admission, registration, academic action and certificate or degree completion.
• To demonstrate skills learned and a satisfactory level of performance in the methods and techniques of the subject, commensurate with the appropriate UAF course level (100 or 200 level).

Registration

Registration is governed by the following guidelines:

• All high school students, under the age of 18, must obtain the signature of their guardian on the UAF registration form.
• Students will not be officially registered in at UAF until all forms are received and fees paid. Students are held academically and financially responsible for their UAF registration. A non-refundable administrative fee will be charged. The University reserves the right to cancel courses or change its fees at any time.
• If, after registering at UAF, a student changes plans or is unable to complete the AVTEC - Alaska's Institute of Technology course, the student must officially withdraw from the concurrent UAF course(s) prior to the end of the course. A student who does not complete the partnership course and does not withdraw from the concurrent UAF course will receive a final grade of “F” or “NS,” depending on the grading basis of the UAF course.

NOTE: Registration in the Tech Prep Program does not guarantee subsequent formal admission to a UAF certificate or degree program.

Family Educational Rights and Privacy Act (FERPA)

FERPA was designed to protect the privacy of education records. No one outside UAF shall have access to, nor will UAF disclose any information from a students' record without the written consent of the student. The FERPA regulation includes providing grades to the student's parent or high school personnel.

If you have questions or additional feedback, please contact:
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