University of Alaska Southeast (UAS)
Pribilof School District (PSD)

Tech Prep Program Agreement

Policies and Procedures

I. Definition

The Tech Prep Program is a partnership between UAS and the Pribilof School District (PSD). Tech Prep 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 an occupational endorsement, certificate, apprenticeship, associate degree or baccalaureate degree.

II. 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 UAS occupational endorsement, certificate or undergraduate degree. Students may receive UAS credit by successfully completing specific courses that have been approved for articulation by UAS. 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 UAS 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:

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

III. Opportunities

Tech Prep students will have the opportunity to take advantage of UAS's multiple services for prospective students such as those provided by the Student Resource Center, Career Services and departmental advising. Advising and 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's course work and avoids duplication of work done at the school district.

IV. Accreditation

The University of Alaska Southeast is institutionally bound to follow the policies, rules, regulations, and expectations of our Regional and Professional No part of this agreement supersedes accreditation standards, University of Alaska Policy, or the internal policies created by faculty or other shared governance entities.

V. General Information

A. Instructor Approvals

The University of Alaska Southeast is required to maintain a level of instructor qualifications in-line with accreditation and institutional rules, guidelines and expectations. Therefore, the University of Alaska Southeast has sole authority to approve instructors for college credit. All instructors must be pre-approved through the UAS Tech Prep Instructor approval process, as established by UAS and each individual college and department. No instructor may grant credit for courses without prior approval by UAS for each subject and class taught. Any instructor teaching a class under a Tech-Prep agreement is not a valid instructor until approved. No class may be granted credit without a UAS approved instructor. Instructors may require a periodic renewal of their Tech Prep Instructor status, as required by each UAS College or department. Neither amendment nor any other agreement may supersede the requirements of this section.

B. Credits

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

1. UAS 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 UAS credit was already received.
2. Credit through the UAS Tech Prep Program is generally not included in the computation of study load for UAS full-time or part-time status.
3. If the Tech Prep Program is delivered collaboratively with UAF and/or UAA, credit from each participating institution will be counted toward fulfillment of residency requirements.

C. Grades

1. Some UAS courses are graded pass/no pass (P/NP) rather than academic letter grades (A-F). Grades received in the School district course will be converted to the appropriate grading basis of the UAS course. For performance comparison only, a grade of “P” (Pass) is considered equivalent to a grade of “C” or higher.
2. The final grade received in the School district course, taken through the Tech Prep Program, will be posted on the student’s UAS transcript as the final grade in the

concurrently registered course.

3. Academic letter grades (A-F) will be included in the student's UAS grade point average computation (GPA).

D. Instructor Conflict of Interest

1. To best comply with Alaska state law, accreditation expectations, University of Alaska Policy P04.10.030 – Conflict of Interest and policy and P04.10.040 – Nepotism, no instructor is allowed to supervise or issue a grade to any "immediate family member" (parent, sibling, aunt, uncle, grandfather, grandmother, or first cousin) as defined in Alaska Statute 39.52.960(11). By law, this explicitly includes:
    a. the spouse of the person;
    b. another person cohabiting with the person in a conjugal relationship that is not a legal marriage;
    c. a child, including a stepchild and an adoptive child, of the person;
    d. a parent, sibling, grandparent, aunt, or uncle of the person; and
    e. a parent or sibling of the person's spouse, nor the legal guardian.
2. When a situation arises where the teacher is the only possible instructor of record possible to teach an immediate family member, it is the responsibility of the instructor and the parent/legal guardian (or the student his/herself, if 18 years of age or older) to notify the UAS Registrar of the exact relationship by conspicuously and plainly noting the relationship on the appropriate registration form for the course. This policy and procedure will be available on the UAS Tech Prep website and by request from the Tech Prep Coordinator.

VI. Articulation of Courses

A. Articulation agreement guidelines:

1. Tech Prep courses are those specifically identified and approved through the articulation process to be in alignment with UAS courses.
2. There must be a clearly defined articulation agreement for each articulated course, based on a set of competencies and assessment methods that will be determined by relevant UAS and the School District faculty. Although teaching methods may differ, each course will be subject to the instructional objectives and outcomes of comparable, traditionally taught courses.
3. 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.
4. Some UAS 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.
5. Tech Prep is designed to recognize quality technical training. Both UAS and the

School district will continuously maintain high course standards.

6. Not all UAS courses are available for articulation through the Tech Prep Program and must be agreed upon by both UAS and the school district to be valid and accepted between institutions.

B. **UAS Responsibilities**

1. *To UAS community:*
    a. To inform UAS campus community of the student application and registration process.
    b. To inform UAS campus community of the availability and opportunities of the Tech Prep Program.
2. *To the undersigned school district:*
    a. To meet with school district personnel (faculty) to complete the course articulation procedure through the school/college faculty curriculum process.
    b. To meet with school district personnel to provide an introduction and orientation to UAS's Tech Prep Program.
    c. To provide UAS application and registration forms and coordinate training of school district personnel for registering interested students.
    d. To provide school district personnel with a calendar reflecting the Tech Prep admission, registration, and grading processes and deadlines.
3. *To students:*
    a. To assist students in developing educational plans consistent with career/life goals, providing them with the information and skills needed to pursue those goals.
    b. Upon receipt of the Tech Prep Program application and registration forms, to register students concurrently in the articulated UAS course(s).
    c. Upon receipt of the official school district transcript reflecting course completion and final grade, to record the appropriate final grade on the student's UAS transcript.

