

**Memorandum of Understanding  
Between  
Tarleton State University  
and  
BOERNE ISD**

**FOR THE 2025-2026 TARLETON TODAY PROGRAM**

This Memorandum of Understanding (MOU) with an Effective Date of May 1, 2025, is entered by BOERNE ISD (BISD) and TARLETON STATE UNIVERSITY, a member of The Texas A&M University System, an agency of the State of Texas, hereinafter referred to as “Tarleton”.

**Contracting Parties:**

Receiving Party (BISD)  
BOERNE ISD  
235 JOHNS RD  
BOERNE, TX 78006-2023

Performing Party Tarleton State University  
1333 W. Washington St.  
Stephenville, TX 76402

**WHEREAS**, Tarleton and BISD are collaborating to offer eligible high school students the opportunity to enroll in college courses while attending high school and receive simultaneous academic credits from Tarleton and their BISD high school(s).

**WHEREAS**, eligible students will be able to participate in a dual enrollment, distance education program called Tarleton Today.

**NOW THEREFORE**, in consideration of the mutual promises herein contained, the Parties agree as follows:

**1. Nature of Tarleton Today**

Tarleton and BISD enter into this Agreement to implement Tarleton Today by offering distance college courses through a dual-enrollment model, as well as high school teacher training and professional learning. Tarleton Today offers high school students the opportunity to earn high school credits from BISD and college credits from Tarleton through a distance education course.

BISD and Tarleton will share the responsibility to implement the Tarleton Today program. By entering into this Agreement for the delivery of distance college courses, BISD becomes an active participant in ensuring the effectiveness and quality of the implementation of Tarleton Today at BISD.

**2. Fees and Payments**

#### Enrollment Fees:

If joining the Tarleton Today program on or after the Effective Date, the cost of the Tarleton Today course materials, technical support and course implementation support outlined in this Agreement for BISD will be defined on a per-student, per-course basis. Program costs will be evaluated annually.

Texas public school districts or charter schools will pay a subsidized rate of \$50 per student per semester credit hour during the 2025-2026 school year (3 credit courses = \$150; 4 credit courses = \$200). Pending Texas FAST Program funding reimbursement, BISD students with a free and reduced lunch status will receive a course fee credit equal to the course fee charge. Tarleton Today will be directly reimbursed for course fees through the FAST Program for these students after completion. Private, parochial, and out-of-state schools are not eligible for the subsidized rate and will be charged \$65 per semester credit hour.

The Tarleton Today course fee is assessed for each student registered in each Tarleton Today course on the designated enrollment date. The program fee covers access to course materials, technology tools, and credit eligibility evaluation. Refunds will not be given at the end of a course for any reason, including if a student is not eligible to earn college credit in the course or withdraws after the enrollment date.

#### Professional Learning Development (PLD) Fee:

The cost of Tarleton Today professional development will be assessed on a per-teacher basis at a rate of \$500 for all teachers, both new and returning to the program. If a teacher is participating in more than one course, each subsequent course will be billed at 50% the professional learning fee. This fee covers professional learning and development requirements during the entire term of this agreement, including summer professional development courses, virtual learning modules, and coaching sessions from Tarleton. If BISD or the BISD high school teacher joins after the conclusion of summer professional development, the total fee is still required based upon the status of the teacher at student enrollment date. For teachers that complete the Tarleton Today course with at least 60% of their students accepting college credit and active participation in Tarleton Today Professional Learning activities, Tarleton Today will provide them a \$500 end-of-year bonus.

Any professional development fees do not include lodging, transportation, or teacher substitute cost.

BISD is responsible for paying within 30 days of receipt of any undisputed invoice.

All checks should be made payable to Tarleton State University. Payments should be mailed and/or delivered to:

Tarleton State University  
Business Services  
Box T-0120

Stephenville, TX 76402

### **3. Scope of Work and Responsibilities**

Responsibilities to implement Tarleton Today distance college courses will be shared by BISD and Tarleton Today. BISD is an active participant in ensuring the effectiveness and quality of Tarleton Today implementation at its facilities. The Parties agree to provide the following, collectively referred to as the “Services.”

#### **Responsibilities of Tarleton Today**

##### **Enrollment and Records**

- A. Register high school students for Tarleton Today courses (as listed in Exhibit A) through the Tarleton Today student information system.
- B. Maintain, as part of routine educational effectiveness evaluation at Tarleton, Tarleton Today student educational records, including registration, enrollment, orientation, and course evaluation data for purposes of administering, implementing, and improving the program and providing official reporting to Tarleton and BISD. Tarleton Today engages in additional data sharing with Tarleton departments as defined in the data sharing agreement between Parties, attached and incorporated herein.
- C. Record grades on Tarleton transcripts for students who are eligible for and accept college credit for the distance college course.
- D. Support documentation of distance college course credit, including enrollment and non-enrollment confirmation letters and assistance in securing official transcripts.

##### **Curriculum and Instruction**

- E. Provide Tarleton faculty and academic staff to develop and define college-level course materials and curriculum and assume primary responsibility for oversight of distance college courses.
- F. Deliver instructional materials via distance education. All college course-related materials will be available to the student through unique login in Canvas Learning Management System (Canvas LMS).
- G. Administer Tarleton Today distance college courses via a dual enrollment model. Tarleton faculty and academic course staff ensure comparability of distance college courses to campus-based courses and are approved by Tarleton department heads and supported by deans. College courses use the Texas Common Course Numbering System to maximize transferability within Texas institutions. All courses are applicable to one or more bachelor’s degrees at Tarleton State University. All Tarleton Today students register for semester- or year-long courses. The college enrollment process differs between the two course types.
  - a. Semester-long and year-long course college enrollment information
    - i. Students must complete a series of required assignments and summative assessments as published in the college syllabus that are designed, designated, and evaluated by Tarleton faculty and college Instructors of Record to earn college credit.
    - ii. Students in year-long courses must earn a passing grade (D or above) on the designated portion of the course determined by the Tarleton Instructor of

Record to be eligible to earn college credit in the Tarleton Today distance college course.

