

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
The San Antonio Independent School District  
AND  
The University of Texas at San Antonio**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is hereby made and entered into by and between The University of Texas at San Antonio (“UTSA”), a component institution of The University of Texas System (“UT System”), and the San Antonio Independent School District (SAISD).

**PURPOSE OF MOU.** The purpose of this MOU is to develop and expand a collaboration between UTSA and SAISD to develop programs, projects, and activities that support SAISD students and graduates in their efforts to complete their postsecondary aspirations, and address college persistence and completion challenges for student populations served by SAISD (“Collaboration”). Data gathered through this collaboration will inform current and future research processes and practices associated with college access, enrollment, persistence and completion.

**COLLABORATION OBJECTIVES.** The main long-term objectives of the Collaboration are to:

- Attract SAISD graduates to UTSA, where they will have the opportunity to excel academically and contribute as leaders on campus in the larger community;
- Successfully enroll a cohort of approximately 200 students each year;
- Achieve a 50% 6-year graduation rate for SAISD alumni who enroll at UTSA; and
- Provide opportunities for the leadership and staff of both SAISD and UTSA to meet and create new strategies to address the challenges of college enrollment, persistence and completion faced by SAISD alumni.
- Provide continued support to SAISD students and graduates from application to UTSA through completion.

**TERM.** This Collaboration shall begin on July 21, 2020 and end July 21, 2025. Either party may terminate this Collaboration by giving thirty (30) days written notice to the other party. The effective date of the termination of the Collaboration shall be at the end of such 30 days.

**SAISD RESPONSIBILITIES. By signing this MOU, SAISD agrees to the following:**

1. Designate a point of contact to manage this MOU, organize annual meeting of stakeholders to adjust this MOU as appropriate, and coordinate with counselors and advisors who can assist in furthering the commitments delineated in this Collaboration
  - a. Identify at least one member from each SAISD high school for direct school-level contact for UTSA representatives
  - b. Serve as a representative to other school districts interested in partnering with UTSA
2. Collaborate with SAISD schools to provide UTSA access to recruit students who are a match and fit for the university as well as students who declare an interest for UTSA by:
  - a. Providing suitable space, time and materials for UTSA representatives to meet and advise students and families interested in UTSA
  - b. Ensuring placement of a high traffic assignment during districtwide college fairs
3. Provide the UTSA admissions office with access to contact and profile information for SAISD high school seniors and SAISD alumni at community colleges as permitted by federal and state student privacy laws;

4. Portray UTSA as an attractive higher education option and official “SAISD College Partner” to SAISD high school students and families
5. Collaborate with UTSA to improve college persistence and completion of academic goals by UTSA students who are SAISD students and alumni by:
  - a. Educating counselors and advisors on various student success and retention initiatives offered by UTSA for first generation college students who may also be from low income families
  - b. Providing feedback from SAISD staff and alumni at UTSA regarding the most successful means of supporting first generation college students from low income families; and
  - c. Collaborating with UTSA staff to design initiatives for SAISD alumni at UTSA to improve their college persistence and retention

**UTSA RESPONSIBILITIES. By signing this MOU, UTSA agrees to the following:**

1. Designate a point of contact to manage this MOU, organize annual meeting of stakeholders to adjust this MOU as appropriate, and coordinate with appropriate faculty and/or staff who can assist in furthering the commitments delineated in this collaboration;
  - a. Identify at least one member from each of the following offices as secondary points of contact: financial aid, admissions, student advising, faculty, student success, and career center;
  - b. Serve as a representative to other colleges and universities interested in partnering with SAISD
2. Provide SAISD with access to student contact and academic information for SAISD students and alumni applying and enrolling at UTSA as permitted by federal and state student privacy laws, and honor SAISD’s FERPA Consent to Release Student Information form;
3. Through existing orientation and admission initiatives, recruit, admit, and enroll a cohort of SAISD alumni by:
  - a. Directing fall application outreach efforts towards SAISD students and alumni, and potentially assigning enrollment leads for SAISD applicants
  - b. Educating SAISD counselors and advisors about UTSA (e.g. invite them to campus visits, providing informational material, etc.), their pre-college opportunities, and student retention efforts
  - c. Accepting application materials such as test scores, transcripts, fee waiver forms, and/or letters of recommendation sent directly from and authenticated by SAISD staff (e.g. counselors, advisors);
  - d. Identifying one orientation session where all SAISD students bound for UTSA attend together
4. Provide financial aid packages to eligible SAISD applicants consistent with UTSA financial aid policy and procedures and subject to available funding by:
  - a. Awarding funds that cover the full cost of tuition, excluding loans, for students in the top 50% of their graduating class

- a. Reducing the self-help costs, not federal or state grants, for SAISD applicants who acquire outside scholarships as long as the total financial aid does not exceed the cost of attendance;
5. Facilitate opportunities proven to support student persistence and retention for first generation college students, students of color and/or low income students by:
  - a. Identifying cohorting opportunities (e.g. learning communities, academic inquiry courses, student organizations, etc.) that promote a community made up of SAISD alumni at UTSA and their peers
  - b. Identifying mentorship opportunities (e.g. Freshman Peer Mentor program, faculty mentors, staff mentors, peer mentors) that encourage a sense of belonging among SAISD alumni at UTSA
  - c. Identifying university-wide opportunities (e.g. study abroad opportunities, Career Services Center, undergraduate research experiences, student leadership programs, student life initiatives, etc.);
6. Allow SAISD to refer to UTSA as a “SAISD College Partner” publicly and allow the use of its logo in SAISD publications.

**NOTICES.** All notices under this Agreement must be in writing and delivered either by personal delivery or by United States certified mail, return receipt requested. Such notices shall be deemed given when received by such party’s designated representative as follows:

**District:**

Position Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

**University:**

Position Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

**GENERAL PROVISIONS.** The provisions of this MOU constitutes the entire agreement between the parties with respect to the subject matter hereof and no prior or contemporaneous agreement, either written or oral, will have the effect of varying the terms presented.

1. UTSA grants SAISD permission to use the UTSA logo to promote UTSA and its collaboration with SAISD. SAISD understands and acknowledges that The Board of Regents of the University of Texas System owns all rights to the name, logos, and symbols of UTSA, and any alteration of the UTSA logo or additional use of university marks by SAISD must have prior written approval of UTSA;
2. This MOU takes effect upon the final signature of all parties and will continue in effect from the date of execution for a period of one year. This MOU may be extended or amended upon written agreement by all parties. Any party may terminate this MOU in its entirety for any reason or no reason at all with a thirty (30) day written notice. All students recruited prior to and/or during the year will receive/retain all benefits afforded to them as stated in the agreement.
3. The Collaboration and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including but not limited to: race, color, national origin, religion, sex, age, veteran status, or disability.

4. For all purposes of this MOU and notwithstanding any provision to the contrary, SAISD and UTSA are not employees, partners, joint venturers, or agents of each other.
5. UTSA and SAISD will comply with all applicable federal, state, and local laws, ordinances, and regulations and with all applicable requirements of any accreditation authority; in the performance of this Agreement.
6. The validity, interpretation, performance, and enforcement of this MOU shall be governed by the laws of the State of Texas. Without waiving any sovereign immunity, venue shall be in Bexar County in the state of Texas.

**FOR: The University of Texas at San Antonio**

\_\_\_\_\_  
Dr. Kimberly Andrews Espy  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date

**FOR: San Antonio Independent School District**

\_\_\_\_\_  
Pedro Martinez, SAISD Superintendent

\_\_\_\_\_  
Date