

TECH PREP AUDIT / CREDIT / WITHDRAWAL FORM



COLLEGE OF RURAL AND COMMUNITY DEVELOPMENT



An affirmative action/equal opportunity employer and educational institute

FALL SPRING SUMMER Year: _____

CHECK YOUR REGIONAL CAMPUS

- Bristol Bay Campus**
PO Box 1070, Dillingham, AK 99576
Phone: (907) 842-5109 — Fax: (907) 842-5692
- Chukchi Campus**
PO Box 297, Kotzebue, AK 99752
Phone: (907) 442-3400 — Fax: (907) 442-2322
- Interior-Aleutians Campus**
PO Box 756720, Fairbanks, AK 99775-6720
Phone: (907) 474-5207 — Fax: (907) 474-5208
- Kuskokwim Campus**
PO Box 368, Bethel, AK 99559
Phone: (907) 543-4500 — Fax: (907) 543-4527
- Northwest Campus**
Pouch 400, Nome, AK 99762
Phone: (907) 443-2201 — Fax: (907) 443-5602

PLEASE PRINT CAREFULLY AND PROVIDE ALL INFORMATION.

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

DATE OF BIRTH (MM/DD/YY) _____ UA ID NUMBER _____

ADDRESS _____

CHECK HERE IF THIS IS A CHANGE OF ADDRESS

CITY _____ STATE _____ ZIP CODE _____ E-MAIL ADDRESS _____

EVENING PHONE _____ DAY PHONE _____ PERMANENT PHONE _____ FAX PHONE _____

You may change your registered course from "Credit to Audit" or "Audit to Credit" or "Withdraw" from the course by completing the information requested and/or checking the appropriate box below. Audit indicates that you are taking the course for informational purposes only. These courses will not apply toward degree requirements and will not transfer to other institutions. A grade of AU is granted for completed audit courses, but no credit is awarded. Standard credit fees apply for each audited course.

CHANGE COURSE TO AUDIT OR CREDIT COURSE

CRN	COURSE DEPT.	NUMBER	SECTION	COURSE TITLE	CHANGE TO AUDIT ✓	CHANGE TO CREDIT ✓

WITHDRAW FROM A COURSE

CRN	COURSE DEPT.	NUMBER	SECTION	COURSE TITLE	WITHDRAW REASON

REASON CODES:

- A: academic
- E: employment
- F: financial
- H: health
- S: schedule conflict
- 1: work conflict
- 2: personal
- 3: course not as anticipated
- 4.: instructor
- 5: other

X _____ **X** _____
STUDENT'S SIGNATURE DATE PARENT/GUARDIAN'S SIGNATURE DATE

Office Use Only: Received by: _____ Date: _____

Definition. The Tech Prep program is a partnership between University of Alaska Fairbanks (UAF), secondary school districts, and other partnership institutions. 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 from partnership institutions 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 at respective UAF campuses. Articulation agreements use the university's curriculum standards and measures for articulating course work from secondary school districts and other partnerships in to UA credit. 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 may have the opportunity to take advantage of UAF's multiple career and advising services for prospective students. 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 build a plan of study that helps maximize the student's course work and avoids duplication of work done in the secondary school district or other partnership institutions.

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 registration forms, and pay the non-refundable fee, unless supplemental funding is provided.
- To be aware of and comply with both the partnership institution and UAF academic policies, regulations, procedures and deadlines associated with the Tech Prep program as well as those reflected in the current UAF catalog (www.uaf.edu/catalog).
- To demonstrate learning skills and a satisfactory level of performance in the methods and techniques of the subject.

Students registered through the Tech Prep program, in one (1) or more UAF credits, may elect to pay the non-refundable Student Activities fee for access to available activities and facilities and/or the non-refundable Student Health Center fee for access to campus health services and programs if they are registered in six (6) or more UAF credits.

Registration. Student shall submit a completed Tech Prep Registration Form with the required signature of a parent or guardian (if under 18 years of age). Students will not be officially registered in the course(s) until the registration form is received and fees paid. A non-refundable fee of \$25 per credit 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 partnership course(s), the student must officially audit or withdraw from the concurrent UAF course(s) through the Tech Prep Audit/Credit/ Withdraw form prior to the date set under the agreement. A student who does not complete the partnership course and does not audit or withdraw from the concurrent UAF course prior to the deadline will receive a final grade of "F" or "NB."

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

Grades. The final grade received in the partnership course, taken through the Tech Prep program, will be posted on the student's official college transcript.

- Academic letter grades (A-F) will be included in the student's UAF grade point average computation (GPA).
 - For those partnership institutions operating under a standards based curriculum in which an academic letter grade is not assigned, coursework will be converted to the appropriate grading basis system as outlined under the Tech Prep agreement.
- Final grades will be available at UAOnline (www.uaonline.alaska.edu) shortly after the end of each semester. Students will not receive a paper copy of their grades in the mail.
- Requests for official transcripts of all 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 shall be charged and must be paid in advance (www.uaf.edu/reg/transcripts).

Family Educational Rights and Privacy Act (FERPA). The Registrar's Office is responsible for keeping student education records. A complete copy of the university policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) is available at www.uaf.edu/reg/schedule.

Under FERPA, you are entitled, as a University of Alaska student, to review your education records. Except for directory information, no personally identifiable information is disclosed to agencies outside the university without the written permission of the student or as otherwise permitted under FERPA. When a student signs the Tech Prep Registration form they are authorizing UAF and the partnership institution to discuss/release information to each other educational information and/or records pertaining to the student's registration, attendance and/or performance in the Tech Prep program. Within the university, records are made available to school officials with a legitimate educational interest. A school official is any individual designated by the university to perform an assigned function on behalf of the university, including faculty, administrators, staff, other students serving on official university committees or assisting a university official in performing his or her duties, and third parties with whom the university has contracted, such as attorneys, auditors and collection agents. School officials have a legitimate educational interest if they need information from a student's education records to perform work appropriate to their position.

No other information from a student's education record will be disclosed to anyone outside the university without the written consent of the student except to officials of other institutions in which a student seeks to enroll, in connection with financial aid which the student has applied for or has received, in compliance with a judicial order or subpoena, to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under FERPA.

Directory Information. The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms to request that directory information not be released are available in the Office of the Registrar. No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate. The names of students who have requested their directory information be withheld will not appear in the published university chancellor's and dean's lists.

The following is considered directory information:

- Name
- E-mail address
- Home city and state
- Weight and height of students on athletic teams
- Dates of attendance at UAF
- Program/major field(s) of study
- Degrees and certificates received, including dates
- Participation in officially recognized university activities
- Academic and co-curricular honors, awards and scholarships received, including dates