- iii. Students who earn a passing grade (D or above) in the college course may accept their college credit or withdraw from the course.
- iv. Students who accept college credit will have an official Tarleton transcript showing the letter grade earned in the course.
- b. Provide technology and support services necessary for teaching and learning in Tarleton Today courses and program implementation:
- c. Maintain servers operated by or hosted on Tarleton Today's web-based Canvas LMS.
- d. Provide access and training on the Canvas LMS for every Tarleton Today student to access course content and instructional experiences.
- e. Provide online and phone-based technical support for Tarleton Today teachers, students, and Tarleton faculty using the curriculum when that support is not provided through Canvas LMS.
- f. Provide access to teleconference functions in Canvas LMS or other commensurate distance technology with consultants available to students for writing consultation related to distance college course writing assignments.
- g. Provide a student orientation module in Canvas LMS for all Tarleton Today courses that detail program enrollment, student academic integrity, and FERPA rights.
- h. Provide information in the Tarleton Today college courses and through Canvas notifications related to distance college course enrollment activities, including registration, eligibility, credit type selection, credit status, and official transcript requests.
- i. Provide adequate procedures for submitting and resolving complaints, grade appeals, information requests, and other inquiries related to participation in Tarleton Today.

### **Professional Development and Support**

- H. Deliver professional learning to participating BISD teachers who teach a Tarleton Today course.
  - a. Summer professional development for participating BISD teachers will be delivered by Tarleton Today using distance education and virtual learning technologies, or in-person trainings at one of the Tarleton locations. Summer professional development is required for all Tarleton Today high school teachers.
  - b. Academic year Professional Learning: One-day Professional Learning for new and returning participating BISD teachers will be held at Tarleton or designated regional sites, or delivered virtually during the fall and spring semesters, at Tarleton's sole discretion. BISD teachers are **required** to participate in and fully complete the one-day workshop during each semester in which the teacher delivers a Tarleton Today course, regardless of whether the course will be offered in the subsequent year.
  - c. Participating BISD teachers will be provided certificates of completion for the hours of documented attendance, which may count as continuing professional education hours with their district.

- I. Deliver professional learning and development opportunities specific to administrative and counselor roles and functions to BISD and its administration.
- J. Deliver in-person or virtual presentations and/or workshops to BISD staff and community members regarding the Tarleton Today program overview, implementation, and strategies for success.
- K. Tarleton Today will hire and assign a qualified course coordinator for each course offered. The coordinator will serve as the content expert and point of contact and support for the high school teacher.
- L. Provide ongoing, one-on-one feedback and guidance to the high school teacher.
- M. Provide virtual coaching to each Tarleton Today high school teacher to support course implementation and enhance their professional practice.

### **Institutional Effectiveness**

- N. Provide feedback regarding course implementation to Tarleton faculty and academic staff, as well as BISD high school teachers and administrators. To ensure Tarleton Today is implemented and facilitated with quality and fidelity, Tarleton Today staff will provide updates at the end of the fall and spring semesters and, as needed, throughout the year regarding the status of Tarleton Today implementation, based on communication with the Tarleton Today BISD high school teacher(s) and classroom observations.
  - a. Tarleton Today staff will alert BISD administration of any serious concerns regarding BISD or campus implementation of the Tarleton Today course pertaining to quality and fidelity. If BISD implementation of the Tarleton Today course is deemed unsatisfactory, Tarleton Today reserves the right to deny the opportunity to offer the Tarleton Today course in the future or to require a replacement high school teacher.
  - b. A BISD high school teacher deemed by Tarleton Today to be unsatisfactorily implementing the course will be given the opportunity to bring course implementation into alignment with Tarleton Today expectations and be provided coaching and support as available through the course staff, Tarleton Today Professional Learning, virtual coaching, and ongoing communication. Should the high school teacher's implementation of Tarleton Today continue to be unsatisfactory or without improvement in Tarleton Today's sole discretion, Tarleton Today will notify BISD, who will use its best efforts to identify an alternate high school teacher, and BISD will work with Tarleton Today to continue implementation of the course with the alternate high school teacher. Tarleton Today reserves the right to deny any unsatisfactorily performing teacher the opportunity to offer the course in the future.
  - c. Should Tarleton Today deem a Tarleton Today BISD high school teacher as not compatible with or not in the best interest of the program in Tarleton Today's sole discretion, Tarleton Today will notify BISD who will work with Tarleton Today to continue the course through an alternate teacher.
  - d. Any person performing Services under this Agreement on behalf of Tarleton Today must be actively employed or eligible for employment by Tarleton and may not be on administrative or medical leave. Tarleton must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If Tarleton

becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, a representative of the Tarleton Today program must inform the BISD district contact.

**Extended Student Absences [subject to BISD policies]**

- O. In a case where a student is removed from their home campus and assigned to an alternative campus due to disciplinary reasons, the BISD point of contact, campus principal and/or the high school teacher of the campus must notify the Tarleton Today Program Coordinator. Information needs to include the length of the placement to determine if the student will continue in the enrolled Tarleton Today course. If the alternative placement is longer than seven (7) school days, then the following will need to be done:
  - a. The administrator, Tarleton Today BISD high school teacher, and Tarleton Today course staff will work together to determine if the student has the opportunity to continue the course at the alternative campus. If determined the student will not have the appropriate instruction and access to the course, the student will be dropped from the Tarleton Today course.
    - i. If this occurs prior to the identified course enrollment date, then the BISD will not be invoiced for this student.
    - ii. If the student is enrolled in a year-long Tarleton Today course, the student will be dropped from the Tarleton Today course, the Canvas LMS system, and a schedule change will be made for the student's high school schedule.
- P. In a case where a student is hospitalized or removed from instruction or the school setting for longer periods due to illness, accident, or other circumstance, the BISD point of contact, campus principal and/or the high school instructor must notify the Tarleton Today Program Coordinator immediately to determine if eligibility for enrollment may continue, which decision will be made on Tarleton Today in its sole discretion.

