

**MEMORANDUM OF AGREEMENT (MOA) BETWEEN**  
**UNIVERSITY OF ALASKA FAIRBANKS eCAMPUS AND**

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This Memorandum of Agreement (MOA) is being entered into by the University of Alaska Fairbanks eCampus (herein called UAF eCampus) and the \_\_\_\_\_ School District (herein called the School District Partner).

**I. Purpose and Background**

**A. Purpose:** The purpose of this MOA is to outline the roles and responsibilities of the UAF eCampus and the School District Partner with regard to dual enrollment of School District Partner students in UAF eCampus courses, with the ability to receive academic credit for the course(s) from each institution.

**B. Relevant UAF eCampus policies applicable to dual enrollment:**

1. Eligibility: Students will not be officially registered in UAF eCampus courses until all required forms are completed and submitted to UAF eCampus. Placement testing may be required before registration for certain UAF courses.
2. Calendar: Dual enrollment students are responsible for abiding by both the Partner School District calendar and the UAF calendar.
3. Tuition and fees: Tuition and fees must be paid before the UAF payment deadline or the student will be dropped from the course for non-payment. UAF does not mail bills or invoices to students, who will need to check their UAOnline account to ensure that account balances are paid. If a student officially drops a UAF eCampus course before the UAF add/drop deadline as set in the UAF calendar for that semester, the student will receive a full refund of tuition and fees.
4. Credits: UAF credit will not be awarded for a course that duplicates one for which UAF credit was already received.
5. Grades: All standard UAF grading policies and procedures apply as detailed in the UAF catalog. Including procedures for requesting academic review of a final course grade. Grades are a permanent part of the student's academic record at UAF and the final grade earned in the UAF eCampus course will be posted to the student's UAF transcript. Students officially dropping a UAF eCampus course before the UAF add/drop deadline per the UAF calendar will not have that course appear on the student's official UAF academic record. Students not dropping the course by that deadline will receive a grade of "W" from UAF if they officially withdraw before the last day for student-initiated withdrawals per the UAF calendar. Academic letter grades

(A-F) will be included in the student's UAF grade point average computation (GPA). Some UAF courses are graded pass/no pass (P/NP) rather than academic letter grades (A-F). For performance comparison only, a grade of "P" (pass) is considered equivalent to a grade of "C" or higher. Further information on UAF grading policies is available at <https://catalog.uaf.edu/academics-regulations/grading-system-gpa-computation/>

6. Transcripts: Students will not receive a paper copy of their UAF grades in the mail. Grades will be available via the student's account at UAOnline (uaonline.alaska.edu) shortly after the end of each semester. Students may access their unofficial transcripts through UAOnline free of charge. Requests for official transcripts of all UAF course work can be made through the student's UAOnline account, for which a transcript fee is charged and must be paid in advance.
7. UAF reserves the right to cancel courses or change its fees at any time.
8. Registration in UAF eCampus courses does not guarantee subsequent formal admission to a UAF certificate or degree program.

## II. **Period of Agreement.**

- A. **Standard Term.** This agreement will become effective December 18, 2019 and end December 18, 2024 unless extended by the parties.
- B. **Extensions.** This MOU may be renewed for additional periods of up to five years if both parties agree in writing.
- C. **Early termination.** 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 such event, both parties will cooperate towards the goal of avoiding detriment from such termination towards any dual enrollment students in good standing at that time.

## III. **Points of Contact for each party**

- A. For UAF:  
Owen Guthrie  
Executive Director, UAF eCampus  
obguthrie@alaska.edu  
Office: 907-455-2069  
PO Box 756700, Fairbanks, AK 99775-6700

- B. For School District Partner:

- C. Each party will notify the other of any change in the point of contact.

#### **IV. Responsibilities/Implementation:**

##### **A. UAF Responsibilities:**

1. To provide registration and advising services for students with questions about dual enrollment courses.
2. To make available a Family Educational Rights and Privacy Act (FERPA) release form for students wishing to allow access by a parent or guardian to that student's UAF educational records.
3. To make available to the School District Partner the "Secondary Student Parent/Guardian Authorization" form required as part of the student's first-time enrollment for a UA course, explaining student and parent responsibilities with respect to UA courses.
4. To meet with School District Partner personnel to provide an introduction and orientation to UAF eCampus courses and eCampus student support services, including course access, a calendar reflecting registration, eCampus course list, grading processes and deadlines, and final grades.
5. To provide current course syllabi to students and School District Partner detailing learning objectives, evaluation methods, and what the student should know and/or be able to do as a result of completing the course.
6. To provide test proctoring requirements to School District Partner and exam information when received from UAF faculty.
7. To work with School District Partner personnel to develop a list of pre-approved UAF eCampus courses for dual enrollment (where appropriate).