C. **School District Responsibilities**

1. *To school community:*
    a. To inform students, parents and necessary School district personnel (faculty, counselors, and administrative staff) of the UAS Tech Prep Program career pathways and registration opportunities.
    b. To provide information to students, and other secondary school districts and partnership institutions, about the UAS Tech Prep Program student application and registration process.
2. *To UAS:*
    a. 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.

b. To provide UAS with an official School district transcript reflecting course completion and final grade received in the articulated course.
c. To meet with UAS personnel (faculty) to complete the course evaluation and articulation procedure.
d. To coordinate and implement the Tech Prep Program application and registration process with UAS personnel.
e. Notify UAS within 48 hours when there is a change of instructor for an approved course.
f. Submit the new instructor's resume and updated syllabus with the name of the new instructor to the Tech-Prep Coordinator within 72 hours after a change of instructor so that UAS can approve or deny the instructor based upon his/her qualifications as defined by the UAS academic department governing the course.
g. Ensure that all course content is taught at a college rigor and covers the content outlined in the approved syllabus.
h. Respect and abide by all UAS policies and regulations regarding UAS Tech Prep Instructor approval processes, standards, and academic expectations for content and delivery.

3. *To students:*
   a. 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 UAS.
   b. To obtain a signed Authorization to Discuss/Release Educational Information form from each student officially registered in the Tech Prep Program in order to discuss/release information and supply official transcripts reflecting the student's registration and course completion.

D. **Student Responsibilities**

1. To inform school district personnel of interest in the UAS Tech Prep Program.
2. To complete the required UAS application and registration forms, and pay the non-refundable fee.
3. To be aware of and comply with both the School district and UAS academic polices, regulations, procedures and deadlines associated with the Tech Prep Program as well as those reflected in the current UAS catalog (www.uas.alaska.edu), pertaining to open enrollment, formal admission, registration, academic action and certificate or degree completion.
4. To demonstrate learning skills and a satisfactory level of performance in the methods and techniques of the subject, commensurate with the appropriate UAS course level (100 or 200 level).
5. To provide The school district and UAS with a 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.

VII. Registration

1. Students will not be officially registered in the Tech Prep Program or at UAS until all forms are received and fees paid. Students are held academically and financially responsible for their UAS registration. A non-refundable administrative fee of $25 per credit will be charged. The University reserves the right to cancel courses or change its fees at any time.
2. If, after registering at UAS, a student changes plans or is unable to complete the School district course, the student must officially withdraw from the concurrent UAS 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 UAS course will receive a final grade of "F" or "NB," depending on the grading basis of the UAS course.
3. Students registered through the Tech Prep program, in one (1) or more UAS credit may elect to pay the non-refundable Student Activities Fee for access to available activities and facilities.
4. Students under the age of 18 must complete an Under-Age Student Enrollment Form and obtain the signature of the student's parent or guardian, course instructor, and any other required signatures such as the school principal and/or counselor and/or other designated and/or required signatures.
5. Registration in the Tech Prep Program does not guarantee subsequent formal admission to a UAS certificate or degree program.

VIII. UAS Grades and Transcripts

1. UAS student grades will be accessible after the semester is completed online at http://uaonline.alaska.edu/.
2. Requests for official transcripts of all UAS 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. Instructions and address are available at: http://www.uas.alaska.edu/distance/transcripts.html

IX. Family Educational Rights and Privacy Act (FERPA)

FERPA was designed to protect the privacy of education records. No one outside the UA system shall have access to, nor will UA disclose any information from a student's record without the written consent of the student.

X. Expiration of Agreement

This agreement will expire on July 1 following the third anniversary of this agreement or one year following the replacement of either undersigned party. This agreement can be renewed for up to three additional years through agreement of the UAF Provost and the Superintendent/Executive Officer of the undersigned institution. The renewal may take the form of an email, a formal letter of continuation, or a new signed agreement. Any agreement of continuation must have the signature or adequate digital linkage (digital signature, email reply, etc…) of the UAS Provost and the Superintendent/Executive Officer of the partner agency to ensure validity

Connie Newman
Pribilof School District Superintendent

Connie A. Newman
Connie A. Newman (Aug 29, 2013)

Signature Date
Aug 29, 2013

Dr. Richard Caulfield, Provost
University of Alaska- Southeast

Richard A. Caulfield
Richard A. Caulfield (Aug 28, 2013)

Signature Date
Aug 28, 2013

Cc: Barbara Hegel, UAS Registrar
UAS Tech Prep Webpage