**4. Responsibilities of BISD [subject to BISD policies and applicable law]**

- A. Implement one or more Tarleton Today courses.
  - a. Assign a(n) BISD contact responsible for overseeing the implementation of Tarleton Today high school course(s) and participating in meetings designated for BISD administration with Tarleton Today staff.
    - i. This BISD contact will provide up-to-date contact information for BISD and its campus administration. In the event there is a change in administration at BISD or at its campuses, the BISD contact will update Tarleton Today.
  - b. Assign 1-2 campus administrators to attend the Tarleton Today train-the-trainer session(s) held online in a webinar-based format. The training will model the parent night presentation, resources, and retention strategies.
  - c. Assign a designated contact for ensuring websites, email addresses, and support for technology related requests. This person will also be responsible for uploading course rosters following a specific format) prior to the start of the school year.
  - d. Tarleton Today courses do not replace Advanced Placement (AP) curriculum or prepare students for AP exams. Neither Tarleton Today syllabi nor course

content may be used for submission to satisfy the requirements for third-party evaluation.

B. Recruit high school teacher(s) with appropriate qualifications to teach the Tarleton Today course(s), all consistent with BISD policies.

- a. Minimum requirements for all Tarleton Today BISD high school teachers include:
  - i. Bachelor's degree in the discipline or a related field.
  - ii. One (1) or more years of teaching experience in the relevant course or a higher-level course (e.g. calculus for pre-calculus).
  - iii. Completed annual Tarleton Today teacher application.
  - iv. Obtain a Tarleton UID in order to access Canvas LMS and other systems required for implementation of the Tarleton Today program. Tarleton Today will provision the UID as high assurance and may suspend, terminate, or revoke access to its systems through the UID affiliation at Tarleton Today sole discretion. The UID affiliation with Tarleton Today will be revoked if this agreement is terminated or if a Tarleton Today BISD high school teacher can no longer complete the course.
  - v. Successful completion of required tasks before the start of summer professional development, including, but not limited to, completion of FERPA training module provided by Tarleton Today. Tasks will be determined and shared by the Tarleton Today professional learning and development staff in advance of summer professional development. BISD high school teachers approved on a conditional basis may be required to complete additional tasks. Any high school teacher who does not complete the required pre-professional development tasks may not be eligible to attend the summer professional development. The decision to admit or deny such teacher and any accompanying conditions will be determined by the Tarleton Faculty Lead and Program Coordinator at their discretion.
  - vi. Successful completion of summer professional development. New Tarleton Today BISD high school teachers must participate in the entire Summer professional development and complete all assigned work, both before and during the training.
  - vii. Attendance at and completion of all required virtual conferences or virtual learning modules, academic year trainings, and professional development assignments.
  - viii. Attendance at the Fall and Spring Professional Development
    1. BISD teachers are required to participate in and fully complete both academic year professional developments in which the teacher delivers a Tarleton Today course, regardless of whether the course will be offered in the subsequent year. Each Fall and Spring professional development will provide up to eight hours of continuing professional education hours.
  - ix. Review communication from Tarleton Today course staff in weekly newsletters and respond accordingly to routine requests.
  - x. Adhere to guidelines regarding Tarleton Today course content intellectual property. BISD is responsible for informing teachers that they do not have a

license to use any Tarleton Today provided materials outside of the scope of this agreement.

- xi. Deliver Tarleton Today instructional materials through the Tarleton Today instance of Canvas LMS.
- b. Additional requirements for Tarleton Today returning BISD teachers include:
  - i. Successful implementation of Tarleton Today course during the previous academic year according to requirements under section D below.
- C. Ensure Tarleton Today BISD high school teachers and students have the necessary resources to implement the program with fidelity, including, but not limited to:
  - a. Access to Canvas LMS. Participating BISD campuses will work with the Tarleton Today support team to ensure their campus and students can fully access the Canvas LMS.
  - b. Access to computer, internet, and allow lists, as specified by Tarleton Today, and adhere to requirements outlined in the most recent Tarleton Today Technology Manual.
  - c. Scheduled access to technology that meets the specifications defined by Tarleton Today for each course. This includes regular in-class and out-of-class, one-to-one (1:1) access to computers and the internet to view materials and complete and submit assignments, quizzes, tests, and exams, and the following technology for specific course implementation (as applicable).
  - d. Graphing calculators for College Algebra and Precalculus.
  - e. Audio/visual projection and/or whiteboard.
  - f. Copy/scanning services to duplicate some course materials and distribute to students in the Tarleton Today course and upload assignments.
  - g. For General Animal Science Laboratory, students must have periodic access to at least two livestock species (cattle, horses, sheep, goats, pigs, rabbits, and/or poultry). Other required supplies for laboratory assignments: 10 gummy bears per student, 1 plastic knife per student, paper plates, napkins, tape, scissors, 1 kitchen sponge per group, 3 small funnels (can make your own out of durable paper per group), 3 large diameter drinking straws that will fit with funnels per group, 1 small plastic water bottle per group, 1 rubber glove per group, 1 cotton ball per group, 1 small safety pin per group, masking tape, electrical or other waterproof tape, strong tape such as duct or packing tape, small bucket for water, 5 oz plastic cups, milk powder, corn starch, betadine antiseptic solution, water pitcher, popsicle sticks for stirring, sharpies, labels, paper towels.
  - h. For Music Appreciation, students must have access and ability to utilize headphones for assessment purposes. Twice during the year, they will need to attend a concert/performance, which may or may not be outside the school.
  - i. For EDUC 1301 and EDUC 2301 students must have 16 field experience hours over at least six site visits.
  - j. For Anatomy & Physiology (it is strongly encouraged to have the same brand listed, as they will be used for online lab practicals. Equivalent models may be discussed with course faculty):
    - i. Models from Ward's Science: Sexless Teaching Torso, Somso Full-Figure Muscular Human Anatomy Model, Heart of America Model, Respiratory System and Heart, 3B Scientific Introductory Circulatory System, Somso Skin Model, Female Disarticulated Skeleton, 3B Scientific Rod Mount



