



ALAMO  
COLLEGES  
DISTRICT



ST. EDWARD'S  
UNIVERSITY

## Memorandum of Understanding

### Introduction

The Colleges of the Alamo Colleges District located in San Antonio, Texas— Northeast Lakeview College (NLC), Northwest Vista College (NVC), Palo Alto College (PAC), St. Philip's College (SPC) and San Antonio College (SAC) hereafter referred to as the Colleges of the Alamo Colleges District, wish to partner with transfer institutions interested in ensuring students take the maximum courses possible prior to transfer with all college-level courses earned counting toward their intended field of study or major at the four-year college or university. This Memorandum of Understanding (MOU) formally recognizes that the colleges of the Alamo Colleges District, NLC, NVC, PAC, SPC, and SAC and St. Edward's University are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions, in support of the concept of seamless transfer so that transfer students are not required to repeat courses already successfully completed.

NLC, NVC, PAC, SPC, and SAC are each accredited by the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC). St. Edward's University, located in Austin, TX, is accredited by Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC).

Each institution, furthermore, is dedicated to serving students from all walks of life, regardless of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency.

### Purpose

The purpose of this MOU is to formalize a partnership to assist students to achieve both associate and baccalaureate completion. This agreement enables students in the Colleges of the Alamo Colleges District who transfer to St. Edward's University to have the college-level credits earned apply, toward their intended field of study or major, resulting in degree completion and successful employment. Transfer articulation is with all Colleges of the Alamo Colleges District.

### Transfer Advising Guides

In collaboration with the Colleges of the Alamo Colleges District and the Transfer Advising Guide Team, St. Edward's University will provide appropriate Transfer Advising Guides (TAGS)<sup>1</sup> to identify all freshman and sophomore level courses required for specific baccalaureate degrees. This will ensure maximum transferability of courses with the intent that courses taken at the Colleges of the Alamo Colleges District will count **and** apply toward degree requirements.

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<sup>1</sup> Link to Equivalency Guides - <https://www.stedwards.edu/admission-financial-aid/undergraduate/transfer-students>

The Transfer Advising Guide Team and St. Edward's University will work closely on the list of courses that will apply toward degree requirements. Where applicable, St. Edward's University will encourage students to complete an Associate degree at one of the Colleges of the Alamo Colleges District before transfer. If the transfer advising guide does not meet Associate Degree requirements, both partners agree that the student should transfer and achieve the Associate Degree through reverse transfer.

St. Edward's University will accept a maximum of 66 transfer credits toward a baccalaureate degree. Where transfer advising guides include greater than 60 credit hours, the student will be advised to earn the maximum allowable hours before transfer.

St. Edward's University will notify the Colleges of the Alamo Colleges District annually of any changes in degree requirements.

### **Bridge to Transfer**

By the completion of 30 college-level hours, students at the Colleges of the Alamo Colleges District will declare the college/university to which they intend to transfer. Upon receiving notice of intent to transfer, St. Edward's University and the advising/mentoring teams of the colleges will work together to actively engage the student to support successful completion of the transfer advising guide courses and prepare for transfer.

The Colleges of the Alamo Colleges District and St. Edward's University agree to provide direct links between their institutional Web sites indicating the existence of this Agreement. Official lists of transfer advising guides (AA, AAT, AS, and AAS) reviewed by both the faculty of the Colleges of the Alamo Colleges District and St. Edward's University will be made available at all institutions.

### **Transfer Admissions Requirements**

Upon completion of the transfer advising guide requirements for a St. Edward's University degree program, students at the Colleges of the Alamo Colleges District wishing to transfer to St. Edward's University will go through St. Edward's University transfer process and therefore must meet all applicable requirements and deadlines pertaining to application for admission, orientation and registration, and payment of tuition and fees. They will abide by the policies and procedures, along with any revisions thereof that apply to all students from that institution. St. Edward's University will apply the transfer advising guide applicable in the year the student enters a College of the Alamo Colleges District in compliance with Texas Administrative Code Title 19, Part 1, Subchapter B, Rule 4.25.g.

Students with a minimum cumulative GPA of 2.5 and any additional departmental admission requirements entering under the terms of this agreement are guaranteed admission into the university. Students who have completed the transfer advising guide requirements with the minimum cumulative GPA required for entry into the intended field of study or major plus any other admission requirements will be accepted into the program, subject to capacity availability.

### **Associate in Applied Science (AAS) Degree**

The Associate in Applied Science (AAS) Degree represents the attainment of depth of technical competency in identified occupational areas. St. Edward's University does not have direct equivalents for vocational/technical courses but will maximize transferability of other courses where equivalent course work can be determined.

## **Provision for Campus Visits/Transfer Fairs**

St. Edward's University will be offered many options designed to recruit students and alumni. Opportunities include but are not limited to: transfer fairs, campus visits, events posting, and university-specific fairs. Information sessions and advisors will be available on campus by appointment for transfer planning. St. Edward's University will visit the Colleges of the Alamo Colleges District during fall and spring semesters to provide guidance during their transfer process. St. Edward's University holds annual information sessions on campus in Austin for transfer students to learn more about the admission process, majors, and internship opportunities. Students can also attend daily campus tours or schedule a comprehensive visit on campus.

