Tech Prep General Program Agreement
Between
University of Alaska Southeast (UAS)
And
Petersburg City School District (PCSD)

I. Definition

This Tech Prep Program Agreement defines the partnership between University of Alaska Southeast and Petersburg City School District. Tech Prep is a program that 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 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 go directly to work or continue to work toward a university certificate or degree at UAS or another university, college, or trade school.

III. Opportunities

Tech Prep students will have the opportunity to take advantage of multiple services at UAS such as those provided by the Student Resource Center, Career Services, and departmental advising. Tech Prep students, upon registration, will be issued a University of Alaska identification number that can be used to access UA Online, UAS Online, and UAS and UA scholarships for their continued educational path at UAS. 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 completed at the secondary level.

IV. Accreditation

The University of Alaska Southeast is institutionally bound to follow the policies, rules, regulations, and expectations of our regional and professional accrediting bodies. 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 who will teach courses 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. This process is outlined on the UAS Tech Prep website. Once an instructor and course is granted approval the course is available for articulation. Instructors may require a periodic renewal of their Tech Prep 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. The student must register for the Tech Prep course at the beginning of the term in which the competencies will be completed. Registration for yearlong courses will take place during the fall semester.
4. Students who register for courses may not drop or withdraw from the Tech Prep course.

C. Grades

1. The recommended criteria for acceptance in the UAS Tech Prep Program is a 2.00 high school GPA or higher. Students should obtain a 2.00 GPA for any course taken through the Tech Prep program. It is highly recommended that coursework be completed at a level of 3.0 GPA or higher.
2. Some UAS courses are graded pass/no pass (P/NP) rather than academic letter grades (A-F). Grades received in the articulated course will be converted to the appropriate grading basis of the UAS course. For performance comparison, a grade of "P" (Pass) is considered equivalent to a grade of "C" or higher.
3. The final grade entered by the secondary instructor for the articulated course will be posted on the student's UAS transcript as the final grade in the concurrently registered course.
4. Academic letter grades (A-F) will be included in the student's UAS grade point average computation.
5. Due to the level of rigor and required competencies of the UAS articulated course the transcripted UAS grade may differ from the district's transcripted grade.
6. Only the instructor of the articulated course has the authority to award and/or change a student's grade for the articulated course.

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. All UAS courses taught by district instructors will be articulated through the Tech Prep Regional Coordinator.
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 secondary faculty. Although teaching methods may differ, each course will be subject to the instructional objectives and outcomes of the UAS syllabus provided to the district.
3. UAS program chairs shall review and approve all course syllabi and related curriculum documents to ensure they replicate the UAS course. This includes standardized course syllabi, course objectives, textbooks, tools, equipment, and methods of evaluation.
4. Each articulation agreement is unique and will be subject to reconsideration or change each academic year. A comprehensive review will be conducted on a yearly basis or at the request of either party. Courses are reviewed to be certain industry and performance standards are being met, due to program changes at UAS, due to a change in instructor, and/or to ensure curriculum changes are incorporated into the articulation agreement.
5. 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 such as ACCUPLACER. 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.
6. Tech Prep is designed to recognize quality learning outcomes for all articulated courses. Both UAS and the school district will continuously maintain high course standards.
7. Not all UAS courses are available for articulation through the Tech Prep Program. Every course and instructor must be reviewed and agreed upon by both UAS and the district to be valid and accepted between institutions.

B. UAS Responsibilities

1. *To UAS community:*
   a. To inform the UAS community of the student application and registration process.
   b. To inform the UAS community of the availability and opportunities of the Tech Prep Program.
   c. To work with the UAS community in offering appropriate articulated courses that are taught with the same rigor and learning outcomes as a traditional UAS offering.
2. *To the undersigned school district:*
   a. To meet with district personnel to complete the instructor approval procedure.
   b. To meet with district personnel to complete the course articulation procedure.
   c. To meet with school district personnel to provide guidance, instruction, and/or training when appropriate via individual, group, or distance learning (i.e. instructor training on entering grades at UA Online, Blackboard activities, class rosters, etc.).
   d. To build appropriate approved courses each term, to create registration forms, and to coordinate the process of registering interested students.
   e. To provide school district personnel with an informational documentation reflecting the Tech Prep admission, registration, and grading processes and deadlines.
   f. To update district information as needed on the university Tech Prep website.