- Skeleton, Ward's Bone Structure Model, 3B Scientific MICROanatomy Bone Structure Model, ElSCO Skull Model, 3B Scientific Half-Head with Musculature, ElSCO Brain with Arteries, Somso Kidney Structures Model, Somso Ovary Model, 3B Scientific Pelvic Relief Models- Male, 3B Scientific Pelvic Relief Models- Female, 3B Scientific Introductory Eye in Orbit Model, 3B Scientific Ear Model
- ii. Dissection Specimen (recommend one specimen for every 3-5 students): 9"-11" Single Fetal Pig, Sheep eye, Sheep Brains with Dura, Sheep Heart-Uncut, Student Dissecting set, Dissecting Tray with Wax
  - iii. Microscope Slides: Ward's Science: Giant Multipolar Motor Neurons, Artery & Vein, Ovary (mammalian), Mature Follicles, Muscle (mammalian) 3 Types, Meissner's Corpuscle, Adult Scalp, Unpigmented, Lung, Pseudostratified, Ciliated, Columnar, Epithelium, Kidney (Mammal), Elastic Cartilage (Rabbit) Reticular tissue, Areolar, Stomach (fundic region), Pituitary Gland, Lymph node (mammal), Thyroid and Parathyroid, Triarch Incorporated: Human Blood, Bone Human Ground CS, Bone Decalcified CS LS, Testis Spermatogenesis, Mitosis Slide Whitefish Blastodisc, Jejunum, Squamous Epithelium, Adrenal Gland, Pancreas (Islands of Langerhans)
- k. For College Chemistry I (for class of 32 working in pairs):
- i. Lab Equipment: Safety Splash Goggles (32), 50 mL graduated cylinder (16), 50 mL beaker (32), 100 mL beaker (16) Analytical balance (at least 4 or more), Glass stirring rod (32), 25 mL volumetric flask (16), Vernier Caliper (16), Alcohol-based thermometer (32), ruler (16), funnel 70 mm (16), large ice bucket (8), scissors (16), hot hands (32), 150 mL beakers (32), Ring stand (32), funnel support or ring support (32), Spatulas (32), burette (32), burette clamp (32), 125 mL Erlenmeyer Flasks (48), 250 mL Erlenmeyer flasks (32), Wash/water bottle (32), Molecular model kit (instructor), contains trigonal planar central atom, 600 mL beakers (32), 100 mL Graduated cylinder (32), 500 mL graduated cylinder (32), size 5 one-holed rubber stopper (16), size 6 – one-holed rubber stopper (16), hot plate (16), Droppers (32), Pennies (32), 10 mL graduated cylinder (32), 400 mL beakers (32), Borosilicate glass test tubes 25 x 150 mm heat resistant (32),
  - ii. Chemicals (amount needed for entire course): DI water readily available (distilled water as sub), Sand (200 g+), sodium chloride (400 g+), Benzoic acid (200 g+), iron filings (100g +), Specific gravity metal cylinders 4 different if possible Cu, Zn, Al, Steel (8 of each), aluminum pellets (500 g+), Magnet bars 32, zinc sulfate heptahydrate (200 g+), potassium carbonate (200g+), Sodium carbonate (200 g+), magnesium sulfate heptahydrate (200 g+), calcium chloride dihydrate (200 g+), Phenolphthalein indicator, dry potassium hydrogen phthalate (KHP) (200 g+), Sodium hydroxide (200 g+), store bought vinegar (1 gallon), citric acid (100 g+), boiling chips (1 container), isopropanol (100 mL), ethanol (100 mL), ethanol (100 mL), acetone (100 mL), hexane (1600 mL), 1.00 M Hydrochloric acid (1000 mL), 1.00 M sodium hydroxide (1000 mL),

- ammonium nitrate anhydrous (200 g+), magnesium sulfate anhydrous (200 g+), steel shot (500 g), Zinc mossy (500 g)
  - iii. Consumables (for entire course): aluminum foil (one roll), nitrile gloves (as needed), 12.5 cm filter paper (needed for two experiments), weighing boat (as needed), paper towels (as needed), lighter (2), crushed ice (as needed), plastic wrap (1 roll), weighing paper (2 boxes), white paper (1 ream), plastic cup/coffee cup (32), 1 mL pipets (150 or box), capillary tubes (32 or 2 tubes for stock), balloons (32), Styrofoam coffee cups (64), handmade cardboard lid for Styrofoam cups (16)
- D. Ensure Tarleton Today BISD high school teachers implement the program with fidelity, including the following:
  - a. Tarleton Today instructors are expected to adhere to Texas Administrative and Education Code, including the Educators' Code of Ethics (19 TAC Chapter 247).
  - b. Administer and facilitate Tarleton Today-required assignments and assessments without alteration through the Tarleton Today instance of Canvas LMS.
  - c. Have students create a TARLETON UID and register for Tarleton Today sections.
  - d. Use Canvas LMS to assign and grade high school work as specified by Tarleton Today course staff.
  - e. Participate in professional learning, including Summer professional development, one-day workshops, video conferences or virtual learning modules, virtual coaching, and ongoing opportunities during each semester in which they teach the Tarleton Today course. To facilitate teacher participation in the one-day workshops, BISD agrees to pay the cost of substitute teachers for the days the teacher will attend the workshops.
  - f. Maintain regular communication via email, phone, video web conferencing, etc. with Tarleton Today course coordinator and other staff regarding the success and challenges of implementation, responding in a timely manner to requests for information, including turning in any requested documentation to evaluate student progress or success by specified deadlines.
  - g. Notify Tarleton Today of BISD high school teacher absences that exceed four or more consecutive class days or of teacher resignations using the provided form in the case when the teacher cannot self-report.
- E. Recruit and approve students to participate in the Tarleton Today courses.
- F. Ensure students enrolled in the Tarleton Today program meet the minimum academic requirements for each course as shown in Exhibit A.
- G. Ensure students complete the Tarleton Today registration process within the first two weeks of school. The student and, if the student is under 18 years of age at the time of registration, the student's parent or guardian shall acknowledge and consent the student is enrolling in a college course with the opportunity to earn college credit. Consent forms must be submitted within one week of the BISD school start date.
- H. Any person performing Services under this Agreement on behalf of BISD must be actively employed or eligible for employment by BISD and may not be on administrative leave. BISD must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing

Services under this Agreement. If BISD becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, the district contact, who oversees the Tarleton Today program, must inform Tarleton Today within 24 business hours.

