

**MEMORANDUM OF UNDERSTANDING BETWEEN
UNIVERSITY OF ALASKA FAIRBANKS
COLLEGE OF ENGINEERING AND MINES
AND
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF ENGINEERING**

Counterpart's Name:

UAA College of Engineering

Counterpart's City, State, and Country

Engineering and Industry Building (EIB), Room 403
University of Alaska Anchorage
Anchorage, AK

Description of Agreement:

Provisions for Anchorage-based students to complete the UAF Engineering PhD program.

Point of Contact for UAF:

Dr. William Schnabel
College of Engineering and Mines, UAF
weschnabel@alaska.edu
907-474-7730

Point of Contact for Counterpart

Dr. Kenrick Mock
College of Engineering, UAA
kjmock@alaska.edu
907-786-1956

Physical or Geographic Location of Work

Anchorage and Fairbanks, Alaska

Period of agreement:

Start date: May 2022
End date: May, 2027

This agreement will be valid for a period of five years from the latest date appearing below and will be subject to the regular program review process on the UAF campus (next scheduled for AY 2024-25 for the engineering PhD program). It may be renewed for additional periods of five years if both institutions, acting independently, agree in writing to review it before it expires. The parties also agree that either party for any reason may terminate this agreement at any time by giving the other party at least six (6) months advance written notice of the party's intent to terminate. In the event that the agreement is terminated, students already admitted based on this MOU will be allowed to complete their degree program.

Purpose:

To allow Anchorage-based students access to the UAF Engineering PhD Program.

Background:

The UAF College of Engineering and Mines and the UAA College of Engineering seek to enhance collaborative efforts in student mentorship. As such, this Memorandum of Understanding is intended to increase the availability of the UAF Engineering PhD program to students working with faculty at UAA. The catalog requirement states that UAF Engineering PhD students must reside in Fairbanks for 3 semesters. However, for students working with UAA faculty members in close collaboration with UAF faculty members, this residency requirement will be waived, subject to this MOU.

Objective goals:

Allowing Anchorage-based UAF students to complete their PhD onsite at UAA will enhance UAF's collaborative partnership with UAA and serve to meet the overall objectives of increased collaboration between our two universities.

Responsibilities/Implementation:

The purpose of the residency requirement is to ensure that the UAF Engineering PhD students and faculty mentors have sufficient contact time and that students in the program have sufficient exposure to an appropriate research environment. Thus, in cases where Anchorage-based PhD students are working remotely from the UAF campus, the student study plan must contain the following components in order for the student to be granted a residency waiver:

- The student must request a residency waiver under this MOU at the time of program application.
- The graduate advisory committee must include at least four members, at least two of whom must be UAF faculty members appointed to a CEM academic department and at least one of whom must be a UAA faculty member appointed to a UAA CoEng academic department.
- The graduate advisory committee chair (or co-chair) must be a UAF faculty member appointed to a CEM academic department.
- Graduate degree requirements (<https://catalog.uaf.edu/graduate/>) are given in the UAF

catalog Engineering specific requirements are listed in this MOU and at <https://catalog.uaf.edu/graduate/graduate-degree-programs/engineering/>.

- Advisors and committee members are to be familiar with the material on the UAF Graduate School website (<https://www.uaf.edu/gradschool/>) including the Dates & Deadlines, Forms, and Handbooks sections. The Graduate Advisor Handbook is essential for all advisors and committee members to comprehend and follow, https://www.uaf.edu/gradschool/faculty-staff/advisor_handbook.php.
- Graduate students should be familiar with the UAF Graduate School website, and particularly the Graduate Student Handbook (https://www.uaf.edu/gradschool/current-students/graduate_student_handbook.php).
- Students will complete all UAF Graduate School requirements, including required trainings.
- Students must be registered for at least 6 degree credits of UAF courses per academic year, or have an approved leave of absence.
- At least 9 credits of coursework (excluding thesis and research) must come from UAF courses. These may include independent study courses co-taught by UAA and UAF faculty or courses that are distance delivered to UAA.

In addition to the elements of the study plan, indicated above, it is critical that regular communication be maintained during the degree program. Thus, for students granted a residency waiver under this MOU, the following communication expectations are to be maintained and are aimed at ensuring a good mentor relationship between the student and the chair (or co-chair) and the graduate advisory committee:

- Monthly status meetings, remote or in-person, between the student and chair, and co-chair if applicable.
- Full graduate committee meetings including the student are to be held at least twice a year, where videoconference may be the typical modality.
- Quarterly 2-page reports detailing research and academic progress are to be sent to the committee members. One of these will be the annual progress report (due to the UAF Graduate School in May each year). Two of these reports will be used as the basis for discussion at the full graduate committee meetings.
- The student will document the quarterly meetings on a web-based form in a timely manner. This database will be maintained by the UAA and UAF Associate Deans. If the quarterly meeting communication requirements are not fulfilled as indicated in that database, the student may be placed on probation. If there is continued non-compliance, the student may be disqualified from the degree program.

Administration:

The University of Alaska is an affirmative action/equal opportunity employer and educational institution and prohibits illegal discrimination against any individual. The University of Alaska and the Affiliate subscribe to the policy of equal opportunity and will not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief,

genetic information, or other legally protected status. The University of Alaska’s commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Both institutions shall abide by these principles in the administration of this agreement and neither institution shall impose criteria which would violate the principles of non-discrimination. Both parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and related regulations, and further shall comply with all applicable federal and state laws, rules, regulations, and Executive Orders. The University is required to follow Board of Regents’ Policy and University Regulation regarding harassment and discrimination reporting and investigation, regardless of where the alleged conduct occurs; Affiliate agrees to cooperate with any related processes, including interim measures and investigation. Contact information, applicable laws, and complaint procedures are included on the University of Alaska’s statement of nondiscrimination available at <https://www.alaska.edu/nondiscrimination>.

The University of Alaska Fairbanks and University of Alaska Anchorage shall abide by these principles in the administration of this MOU and neither institution shall impose criteria which would violate the principles of non-discrimination.

Neither party assumes any financial responsibility through signature on the MOU and any commitment of resources by either university for collaborative activities will require review and approval by both parties in a separate written agreement.

Both parties agree that this MOU does not create legally enforceable obligations for either party nor does it establish a standard of care attributable to the activities outlined in this MOU. The sole recourse for any breach of or disagreement pursuant to this MOU shall be termination.

This MOU may be modified at any time upon written approval of the parties. There may be no changes to the scope of this MOU without written consent of both parties.

Signatures:

DocuSigned by:
William E Schnabel May 4, 2022
0BDB32374004C4F4...
Dr. William Schnabel Date
Dean
College of Engineering and Mines
University of Alaska Fairbanks

DocuSigned by:
Kenrick Mock May 4, 2022
9F62E5B1BB71428...
Dr. Kenrick Mock Date
Dean
College of Engineering
University of Alaska Anchorage

DocuSigned by:
Anupma Prakash May 4, 2022
7C84F2807C864A7...
Dr. Anupma Prakash Date
Provost and Executive Vice Chancellor
University of Alaska Fairbanks

DocuSigned by:
Toni Abbey
03EAB19020E4BC...

DocuSigned by:
Denise K. Runge May 4, 2022
A67EE55F615543D...
Dr. Denise Runge Date
Provost and Vice Chancellor for Academic
Affairs
University of Alaska Anchorage