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. To ensure registrations and payments have been applied appropriately to student accounts.
   d. To ensure the appropriate final course grade is recorded on the student's UAS transcript.

C. School District Responsibilities

1. *To school community:*
   a. To inform students and parents of the available courses offered at the district, the procedure for registration, and contact information of the UAS Tech Prep Regional Coordinator.
   b. To inform district personnel of the available courses offered at the district, the procedure for registration, and contact information of the UAS Tech Prep Regional Coordinator.
   c. To encourage articulation of coursework when possible and offering contact information to district instructors with the UAS Regional Coordinator.
2. *To UAS:*
   a. To provide a current syllabus for each course that clearly outlines the learning outcomes, activities for lecture and/or lab sessions, methods of evaluation, and pacing for the course.
   b. To provide UAS with a high school transcript reflecting GPA and/or pre-requisites if any are required.
   c. To meet with UAS Tech Prep Regional Coordinator to complete the instructor and course approval for the articulation procedure, when required.
   d. To coordinate and implement the Tech Prep Program registration and application process with UAS Tech Prep Regional Coordinator including registration information and scholarship information.
   e. To notify UAS within 48 hours when there is a change of instructor for an approved course. An instructor application/course approval form with resume, transcripts, and updated syllabus needs to be submitted to the Tech Prep Regional 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.
   f. To ensure that all course content is taught at a college rigor and covers the content outlined in the approved UAS syllabus.
   g. To enter final grades for all students who registered for the class on or before the last day of the district's semester at uaonline.alaska.edu.
   h. To 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 for Tech Prep courses and once registered to advise students of their responsibility to become familiar with the policies and procedures associated with the Tech Prep Program.
    b. To obtain a complete and signed registration form for each student interested in the Tech Prep courses and submit registration forms with payment to the UAS Tech Prep Regional Coordinator. A complete registration form includes identifying numbers (social security number or UA ID# if an SSN is already on file with UA) and student/parent signature that guarantees Authorization to Discuss/Release Educational Information from each student officially registered in the Tech Prep Program in order to discuss/release official information to the district.

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 with money order, check, or scholarship.
3. To understand that by registering for a Tech Prep course a university transcript is created.
4. 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.
5. 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).
6. To provide the school district and UAS with a complete registration form including student addresses, phone numbers, social security number, GPA, graduation information, and student/parent signatures that guarantees the Authorization to Discuss/Release Educational Information form in order to discuss/release information to the student's official district of record.

VII. Registration

1. Students will not be officially registered in the Tech Prep Program until all forms are received and payment/scholarship information is attached. Students are held academically and financially responsible for their UAS registration. Students with outstanding financial obligations due to previous course work will not be registered in any Tech Prep course until financial accounts are paid in full. A non-refundable administrative fee of $25 per credit will be charged for the Tech Prep course. 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 Tech Prep course, it is understood that the student cannot withdraw or drop the course. A student who does not complete the partnership 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 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 the course specific Tech Prep registration form and obtain the signature of the student's parent or guardian.
5. Registration in the Tech Prep Program does not guarantee subsequent formal admission to a UAS certificate or degree program.

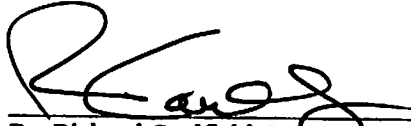## VIII. UAS Grades and Transcripts

1. UAS student grades will be accessible after the semester is completed online at http://uaonline.alaska.edu/.

2. Students can view their unofficial transcript at http://uaonline.alaska.edu/. Electronic transcripts can be obtained through this same website at a fee of $12. Electronic transcripts will show all course work completed at UAS, UAF, and UAA. Official transcripts are only sent by USPS first class mail. Instructions are available at: https://www.uas.alaska.edu/forms/documents/transcript.pdf.

IX. Family Educational Rights and Privacy Act (FERPA)

FERPA was designed to protect the privacy of education records. No personally identifiable information is disclosed to agencies outside the university without the written permission of the student, or as otherwise permitted under FERPA.

X. Expiration of Agreement

This agreement will expire on June 30th following the third anniversary of this agreement or June 30th following the replacement of either undersigned party.

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Dr. Richard Caulfield, Provost
University of Alaska Southeast

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Erica Kludt-Painter, Superintendent
Petersburg City School District

Cc: UAS Tech Prep Regional Coordinator
UAS Tech Prep Website
Barbara Hegel; UAS Registrar