## **5. Summer Professional Development, Teacher Registration, and Attendance**

1. BISD high school teachers are required to register for Summer Professional Development **two weeks prior** to the start of Summer Professional Development.
2. New Tarleton Today BISD high school teachers must participate in the entire Summer Professional Development and complete all assigned work, both pre- and during Professional Development. New Tarleton Today high school teachers are defined as those who are implementing a Tarleton Today course for the first time or for the first time after more than one year of absence.
  - a. The BISD teacher assigned to the course **must** successfully complete the New Teacher Summer Professional Development experience at least once, in its entirety, before implementing a Tarleton Today course for the first time. If the teacher continues to offer the course in subsequent years, they are required to attend the Returning Instructor Summer Professional Development for each subsequent year they implement that course. If a teacher is assigned to implement a new Tarleton Today course in addition to their current Tarleton Today course, the instructor must complete the New Teacher Summer Professional Development for the new course.
3. Cancellation policy:
  - a. All high school teachers must cancel their registration in writing at least one week prior to any in-person Professional Development. BISD will be invoiced for all registered high school teachers two weeks prior to the event starting and will pay such invoices within thirty (30) days.
  - b. If a high school teacher registers for Summer Professional Development and is unable to attend, the teacher must communicate this change to the Tarleton Today Professional Learning and Development team in writing at least one week prior to the start of Summer Professional Development. The district contact may coordinate with Tarleton Today to identify an appropriate replacement. Fees will be assessed based on teachers who complete Summer Professional Development.
  - c. In the event of an emergency about which Tarleton Today staff and the teacher's principal are notified, a teacher may arrange to make up as much as 20% of Summer Professional Development and still be eligible to teach the Tarleton Today course. Tarleton Today BISD high school teachers who miss more than 20% of Summer Professional Development, regardless of the reason, will be on probationary status and their approval to serve as a Tarleton Today high school teacher will be evaluated by Tarleton Today on a case-by-case basis.
4. If a high school teacher attends Summer Professional Development, and the course for which the teacher is trained is not offered for the school year, BISD will be:
  - a. Charged the full fee based on whether they are new or returning, for Summer Professional Development.
  - b. All materials provided to BISD for the course must be returned to Tarleton Today within 30 days.

## **6. Educational Records and Data Sharing**

- A. BISD and Tarleton Today create, maintain, and manage their own educational records for students and teachers. Tarleton Today maintains all educational records created as a result of the Tarleton Today program consistent with FERPA, as well as applicable Texas A&M University System (TAMUS) policy 16.01.02 and any applicable law. In order to provide the Tarleton Today program and related services to BISD and for BISD's accountability reporting purposes, Tarleton Today requires specific student information from BISD. All such records are provided the same security as those outlined in TAMUS Policy 16.01.02 and the Data Sharing Agreement and will not be sold or shared with external sources except as allowed by law. See Exhibit B Data Sharing Agreement which sets terms and conditions for the exchange by the Parties of data needed to support the Tarleton Today program.
- B. Following Tarleton's Institutional Review Board standards and policy, as applicable, Tarleton Today may obtain and maintain data and/or feedback about student and teacher experiences with the program for the purpose of understanding outcomes and program improvements.
- C. For legitimate educational interests, Tarleton Today will facilitate the exchange of information among institutions, with the Texas Higher Education Coordinating Board, the Texas Education Agency, Tarleton Today high school teachers, Tarleton Today faculty and staff, and BISD contacts 1) pertaining to students' progress toward the opportunity to earn college credit; 2) to verify student's economic status related to state funding reimbursement, 3) to verify student accommodations under IDEA and/or Section 504; 4) to facilitate early intervention and support student success; 5) pertaining to whether college credit is earned, accepted, and/or declined; 6) to facilitate accurate recordkeeping; and 7) to address academic integrity issues. If either party obtains access to BISD and/or Tarleton records or record systems protected under FERPA, each party agrees to adhere to the provisions of FERPA. While in possession of FERPA records and data, only persons authorized to access the student data related to the Tarleton Today program will be granted access consistent with FERPA.

## **7. Insurance.**

BISD acknowledges that, because Tarleton is an agency of the state of Texas, liability for the tortious conduct of employees of Tarleton or for injuries caused by conditions or use of tangible state property is provided solely by the provisions of the Texas Tort Claims Act (Texas Civil Practice and Remedies Code Chapters 101 and 104); and that workers' compensation insurance coverage for employees of Tarleton is provided by the [A&M SYSTEM] as mandated by the provisions of Chapter 502, Texas Labor Code. Tarleton shall have the right, at its option, to (a) obtain liability insurance protecting Tarleton and its employees and property insurance protecting Tarleton's buildings and contents, to the extent authorized by Section 51.966, Texas Education Code, or other law, or (b) self-insure against any risk that may be incurred by Tarleton as a result of its operations under the Agreement.

## **8. FERPA.**

For purposes of the Family Educational Rights and Privacy Act ("FERPA"), Tarleton hereby designates BISD as a school official with a legitimate educational interest in any education records (as defined in FERPA) that BISD is required to create, access, receive, or maintain in order to fulfill its obligations under this Agreement. BISD shall comply with FERPA as to

any such education records and is prohibited from redisclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA or Tarleton in writing. BISD is only permitted to use the education records for the purpose of fulfilling its obligations under this Agreement and shall restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. BISD shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on BISD in this Section, including without limitation, the prohibition on redisclosure. BISD shall implement and maintain reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.

