

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
The San Antonio Independent School District  
AND  
Trinity University**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is hereby made and entered into by and between Trinity University (TU) and the San Antonio Independent School District (SAISD).

**PURPOSE OF MOU.** The purpose of this MOU is to establish a partnership between Trinity University and SAISD to develop programs, projects, and activities that support SAISD graduates in their efforts to complete their postsecondary aspirations, and address college persistence and completion challenges for student populations served by SAISD.

**PARTNERSHIP OBJECTIVES.** The main objectives of the partnership are to:

- Attract SAISD graduates to Trinity University, where they will have the opportunity to excel academically and contribute as leaders on campus and in the larger community;
- Meet full demonstrated financial need for every SAISD student offered admission with the intent to enroll a talented and growing cohort of students each year;
- Achieve an 80% 6-year graduation rate for SAISD alumni who enroll at Trinity University;
- Provide opportunities for the leadership and staff of both SAISD and Trinity University to meet and create new strategies to address the challenges of college faced by SAISD alumni;
- Increase awareness by promoting partnership to SAISD families, high school counselors, advisors and administrators; and
- Educate SAISD students and families about the value of a Trinity education and financial realities (net cost)

**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 MOU by:
  - a. Identifying at least one member from each SAISD high school for direct school-level contact for Trinity University representatives; and
  - b. Serving as a representative to other school districts interested in partnering with Trinity University.
2. Collaborate with SAISD schools to provide Trinity University access to recruit students by:
  - a. Identifying students who are a match and fit and demonstrate an interest in attending Trinity University;
  - b. Providing suitable space, time and materials for Trinity University representatives to meet and advise students and families interested in Trinity University;
  - c. Ensuring placement of a high traffic assignment during districtwide college fairs; and
  - d. Recruiting 100 students to participate in and covering the cost of transportation for the SAISD Student Day Leadership Conference held during the spring semester for 100 rising seniors
3. Provide the Trinity University 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 Trinity University as an attractive higher education option and official “SAISD College Partner” to SAISD high school students and families;
5. Collaborate with Trinity University to improve college persistence and completion of academic goals by Trinity University students who are SAISD alumni by:
  - a. Educating counselors and advisors on various student success and retention initiatives offered by Trinity University for first generation college students who may also be from low income families;
  - b. Providing feedback from SAISD staff and alumni at Trinity University regarding the most successful means of supporting first generation college students from low income families; and
  - c. Collaborating with Trinity University staff to design initiatives for SAISD alumni at Trinity University to improve their college persistence and retention

**Trinity University RESPONSIBILITIES. By signing this MOU, Trinity University 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 MOU by:
  - a. Identifying 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; and
  - b. Serving as a representative to other colleges and universities interested in partnering with SAISD as SAISD seeks to expand their college partnership network;
2. Provide SAISD with access to student contact and academic information for SAISD alumni applying and enrolling at Trinity University as permitted by federal and state student privacy laws, and honor release of information to SAISD as authorized by a FERPA Consent to Release Student Information form that meets the requirements of the law;
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;
  - b. Serving as a host site for the SAISD Student Day Leadership Conference held during the spring semester for 100 rising seniors and parents. Trinity University will subsidize lunch costs and visit related materials;
  - c. Educating SAISD counselors and advisors about Trinity University (e.g. invite them to campus visits, providing informational material, etc.), their pre-college opportunities, and student retention efforts; and
  - d. 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).
  - e. Nothing in this MOU obligates Trinity to admit or enroll a particular number of SAISD students and alumni.
4. Provide financial aid packages to eligible SAISD applicants consistent with Trinity University financial aid policy and procedures and subject to available funding by:

- a. Awarding appropriate funds to meet full demonstrated financial need which includes self-help consisting of a federal direct subsidized loan and federal work study; and
  - b. Reducing self-help and not federal or state grants, to the extent possible, for SAISD applicants who acquire outside scholarships as long as the total gift aid does not exceed demonstrated financial need.
5. To strengthen admission candidacy among SAISD students, encourage Early Decision application decision plan by:
  - a. Educating SAISD students, parents and counselors about the benefits of Early Decision at Trinity University;
  - b. Highlighting information about Early Decision during Admissions & Financial Aid presentation at Student Leadership Day; and
  - c. Providing potential Early Decision candidates with an early financial aid package to equip them with all necessary financial information to make an informed decision.
6. 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 Trinity University and their peers;
  - b. Identifying mentorship opportunities (e.g. faculty mentors, staff mentors, peer mentors) that encourage a sense of belonging among SAISD alumni at Trinity University; and
  - c. Identifying university-wide opportunities (e.g. study abroad opportunities, Career Services Center, undergraduate research experiences, student leadership programs, student life initiatives, etc.).
7. Allow SAISD to refer to Trinity University as a “SAISD College Partner” publicly and allow the use of its logo in SAISD publications.

1. **GENERAL PROVISIONS.** It is not the intent or purpose of this MOU to create any binding obligations, rights, benefits and/or trust responsibilities or legal relationship by or between the parties; to the extent there is a relationship between the parties, it is as independent contractors.
2. In connection with the performance of any activities under this MOU, both Parties agree to comply with applicable federal and state laws regarding non-discrimination and equal employment opportunities. Both parties agree not to discriminate against any program participant on the basis of race, color, religion, sex, age, national origin, disability (if otherwise qualified), military/veteran status, sexual orientation, gender identity, gender expression, or any other status protected by federal, state, or local laws.
3. The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this MOU in accordance with the provision of the laws and regulations that govern their activities. Nothing in the MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance under the terms of this MOU.
4. Trinity University grants SAISD permission to use the Trinity University logo to promote Trinity University and its partnership with SAISD. SAISD understands and acknowledges that the Board of Trustees for Trinity University owns all rights to the name, logos, and symbols of Trinity University, and any alteration of the Trinity University logo or additional use of university marks by SAISD must have prior written approval of Trinity University
5. This MOU takes effect upon the final signature of all parties and will continue 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.

**FOR: Trinity University**

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Name and Title: Eric Maloof, Vice President for Enrollment

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Date

**FOR: San Antonio Independent School District**

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Name and Title: Pedro Martinez, Superintendent

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Date