


**University of Alaska Fairbanks (UAF)  
Fairbanks North Star Borough School District (FNSBSD)**

**Tech Prep Program Agreement**

**Policies and Procedures**

**ENTERED SEP 04 2015** 

**Definition**

The Tech Prep Program is a partnership between UAF and the Fairbanks North Star Borough School District. 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 UAF's curriculum standards and measures for articulating course work from secondary school districts and other partnerships into UAF credit. Motivated, able learners will greatly benefit from this outcomes based program. Students who complete course work 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 Academic Advising Center, TVC Student Services Center, Career Services Center, and departmental advising. Advising and correct placement of Tech Prep students will be more appropriate since UAF 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 through the Fairbanks North Star Borough School District.

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## 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.
- 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 Fairbanks North Star Borough School District or they may request non-concurrent credit from UAF, through "credit after the fact" process, up to three years after completing the Fairbanks North Star Borough School District course, providing the courses were articulated and approved at the time of completion.

### *Credit After The Fact*

Process prior to Fall Semester 2007:

1. Must be formally admitted to a UAF Program.
2. Must obtain documentation from high school and submit to UAF Admissions office (counts as transfer credit and not counted in current GPA, etc.).

Current Process 2007/2008:

1. FNSBSD provides TVC/UAF with Tech Prep course names for the current academic year.
2. TVC/UAF 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 Fairbanks North Star Borough School District 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 Fairbanks North Star Borough School District 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-F) will be included in the student's UAF grade point average computation (GPA).

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- Students will not receive a paper copy of their UAF grades in the mail. Grades will be available by internet ([www.uaonline.alaska.edu](http://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 Fairbanks North Star Borough School District 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 Fairbanks North Star Borough School District personnel. 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 Fairbanks North Star Borough School District 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 registration process.
- To inform UAF community of the availability and opportunities of the Tech Prep Program.

#### *To Fairbanks North Star Borough School District*

- To meet with Fairbanks North Star Borough School District Curriculum Director to complete the course articulation procedure through the school/college faculty curriculum process.
- To meet with Fairbanks North Star Borough School District personnel to provide an introduction and orientation to UAF's Tech Prep Program.
- To provide UAF registration forms and coordinates training of Fairbanks North Star Borough School District personnel for registering interested students.
- To provide Fairbanks North Star Borough School District personnel with a calendar reflecting the Tech Prep registration and grading processes and deadlines.

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*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 registration forms, to register students concurrently in the articulated UAF course(s).
- Upon receipt of the official Fairbanks North Star Borough School District transcript reflecting course completion and final grade, to record the appropriate final grade on the student's UAF transcript.

**Fairbanks North Star Borough School District Responsibilities**

The responsibilities of the Fairbanks North Star Borough School District include the following:

*To school community*

- To inform students, parents and necessary Fairbanks North Star Borough School District 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 registration process.

*To UAF*

- Provide by August, location names and the Tech Prep courses to be offered for the upcoming academic year.
- To provide current course syllabi and course content 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.

*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 registrations forms and pay the non-refundable fee.
- To be aware of and comply with both the Fairbanks North Star Borough School District and UAF academic policies, regulations, procedures and deadlines associated with the Tech

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Prep Program as well as those reflected in the current UAF catalog ([www.uaf.edu](http://www.uaf.edu)), pertaining to open enrollment, formal admission, registration, academic action and certificate or degree completion.

- To demonstrate learning skills 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 must obtain the signature of their guardian on the UAF registration form.*
- *Students will not be officially registered 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 Fairbanks North Star Borough School District 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" depending on the grading basis of the UAF course.

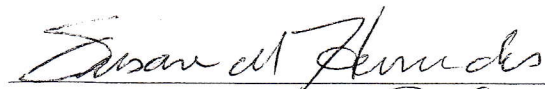
**NOTE: Registration in the Tech Prep Program does not guarantee subsequent formal admission to a UAF certificate or degree program.**

## 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 student's 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:**  
**Kathy Hughes, FNSBSD 452-2000 ext. 421 or [khughes2@northstar.k12.ak.us](mailto:khughes2@northstar.k12.ak.us)**  
**Drena McIntyre, TVC 455-2825 or [fndmm1@uaf.edu](mailto:fndmm1@uaf.edu)**  
**Michele Stalder, TVC 455-2849 or [fnems@uaf.edu](mailto:fnems@uaf.edu)**  
**Brigitte R. Mayes, UAF, 474-6227 or [fnbrn@uaf.edu](mailto:fnbrn@uaf.edu)**

### Tech Prep Agreement Approvals



~~Dr. Steve Jones, Chancellor~~ Dr. Susan Henrichs  
University of Alaska Fairbanks Provost

5/6/08

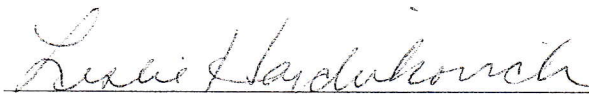
Date



Dr. Rick Caulfield, Director  
University of Alaska Fairbanks  
Tanana Valley Campus

4/24/08

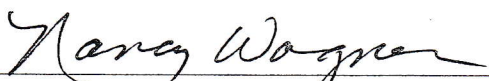
Date



Ms. Leslie Hajdukovich, President  
Fairbanks North Star Borough School District School Board

3-31-08

Date



Dr. Nancy Wagner, Superintendent  
Fairbanks North Star Borough School District

3-24-08

Date

Cc: UAF Registrar's Office  
UAF Admissions  
TVC Student Services  
TVC Administration Services

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