## **9. Indemnification**

To the extent allowed by law and without waiving any immunities, BISD shall indemnify and hold harmless The Texas A&M University System, Tarleton, and their regents, employees and agents (collectively, the “A&M System Indemnitees”) from and against any third-party claims, damages, liabilities, expense or loss asserted against A&M System Indemnities arising out of any acts or omissions of BISD or its employees or agents pertaining to the activities and obligations under this Agreement, except to the extent such liability, loss or damage arises from an A&M System Indemnitee’s gross negligence or willful misconduct.

## **10. Term and Termination**

A. This Agreement shall commence on April 1, 2025 (the “Effective Date”) and continue through August 31, 2026 (the “Term”) unless earlier terminated as provided herein.

B. This Agreement may be terminated without cause by either Party upon 30 days’ written notice to the other Party.

## **11. Loss of Funding.**

Performance by Tarleton under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the “Legislature”). If the Legislature fails to appropriate or allot the necessary funds, Tarleton will issue written notice to BISD and Tarleton may terminate this Agreement without further duty or obligation hereunder. BISD acknowledges that appropriation of funds is beyond the control of TARLETON. In the event of a termination or cancellation under this Section, Tarleton will not be liable to BISD for any damages that are caused or associated with such termination or cancellation.

## **12. PAYMENT TERMS/PROMPT PAYMENT**

Tarleton’s payment shall be made in accordance with Chapter 2251, *Texas Government Code* (the “Texas Prompt Payment Act”), which shall govern remittance of payment and remedies for late payment and non-payment.

## **13. Ownership of Created Works.**

BISD irrevocably assigns, transfers and conveys to Tarleton, for no additional consideration, all of BISD's ownership, rights, title and interest in and to all works prepared by BISD under this Agreement ("Deliverables"), including, without limitation, all copyrights, patents, trademarks, trade secrets and other intellectual property rights and all other rights that may hereafter be vested relating to the Deliverables under law. BISD certifies that all Deliverables will be original, or that BISD will have obtained all rights necessary for the ownership and unrestricted use of the Deliverables by Tarleton. BISD shall secure for TARLETON all consents, releases, and contracts and perform other reasonable acts as TARLETON may deem necessary to secure and evidence Tarleton's rights in any Deliverable.

#### **14. Independent Contractor**

Notwithstanding any provision of this Agreement to the contrary, the Parties hereto are independent contractors. No employer-employee, partnership, agency, or joint venture relationship is created by this Agreement or by BISD's service to Tarleton. Except as specifically required under the terms of this Agreement, BISD (and its representatives, agents, employees and subcontractors) will not represent themselves to be an agent or representative of Tarleton or [A&M SYSTEM]. As an independent contractor, BISD is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to workers' compensation insurance. BISD and its employees shall observe and abide by all applicable Tarleton policies, regulations, rules and procedures, including those applicable to conduct on its premises.

#### **15. Dispute Resolution.**

To the extent that Chapter 2260, *Texas Government Code* is applicable to this Agreement, the dispute resolution process provided in Chapter 2260, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Tarleton and BISD to attempt to resolve any claim for breach of contract made by BISD that cannot be resolved.

#### **16. Notice.**

Any notice required or permitted under this Agreement must be in writing, and shall be deemed given: (a) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (d) on the date of delivery if delivered personally. Tarleton and BISD can change their respective notice address by sending to the other Party a notice of the new address. Notices should be addressed as follows:

BISD at:

BOERNE ISD  
235 JOHNS RD  
BOERNE, TX 78006-2023

Tarleton at:

Dr. Jolena Waddell  
Box T-0010

1333 W. Washington St.  
Stephenville, TX 76402  
jwaddell@tarleton.edu

With a copy to:  
Tarleton State University  
Attn: Contract Specialist  
Box T-0120  
Stephenville, TX 76402  
contracts@tarleton.edu

### **17. Venue; Governing Law**

Pursuant to Section 85.18(b), *Texas Education Code*, mandatory venue for all legal proceedings against Tarleton is to be in the county in which the principal office of Tarleton's governing officer is located. The validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.

### **18. Entire Agreement**

This Agreement constitutes the entire and only agreement between the Parties hereto and supersedes any prior understanding, written or oral agreements between the Parties, or "side deals" which are not described in this Agreement. This Agreement may be amended only by a subsequent written agreement signed by authorized representatives of both parties.

### **19. Non-Assignment**

BISD shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of Tarleton.

### **20. Survival**

Any provision of this Agreement that may reasonably be interpreted as being intended by the Parties to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

### **21. Cybersecurity Training Program**

Pursuant to Section 2054.5192, *Texas Government Code*, BISD's employees, officers, and subcontractors who have access to TARLETON's computer system and/or database must complete a cybersecurity training program certified under Section 2054.519, *Texas Government Code*, and selected by Tarleton. The cybersecurity training program must be completed by BISD's employees, officers, and subcontractors during the Term and any renewal period of this Agreement. BISD shall verify completion of the program in writing to Tarleton within the first thirty (30) calendar days of the Term and any renewal period of this Agreement. BISD acknowledges and agrees that its failure to comply with the requirements of this paragraph are grounds for Tarleton to terminate this Agreement for cause.

## **22. Access by Individuals with Disabilities**

BISD represents and warrants that the electronic and information resources and all associated information, documentation, and support that it provides to Tarleton under this Agreement (collectively, the “EIRs”) comply with the applicable requirements set forth in Title 1, Chapter 213 of the *Texas Administrative Code* and Title 1, Chapter 206 of the *Texas Administrative Code* (as authorized by Chapter 2054, Subchapter M of the *Texas Government Code*) (the “EIR Accessibility Warranty”). If BISD becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, BISD shall, at no cost to Tarleton, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event that BISD fails or is unable to do so, Tarleton may immediately terminate this Agreement, and BISD will refund to Tarleton all amounts paid by Tarleton under this Agreement within thirty (30) days following the effective date of termination.

## **23. Payment of Debt or Delinquency to the State**

Pursuant to Sections 2107.008 and 2252.903, *Texas Government Code*, BISD agrees that any payments owing to BISD under this Agreement may be applied directly toward certain debts or delinquencies that BISD owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.