Any marketing or advising materials developed by St. Edward's University will adhere to the terms of this MOU.

## **Exchange of Data**

The Colleges of the Alamo Colleges District and St. Edward's University agree to exchange data and documents as agreed that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions.

Any exchange by the parties of student record information protected by the Family Education Rights and Privacy Act (20 USC § 1232g) and implementing regulations (34 CFR Part 99) ("FERPA:") shall occur only in full compliance with FERPA, including, without limitation, committing the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35.

St. Edward's University will provide an annual update at the beginning of each fall semester to the Colleges of the Alamo Colleges District on the success of students transferring to St. Edward's University which will include:

- Number of transfer students in the past academic year
- Total number of student transfers from each of the Colleges of the Alamo Colleges District
- Credits completed at St. Edward's University
- Number of stop-outs
- Average University GPA
- Average time from admission to completion

## **Limited Trademark License**

The undersigned copyright owner parties hereby enter into this Limited Trademark Cross-License ("License") to one another under the following terms and conditions.

1. **Mark Ownership.** Each Party represents and warrants to the other Party that it has ownership rights in the trade and service marks represented by its logos set forth at its website ("Marks").

2. **Consideration.** This Cross-License is made in consideration of the mutual promises herein, the mutual benefit of the authorized use herein licensed, and for other good and valuable consideration, the receipt of which is hereby acknowledged.
3. **Grant of Cross-License.** The undersigned Parties hereby grant to one another a non-exclusive, fully paid, revocable license to use its Marks for the limited purpose publicizing the existence of the Agreement for so long as the Agreement remains in effect.
4. **No Additional Rights.** The Parties acknowledge that each Party shall have no further interest or rights in the intellectual property of the other Party other than the limited, revocable rights herein granted.
5. **Choice of Law, Jurisdiction & Venue.** This Agreement is made and is to be performed in Bexar County, Texas, and will be interpreted and governed by the Constitution and the internal laws of the State of Texas. Non-exclusive jurisdiction and venue of any court action brought directly or indirectly by reason of this agreement shall be in the state and federal courts of competent jurisdiction of Bexar County, Texas.

### **Longevity of the Agreement**

This agreement will commence with the start of the spring semester 2020 for a period of five years. This agreement will terminate with the start of the spring semester 2025 unless it is renewed.

The agreement may be terminated by either institution by submitting written notice of the intent to terminate. The termination notice must be submitted at least one year prior to the start of the date the termination is to become effective.

In the event this agreement is terminated, both parties agree to make every effort to protect individual students who are already part of the program.

This framework of cooperation is agreed to between the Colleges of the Alamo Colleges District and St. Edward's University.

#### **Contact Information at the Alamo Colleges District:**

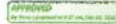
Zak Cernoch, M.A.  
Director of Curriculum Coordination and  
Transfer Articulation  
2222 N. Alamo  
San Antonio, TX 78215  
(210) 485-0137 phone  
(210) 486-9287 fax  
[zcernoch@alamo.edu](mailto:zcernoch@alamo.edu)


#### **Contact Information at St. Edward's University:**

Molly E. Minus, PhD  
Associate Vice President for Academic  
Affairs  
3001 South Congress Avenue  
Austin, TX 78704-6489  
(512) 448-8581  
(512) 428-1239 fax  
[mollym@stedwards.edu](mailto:mollym@stedwards.edu)

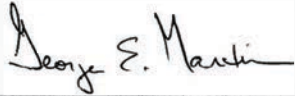



**Alamo Colleges District:**





DocuSigned by:  
  
 3/25/2020  
 Mike Flores, Ph.D. Date  
 Chancellor, Alamo Colleges District  
 2222 N. Alamo. SA. TX 78215

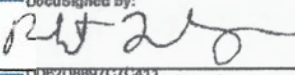
**St. Edward's University:**


  
 3/30/2020  
 George Martin, PhD Date  
 President, St. Edward's University  
 Austin, Texas

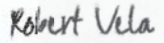
DocuSigned by:  
  
 3/17/2020  
 Veronica Garcia, Ph.D. Date  
 President, Northeast Lakeview College  
 1201 Kittv Hawk Rd. Universal Citv. TX 78148

  
 3/30/2020  
 Andrew Prall, PhD Date  
 Provost/ Vice President of Academic Affairs  
 St. Edward's University, Austin, Texas

DocuSigned by:  
  
 3/18/2020  
 Ric Baser, Ed.D. Date  
 President, Northwest Vista College  
 3535 N. Ellison Drive. SA. TX 78251

DocuSigned by:  
  
 3/22/2020  
 Robert Garza, Ph.D. Date  
 President, Palo Alto College  
 1400 W. Villaret Blvd. SA. TX 78224

DocuSigned by:  
  
 3/24/2020  
 Adena Loston, Ph.D. Date  
 President, St. Philip's College  
 1801 Martin Luther King Drive. SA. TX 78203

DocuSigned by:  
  
 3/17/2020  
 Robert Vela, Ed.D. Date  
 President, San Antonio College  
 1819 N. Main Ave. San Antonio. TX 78212