

Dual Credit Policies and Practices at UAF, UAA and UAS –BOR Meeting (September 2012)

UAF**High School and Secondary School Students**

High school and secondary students may take classes at UAF. One program, Alaska Higher Education Admission Decision (AHEAD), requires formal admittance to UAF (see Admissions Requirements). Secondary student enrollment and TECH PREP, however, do not entail formal admission.

Secondary Student Enrollment

The secondary student enrollment process allows secondary school students to register for UAF classes. A student meeting course prerequisites may enroll in university classes with permission of the instructor or the department head. Students must consult their appropriate school district officials and school counselors for approval prior to registration if they wish to use university courses to meet high school graduation requirements. Registering for courses at UAF establishes a permanent academic record that reflects student academic performance in all courses attempted.

Note: Enrollment in UAF courses as a secondary student does not constitute formal admission to the university for the purposes of earning a certificate or degree. Please note that in order to qualify for federal financial aid, you must have either a high school diploma or a GED.

Tech Prep

The TECH PREP program allows students to earn credits toward a UAF certificate or associate degree by completing career and technical education classes in high school that have been approved for college credit by UAF. The classes available for credit vary from school to school, but in general, they are taken from the following areas: applied business; automotive; airframe and power plant; human services; computer information office systems; allied health; drafting; emergency medical services; and welding.

UAA**Secondary School Student Enrollment Policy**

The University of Alaska Anchorage welcomes all students who meet the admissions requirements for certificate-, degree-, or non-degree seeking status set forth in this catalog. The following policy applies to all applicants who are in the ninth, 10th, 11th or 12th grades and have not already earned their high school diplomas or GEDs.

Enrollment guidelines for qualified secondary school students are as follows:

1. Enrollment during early registration may not exceed 7 credits per semester;
2. Beginning the first day of class, students may increase enrollment up to 19 credits;
3. Prerequisites for the courses requested must be met;
4. Courses must be at the 200 level or lower (exceptions must be approved by the course instructor, department chair, and dean, director or designee);
5. Pay all tuition, course and student fees;
6. Adhere to UAA policies and procedures found in the UAA Catalog and Fact Finder/Student Handbook;
7. Attain a grade of at least C (2.00 on a 4.00 scale) from each UAA course to receive permission to register for future semesters; and
8. Meet other program requirements established for secondary school students at the community campuses.

Student and Parent/Guardian Agreement

The registration process at UAA requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student and Parent/Guardian Statement of Understanding. Signing the agreement signifies understanding of, and agreement with/to all of the following:

Tech Prep

Tech Prep is a partnership between UAA, secondary school districts, Alaska Vocational Technical Center, Job Corps and other educational institutions. It recognizes technical and related academic preparation and, where possible, work-based learning in a specific career field. Tech Prep involves a sequential course of study without duplication of coursework that will lead a student to a certificate, credential, apprenticeship, associate degree or baccalaureate degree.

Tech Prep offers secondary school students and other individuals in a technical field of study an opportunity to receive lower-division (100-or 200-level) college credit toward a UAA certificate or undergraduate degree. Students may receive UAA credit by successfully completing specific courses that have been approved for articulation by UAA.

Courses must meet UAA curriculum standards to be approved for Tech Prep.

Credits

Most students receiving Tech Prep credit are concurrently registered in a course at the partnership institution and in UAA. UAA credit received through Tech Prep will be considered resident credit and will be included in the student's UAA grade point average (GPA).

If Tech Prep is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment for residence requirements. There is no limit on

the total number of UAA credits a student may receive through Tech Prep. However, there may be limits to the number of those credits that may apply to a specific degree.

Where possible, Tech Prep courses are articulated to UAA lower division requirements for specific programs. In some cases, courses may be articulated to UAA lower division elective credit.

UAS

UAS welcomes students under the age of 18 who are ready for college-level work to enroll in many of the classes that we offer under the policies described below. However, students who are under the age of 18 and have not graduated from high school or obtained a GED are ineligible for admission to a degree program and cannot receive financial aid.

Dual enrollment students

A dual enrollment student is one who is simultaneously enrolled in a high school curriculum and also is taking courses at UAS. The courses that the student takes at UAS will be used to fulfill high school graduation requirements. The purpose of dual enrollment is to provide high school students with access to coursework that is not available in Alaska high schools. Examples include academic courses that are more advanced than those offered in high schools and various vocational and technical programs that high schools are not equipped to teach.

Other underage students

These may be students who are enrolled in high school and are taking UAS classes, but do not intend to use the UAS classes for academic credit at their high school.

These may be students who have withdrawn from high school prior to graduation and have not completed a GED and are taking classes at UAS as non-degree seeking students.

Tech Prep

Tech Prep students are enrolled in a UAS course taught at their high school by high school faculty under an articulated agreement between the school district and UAS.

Enrollment policies for underage students and dual enrollment students (excluding Tech Prep students):

Underage students must have a cumulative high school grade point average (GPA) of at least 3.0 to be eligible for enrollment at UAS. Exceptions to the 3.0 GPA requirements may be approved by the instructor.

Underage students may register for no more than seven credits per semester.

Pre-college courses (numbered 050-099) are not open to enrollment by underage students. These courses cover pre-college coursework that should be first obtained in a student's high school curriculum. Exceptions may be approved by the instructor.

Underage students must meet the same course pre-requisites that are required of other students. Underage students are required to abide by the Student Code of Conduct at all times.

Registration process policies for underage students and dual enrollment students:

Meet with an advisor from the Student Resource Center in Juneau, the Student Services Manager in Ketchikan, or Student Services Advisor in Sitka to discuss the goals, risks, and rewards of enrollment in college courses.

Submit high school transcripts that reflect a cumulative GPA of at least 3.0. A new transcript is required for each semester.

Take Accuplacer assessments for initial placement in Math and English courses. Scores from SAT or ACT tests taken within the past year may be substituted.

Complete the Dual Enrollment and Underage Student Registration form which includes signatures of the student, parent, high school counselor (if appropriate), UAS advisor, and instructor.

Students under 16 will also be required to have the appropriate Dean's signature. ***Note: Instructor signature is required; it indicates faculty approval but does not guarantee admittance into a course.***

Complete an Education Record Information Release form (FERPA) in order for UAS officials to be able to speak to parents and counselors about the student's academic progress, registration status, student account, and student affairs record.

Submit required forms to registrar's office and pay tuition and fees or provide proof of other funding source. ***Note: Students (and their parents) are responsible for the cost of tuition, fees, books, and other required materials.***

UAS reserves the right to deny or discontinue the enrollment of a high school student in a course or courses if the University determines that the student lacks the maturity or the legal or intellectual ability to participate on an equal footing with other students, or when it is otherwise not in the legitimate interest of the university for the student to participate.

UA Dual Credit Matrix

<u>Program</u>	<u>UAA</u>	<u>UAF</u>	<u>UAS</u>
Dual enrollment of secondary students	Yes	Yes	Yes
Tech Prep	Yes	Yes	Yes
AHEAD*	n/a	Yes	n/a
Courses taken establish permanent academic record at UA?	Yes	Yes	Yes
If minor, parental/guardian approval required?	Yes	Yes	Yes

*Alaska Higher Education Admission Decision