## **24. State Auditor’s Office**

BISD understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor’s Office, or any successor agency (collectively, “Auditor”), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), *Texas Education Code*. BISD agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. BISD will include this provision in all contracts with permitted subcontractors.

## **25. Severability**

In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, and unenforceable provision had never been contained herein. The Parties agree that any alterations, additions, or deletions to the provisions of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation.

## **26. Public Information.**

BISD acknowledges that TARLETON is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. Upon Tarleton’s written request, BISD will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of Tarleton to Tarleton in a non-proprietary format acceptable to



Tarleton that is accessible by the public. BISD acknowledges that Tarleton may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*. The requirements of Subchapter J, Chapter 552, *Texas Government Code*, may apply to this Agreement and BISD agrees that this Agreement can be terminated if BISD knowingly or intentionally fails to comply with a requirement of that subchapter.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as shown below.

Exhibit A  
2025-26 Tarleton Today Courses

<b>Tarleton Today Course Name</b>	<b>Tarleton Course Code</b>	<b>TCCNS Equivalency</b>	<b>Texas Core Code</b>	<b>High School Course</b>	<b>Required Prerequisites</b>
Intro to Agricultural Economics	AGEC 2317	AGRI 2317	080	Agribusiness Mgmt & Marketing	
General Animal Science	ANSC 1319 + 1119	AGRI 1419, AGRI 1319 + 1119	030	Advanced Animal Science	Biology & Chemistry or Integrated Physics & Chemistry (IPC); Algebra I & Geometry; and either Small Animal Management, Equine Science, or Livestock Production.
Anatomy and Physiology	BIOL 2401	BIOL 2401	030	Anatomy and Physiology	one credit in Biology and one credit in Chemistry, Integrated Physics and Chemistry, or Physics
Personal Finance	BUSI 1307	BUSI 1307	080	Economics or Personal Financial Literacy	
College Chemistry I	CHEM 1311 + 1111	CHEM 1311, CHEM 111	030	Chemistry	Coenrollment in Algebra II
Composition I	ENGL 1301	ENGL 1301	010	English III	Credit in English I and English II
Composition II	ENGL 1302	ENGL 1302	010	English IV	Credit in English I, English II, and English III
British Literature	ENGL 2321	ENGL 2321	040	English IV	Credit in English I, English II, and English III
American Literature	ENGL 2326	ENGL 2326	040	English III	Credit in English I and English II
Federal Government	GOVT 2305	GOVT 2305	070	United States Government	
United States History I	HIST 1301	HIST 1301	060		
United States History II	HIST 1302	HIST 1302	060	US History since 1877	

College Algebra	MATH 1314	MATH 1314	020	Algebra II or Independent Study in Math	Credit in Algebra I
Elementary Statistical Methods	MATH 1342	MATH 1342	020	Statistics, Statistics and Business Decision Making, or Independent Study of Mathematics	Credit in Algebra I
Precalculus	MATH 2412	MATH 2412	020		Credit in Algebra II & Geometry
Music Appreciation	MUSI 1306	MUSI 1306	050	Music Studies-Music Appreciation I or II	
General Psychology	PSYC 2301	PSYC 2301	080	Psychology	
Accounting I – Financial	ACCT 2301	ACCT 2301		Accounting I	Credit in Algebra II or Coenrollment in Algebra II
Intro to the Teaching Profession	EDUC 1301	EDUC 1301		Instructional Practices in Education and Training or Principles of Education and Training	
Introduction to Special Populations	EDUC 2301	EDUC 2301		Instructional Practices or Practicum in Education and Training	
Multicultural Responsive Pedagogy	EDUC 2330	EDUC 2330		Instructional Practices or Practicum in Education and Training	
Horticulture	HORT 1301	HORT 1301		Horticultural Science	
Foundations of Leadership	LDRS 2301			Dual credit through Junior ROTC only	

Exhibit B  
Data Sharing Agreement

DATA SHARING AGREEMENT  
BY AND BETWEEN  
BOERNE ISD  
AND  
TARLETON TODAY  
AT TARLETON STATE UNIVERSITY

Pursuant to this Data Sharing Agreement, BOERNE ISD agrees to provide individual student-level data to Tarleton Today at Tarleton State University (Tarleton) for the purpose of implementing, billing, and evaluating the Tarleton Today dual enrollment program and informing Tarleton Today students of academic opportunities at Tarleton. BISD hereby appoints Tarleton Today as a legitimate educational official of BISD in accordance with the Family Educational Rights and Privacy Act (FERPA). Likewise, Tarleton Today hereby appoints BISD as a legitimate educational official of Tarleton Today in accordance with FERPA. Tarleton Today agrees to provide individual student-level data to BISD for the purpose of evaluation, accountability, and student record-keeping. The terms of this Data Sharing Agreement are in effect until August 31, 2026 unless terminated in writing by one or both Parties.

1. Data type and exchange timeline

BISD Designee for Student Data and Tarleton Today will coordinate data exchange for all Tarleton Today program participants for the 2025-2026 academic year, as follows:

Responsible Party	Time Period	Type of Data
Tarleton Today	August 2025 – July 2026	<p>Throughout the academic year Tarleton Today will provide information about student enrollments, including course rosters, college course eligibility status, and final grades. Access to the information will be limited to pre-identified campus and BISD personnel who must obtain a TARLETON Electronic Identification and password in order to access the information.</p> <p>The following enrollment and performance data is provided throughout the academic year, as information becomes available.</p> <ul style="list-style-type: none"><li>• Course enrollments</li><li>• Eligibility status</li><li>• Eligibility letter grade</li><li>• Final letter grade</li><li>• Credit decision (credit accepted or declined)</li><li>• University transcript grade</li><li>• Student qualifying status for free/reduced lunch</li></ul>

