

Memorandum of Agreement

SC GEAR UP (Gaining Early Awareness and Readiness of Undergraduate Program)

And

The Institution

This is an agreement between SC GEAR UP and The Institution, hereinafter referred to as the institution. The purpose of this agreement is to establish conditions and guidelines for the institution to partner with SC GEAR UP in order for the institution to receive benefits under the GEAR UP grant administered by the South Carolina Commission on Higher Education (SCCHE). This is a temporary grant based on funding availability and scheduled to end no later than August 15, 2018.

Whereas SC GEAR UP and the institution desire to engage in cooperative educational and research activities for the mutual benefit of both institutions, the parties have agreed upon the following:

Obligations by SC GEAR UP

SC GEAR UP agrees to offer the following programs/services for the targeted SC GEAR UP cohort of students and families in the freshman year of college by:

- Collaboration with The Institution to ensure students and parents have an understanding of transition to post-secondary requirements and financial aid availability.
- In partnership with the Institution, provide access for in-classroom presentations for students, workshops for parents and campus visits for students.

Obligations by The Institution

The Institution agrees to support SC GEAR UP to offer services to the targeted group of students and their families in the freshman year of college by:

- Will meet with SC GEAR UP to discuss services provided, match and data collection on a bi-weekly basis.
- Assist with implementation of the SC GEAR UP social media application.
- Provide appropriate and adequate work space, along with the necessary resources and technology, for GEAR UP staff,
- actively conduct and participate in on-going data collection processes, including but not limited to enrollment and retention data,
- Individualized and segmented new student orientation programming for all students, parents and their families as a cohort of first-time freshmen to introduce them to the university community, and inform about issues related to effectively transition from high school to post-secondary education,
- Specialized Freshmen Studies programs
- University 101 – SC GEAR UP section(s),
- Weekly required Study Hall sessions by cohort,

- Assigned faculty member(s) to serve as Academic Coaches for students in each respective academic college/school,
- Monthly soft skills workshops, to include but not limited to:
 - College readiness,
 - Developmental skills training,
 - Social integration,
 - Required monthly academic progress assessments conducted by the college Coordinator for each student,
 - Required monthly workshops and evaluation meetings with Career Services,
 - Required participation by all students in tutorial assistance programs,
 - Bi-monthly social/civic engagement activities provided for and/or sponsored by the SC GEAR UP cohort,
 - Required financial literacy emersion to explore opportunities for scholarships, grants, and additional funding support for post- secondary education,
 - Contribute at least one-dollar (\$1.00) of state or private funds in the form of cash or documented in-kind services for each federal dollar received.

Assurances

- The Institution will participate in data collection processes, including providing enrollment data during the seventh year of the project
- The Institution will contribute at least one-dollar (\$1.00) of state or private funds in the form of cash or documented in-kind services for each federal dollar received.
- The Institution will comply with state and federal audit requirements.
- Invoices will be paid on quarterly bases. The following documentation must be provided for invoice to be paid: (Documentation of services, sign-in sheets, receipts, agenda of events, etc.)
- Data for SC GEAR UP is stored behind the SCCHE firewall and thus falls under its approved data protection storage procedures. When the Institution sends data over the Internet it will be encrypted using Secure Sockets Layer (SSL) technology, an accepted industry standard. Access to the data will be protected and controlled by SC GEAR UP.

Cancellation:

- This Memorandum of Agreement shall continue in effect until such time that SC GEAR UP declares the Year 7 Services Initiative inactive, or unless terminated by either party upon written notice. This is a temporary grant based on funding availability.

Signatures

The Institution

By _____ Dated _____

By _____ Dated _____

By _____ Dated _____

SC GEAR UP

By _____ Dated _____