University of Alaska Fairbanks (UAF)

Nome Public Schools
Tech Prep Program Agreement

Policies and Procedures

Definition

The Tech Prep Program is a partnership between UAF and Nome Public Schools. 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 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 UA 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 Counseling Center, Career Services Center, Educational Opportunity Center, Learning Resources Center and departmental advising. 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 the University to plan a pathway of study that helps maximize the student':
duplication of work done at Nome Public Schools

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 UAA 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 Nome Public Schools or they may request non-concurrent credit from UAF through the "credit after the fact" process, up to three years after completing the Nome Public Schools course, providing the courses were articulated and approved at the time of completion.

Credit After The Fact

Credit for a course may be given after the fact if these conditions are met:

1. There is a Course Reference Number for the course time and place.
2. The high school transcript must match.
3. The student must pay course fee and complete registration form.
4. The high school course for which credit is sought is an articulated course.

If these conditions ate met, the course will be given regular college credit and will be factored into the UAF GPA and appear on the official UAF transcript. Credit will not be awarded for a course that duplicates one for which UAF credit was already received.

Grades

- Recommended GPA's for acceptance in the UAF Tech Prep Program is a 2.00 or higher GPA at Nome Public Schools and a 2.00 or higher cumulative GPA for any courses taken at UAF.
- Some UAF courses are graded pass/no pass (P/NP) rather than academic letter grades (A-F). Grades received in the Nome Public Schools 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 Nome Public Schools 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).

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 Nome Public Schools 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 Nome Public Schools 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 earlier request of either party, to assure industry and performance standards are being met and that any curriculum changes are incorporated into the articulation agreement.
- Some UAF departments may require students to meet specific standards such as an entrance GPA, course prerequisites, a particular final grade, or completion of a qualification test. Other criteria such as an interview, or a letter of recommendation may be required. Specific standards and/or criteria will be reflected in the course articulation agreement.
- Tech Prep is designed to recognize quality technical training. Both UAF and the Nome Public Schools 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/NWASD community of the student application and registration process.
- To inform UAF/NWASD community of the availability and opportunities of the Tech Prep Program.

To Nome Public Schools

- To meet with Nome Public Schools personnel (faculty) to complete the course articulation procedure through the school/college faculty curriculum process.
- To meet with Nome Public Schools personnel to provide an introduction and orientation to UAF's Tech Prep Program.
- To provide UAF application and registration forms and coordinate training of Nome Public Schools personnel for registering interested students.
- To provide Nome Public Schools personnel with a calendar reflecting the Tech Prep registration, and grading processes and deadlines.

To students

- 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 Nome Public Schools transcript reflecting course completion and final grade, to record the appropriate final grade on the student's UAF transcript.

Nome Public Schools Responsibilities

The responsibilities of the Nome Public Schools include the following:

To school community

- To inform students, parents and necessary Nome Public Schools personnel (faculty, counselors, administrative staff) of the UAF Tech Prep Program career pathways 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

- 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 provide UAF with an official Nome Public Schools transcript 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 application and 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.
- To obtain an Authorization to Discuss/Release Educational Information form for each student officially registered in the Tech Prep Program signed by the student and the student's parent (unless the student is at least 18 years of age) in order to discuss/release information and supply official transcripts reflecting the student's registration and course completion.

Student Responsibilities

The student's responsibilities include the following:

- To inform partnership institution personnel of interest in the UAF Tech Prep Program.
- To complete the required UAF registration form, and pay the non-refundable fee.
- To be aware of and comply with both the Nome Public Schools and UAF academic polices, regulations, procedures and deadlines associated with the Tech Prep Program as well as those reflected in the current UAF catalog, 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).
- To provide Nome Public Schools and UAF with a properly signed Authorization to Discuss/Release Educational Information form in order for them to discuss/release information and supply official transcripts reflecting the Tech Prep registration and course completion.

Registration

Registration is governed by the following guidelines:

- Students will not be officially registered in the Tech Prep Program or 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 Nome Public Schools 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 "NP," depending on the grading basis of the UAF course.
- Students registered through the Tech Prep program, in one (1) or more UAF credit may elect to pay the non-refundable Student Activities Fee for access to available activities and facilities. Students registered in six (6) or more UAF credits may elect to pay the non-refundable Student Health Center Fee for access to campus health services and programs.

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

UAF Grades and Transcripts

- Students will not receive a paper copy of their UAF grades in the mail. Grades will be available by internet (http://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.

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.

Tech Prep Agreement Approvals

Stan Lujan
Superintendent
Nome Public Schools

Signature _____ 4-13-07
                                  Date

Paul Reichardt
Provost
University of Alaska Fairbanks

Signature _____ 5/16/07
                                  Date

Bernice Joseph
Executive Dean
College of Rural and Community
Development

Signature _____ 5/10/07
                                  Date