##### **B. School District Partner Responsibilities:**

1. To inform students, parents and necessary School District Partner personnel (faculty, counselors, administrative staff), and other secondary school districts and partnership institutions, about the UAF eCampus dual enrollment opportunities, student support services, and the registration process.
2. To work with UAF eCampus staff to develop a list of pre-approved courses for dual enrollment (where appropriate).
3. To share student success information (graduation rate, graduate success or career information, if known) in order to better serve and support future student success.
4. Feedback on requested courses and availability.
5. To advise students who participate in the program about procedures, expectations and meeting School District Partner graduation requirements.
6. To advise students of their eligibility and responsibility to become familiar with the policies and procedures associated with UAF eCampus courses.

7. To provide a proctored testing environment and a proctor for online courses for students.
8. To permit access to UAF's electronic learning resources using School District Partner equipment.

**V. Other provisions**

- A. FERPA: Each party will adhere to its own respective Family Educational Rights Protection Act (FERPA) policies in administering this agreement. The parties agree that for purposes of 34 CFR 99.34(b) a dual enrollment student is enrolled in both the School District Partner and in UAF eCampus, and accordingly the parties are to share with each other education records of a dual enrollment student for purposes related to administering this agreement. The parties recognize that FERPA applies differently in the secondary school context than in the post-secondary context, due in part to the definition of "eligible student" in 34 CFR 99.3, and as a result the School District Partner is able to provide information to the student's parents in situations where UAF eCampus might need to seek the student's authorization to do so.
- B. Financial responsibility for UAF eCampus charges: The parties recognize the differences inherent in the fact that public secondary schools are generally tasked with providing education to their students without charge, while colleges generally charge tuition for enrollment. The parties agree that, except as may be otherwise agreed to in writing between the parties, School District Partner does not accept any financial responsibility for payment of tuition, fees, and related charges for dual enrollment students to take UAF eCampus courses. School District Partner understands that UAF eCampus may require a dual enrollment student's parent(s)/guardians to enter into contractual obligations concerning student tuition, fees, and related charges. The fact that School District Partner may provide assistance to students and parents to facilitate enrollment in UA courses, including obtaining and/or submitting parental financial responsibility paperwork from parents and/or guardians where needed, will not obligate School District Partner to accept payments or otherwise take action that might lead to any financial undertaking to pay such tuition/fees/other charges itself.
- C. Nondiscrimination:
  1. Generally: The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does 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's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination). UAF eCampus and School District Partner shall each abide by its respective nondiscrimination principles in the administration of this

agreement, and neither institution shall impose criteria which would violate the principles of non-discrimination.

2. Students Experiencing Disabilities: The parties recognize that their respective responsibilities differ in certain respects under applicable disability rights laws, including but not limited to the Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act of 1973, and the Individuals With Disabilities Education Act (IDEA), which does not apply to post-secondary educational institutions. Each party will apply its own respective policies with respect to students experiencing disabilities. UAF eCampus will take responsibility for insuring that UAF eCampus courses are delivered in formats consistent with reasonably available assistive technology; in working with UAF's office of Disability Student Services to consider student requests for academic adjustments; and in notifying the School District Partner as well as the student if a particular academic adjustment cannot be provided either because it would result in an undue financial or administrative burden, or because the requested adjustment would fundamentally alter the nature of the course. The parties will cooperate in addressing particular situations, toward their mutual goal of insuring that neither discriminates against students experiencing disabilities.

**D. Modification:** This agreement may be modified at any time upon written approval of the parties.

**Signatures:**

Owen Guthrie  
Executive Director  
University of Alaska Fairbanks eCampus

Alexandra Fitts  
Vice Provost & Accreditation Liaison Officer  
University of Alaska Fairbanks

Anupma Prakash  
Provost and Executive Vice Chancellor  
University of Alaska Fairbanks

For School District Partner	Date
[Name]	
[Position]	