		<ul style="list-style-type: none"> <li>• Student qualifying status for accommodations under IDEA or Section 504</li> </ul>
BISD	<p>July 2025 (one month prior to student start date)</p> <p>October 2025 (for Spring only enrollments)</p>	<p>Student registration information will be provided by the district to Tarleton Today to enroll students in courses and create their Tarleton State University accounts. This data transfer will include the following information.</p> <ul style="list-style-type: none"> <li>• Student First Name</li> <li>• Student Middle Name</li> <li>• Student Last Name</li> <li>• Student Date of Birth</li> <li>• Student School Email Address</li> <li>• Student Projected High School Graduation Year</li> <li>• Student Gender</li> <li>• Student Ethnicity</li> <li>• Student Physical Address</li> <li>• Student Mailing Address (if different)</li> <li>• Student TSDS</li> <li>• Student School ID</li> <li>• Student Free/Reduced Lunch Status</li> <li>• Parent/Guardian Name</li> <li>• Parent/Guardian Email Address</li> <li>• Parent/Guardian Phone Number</li> </ul> <p>In order for Tarleton Today to identify students who qualify for the reduced course enrollment fee, Tarleton Today must obtain Student State IDs. Based on the Student State IDs, the Texas Education Agency (TEA) provides Tarleton Today with students' Economic Disadvantage Status.</p> <ul style="list-style-type: none"> <li>• TEA-assigned TX-UNIQUE-STUDENT-ID (Student Unique ID)</li> </ul>
BISD	May 2026 – July 2026	<p>In order for Tarleton Today to engage in ongoing learning about student experiences, high school grades are exchanged.</p> <ul style="list-style-type: none"> <li>• High school grade in Tarleton Today course, semester 1</li> <li>• High school grade in Tarleton Today course, semester 2</li> <li>• High school grade in Tarleton Today course, cumulative</li> </ul>

## 2. Data protection

All data will be exchanged using secure systems and in an encrypted, password-protected electronic format by BISD and Tarleton Today.

Tarleton Today endeavors that in all reports, electronic or otherwise, derived from information made available under this Data Sharing Agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction. Tarleton Today further endeavors that the data elements will not be released to a third party without written parental or student (as applicable) consent.

While in possession of this data, both Parties shall permit access only to employees and contractors authorized to assist in the implementation or evaluation of Tarleton Today or other Tarleton program to have access to the data. Both Parties agree to store the data in an encrypted format, in a secure area and to prevent unauthorized access.

### **3. Information shared with TEA and THECB**

- Share rosters of individual students, including student state ID (TSDS), for all students enrolled in a Tarleton Today course at fall or spring enrollment to determine student eligibility for reduced course fee, AND
- Share rosters of individual students, including student state ID (TSDS), for students who complete a Tarleton Today course for the purpose of calculating state accountability and other required state performance reporting and metrics.

Receiving Party  
BOERNE ISD

Signed by:  
Signature: Kristin Craft  
C94454F31E2842A...

Name: Kristin Craft

Title: Superintendent

Date: 1/28/2025

Performing Party  
TARLETON STATE UNIVERSITY

DocuSigned by:  
Signature: Jolena N. Waddell  
B1DE08B70FD6428...

Name: Jolena N. Waddell

Title: Associate Provost, AVP Student Success

Date: 1/29/2025

### Certificate Of Completion

Envelope Id: 9AAE57E8-FB0C-4913-BA01-302EEE3B11C2

Subject: Tarleton Today MOU - Partner: BOERNE ISD

Source Envelope:

Document Pages: 23

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:

Shayla Hoffman

1333 W. Washington

Stephenville, TX 76402

shoffman@tarleton.edu

IP Address: 40.88.253.141

### Record Tracking

Status: Original

1/8/2025 3:32:42 PM

Holder: Shayla Hoffman

shoffman@tarleton.edu

Location: DocuSign

### Signer Events

Kristin Craft

kristin.craft@boerneisd.net

Superintendent

Security Level: Email, Account Authentication  
(None)

### Signature

Signed by:  
  
C94454F31E2842A...

Signature Adoption: Pre-selected Style  
Using IP Address: 24.160.130.185  
Signed using mobile

### Timestamp

Sent: 1/8/2025 3:33:03 PM

Viewed: 1/13/2025 8:22:34 AM

Signed: 1/28/2025 3:16:33 AM

### Electronic Record and Signature Disclosure:

Accepted: 1/13/2025 8:22:34 AM

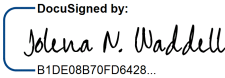
ID: 38acdc2-153a-4a00-9588-4c56952a3e4c

Jolena N. Waddell

jwaddell@tarleton.edu

Associate Provost, AVP Student Success

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
B1DE08B70FD6428...

Signature Adoption: Pre-selected Style  
Using IP Address: 173.255.46.55

Sent: 1/28/2025 3:16:35 AM

Resent: 1/29/2025 9:13:18 AM

Viewed: 1/29/2025 9:26:22 AM

Signed: 1/29/2025 9:26:33 AM

### Electronic Record and Signature Disclosure:

Accepted: 1/19/2024 9:04:19 AM

ID: a28ff212-2ce1-44e1-82c5-e8d0355b8dc1

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Kenda Rasco

RASCO@tarleton.edu

Security Level: Email, Account Authentication  
(None)

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

**COPIED**

Sent: 1/29/2025 9:26:35 AM



Carbon Copy Events	Status	Timestamp
Shayla Hoffman shoffman@tarleton.edu Program Coordinator II Tarleton State University Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div>COPIED</div>	Sent: 1/29/2025 9:26:35 AM

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/8/2025 3:33:03 PM
Certified Delivered	Security Checked	1/29/2025 9:26:22 AM
Signing Complete	Security Checked	1/29/2025 9:26:33 AM
Completed	Security Checked	1/29/2025 9:26:35 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Tarleton State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Tarleton State University:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [buckalew@tarleton.edu](mailto:buckalew@tarleton.edu)

### **To advise Tarleton State University of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [buckalew@tarleton.edu](mailto:buckalew@tarleton.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Tarleton State University**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [buckalew@tarleton.edu](mailto:buckalew@tarleton.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Tarleton State University**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to buckalew@tarleton.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Tarleton State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Tarleton State University during the course of your relationship with Tarleton State University.