



**Articulation Agreement
Between
Victoria College
Associate Degree Nursing Program
and
Texas A&M University
College of Nursing**

**TEXAS A&M UNIVERSITY
College of Nursing**

Introduction

This articulation agreement formally recognizes that Victoria College ("VC") on behalf of its Associate Degree Nursing ("VC-ADN") Program and Texas A&M University ("TAMU"), a Texas Institution of higher education, a member of The Texas A&M University System ("TAMUS"), and an agency of the State of Texas, on behalf of the College of Nursing ("TAMU-CON"), are educational partners committed to providing educational opportunities for students transferring between our institutions. This agreement is intended to create and maintain a smooth transfer without the need to repeat successfully completed courses. VC and TAMU are each sometimes referred to as a "Party" and collectively sometimes referred to as the "Parties."

Purpose/Overall Intent

Whereas the Institute of Medicine Report on the Future of Nursing: Leading Change, Advancing Health (2011) established a goal to be reached by the year 2020 that 80% of nurses in the United States would hold a bachelor's degree in nursing, and

Whereas, Texas was one of nine states awarded the Academic Progression in Nursing (APIN) grant from the Robert Wood Johnson Foundation in 2012, and

Whereas, the Consortium for Advancing to Baccalaureate Nursing Education in Texas (hereinafter referred to as CABNET) has been established for nursing schools to provide a seamless Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) curriculum that reduces barriers and duplication and improve seamless articulation/transfer from ADN to BSN education, and

Whereas ADN programs in Texas have provided a valuable pipeline of students into BSN programs, and

Whereas, multiple nursing groups and organizations around the State of Texas have identified barriers in the transitional of ADN students to BSN programs, and

The Parties of this agreement agree to the terms and conditions provided within this document.

This articulation agreement clarifies mutually accepted courses and equivalents, thus enhancing the quality and accessibility of higher education, ensuring a smooth and successful transition process, and strengthening the partnership between the Parties.

The purpose of this agreement is to set forth the principles of mutual understanding that are necessary to form, maintain and communicate transfer articulation information between VC-ADN and the TAMU-CON. This agreement describes the terms and conditions involved in transferring from VC-ADN to the TAMU-CON, as well as the joint responsibilities of both Parties.

Terms, Conditions and Transfer Elements

VC agrees to:

1. Establish a process whereby ADN students who in their last semester of coursework at VC have a 2.75 pre-requisite, Nursing Science, and ADN grade point average (on a 4.0 scale), meet all other requirements for admission to TAMU, including the General Education courses that follow the CABNET Plan A (Appendix A), and are Core Complete at VC, are eligible to be admitted to TAMU-CON's RN-to-BSN program based on seats available and the competitiveness of the applicant pool. Preference is given to students who earn an ADN from VC and are core complete.
2. Assist in advising VC-ADN students in this program regarding the requirements for entry into the TAMU-CON's RN-to-BSN program.
3. Communicate to students enrolling in the RN-to-BSN program about TAMU-CON academic requirements, policies, procedures, tuition and fees that will apply and may be subject to change, and to inform students that TAMU-CON future offerings cannot be guaranteed.
4. Provide TAMU-CON with VC's approved Core Curriculum Courses by core component, a copy of which is attached as Appendix B.
5. Assist TAMU-CON in arranging visits on VC-ADN's campus with prospective BSN degree students.
6. Schedule appointments through the designated representative with VC-ADN students, faculty, and staff for the purposes of sharing information, discussing ideas, and other activities of mutual interest to our respective programs.
7. Designate a point of contact for all initiatives within this agreement.

Courtney Bosier Hawthorne
 Transfer Services Coordinator
 Victoria College
 E. Courtney.Bosier-Hawthorne@VictoriaCollege.edu
 P: (361- 573-3291) x3201

8. VC is an equal opportunity institution, and in compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of, shall not discriminate unlawfully against any TAMU-CON student, applicant, or employee, nor shall it deny the benefits provided its own degree-seeking student to any person on the basis of race, color, national origin, ancestry, disability, marital status, age or gender.

TAMU-CON agrees to:

1. Establish a process whereby ADN students who in their last semester of coursework at VC have a 2.75 pre-requisite, Nursing Science, and ADN grade point average (on a 4.0 scale), meet all other requirements for admission to TAMU, including the General Education courses that follow the CABNET Plan A (Appendix A), and are Core Complete at VC, are eligible to be admitted to TAMU-CON's RN-to-BSN program based on seats available and the competitiveness of the applicant pool. Preference is given to students who earn an ADN from VC and are core complete.
2. Accept credit hours earned at VC as described below and specified in the Curriculum Chart (See Appendix A):
 - 55 SCH General Education coursework
 - 35 SCH earned in Associate of Applied Science degree
3. Assist VC students with advising on the TAMU-CON admission requirements at a location agreed upon by both parties at specified times. TAMU-CON admits RN-to-BSN students in the spring and summer terms. VC students will be required to complete a transfer application through Apply Texas; and submit TAMU-CON application, official transcripts, and additional documentation to NursingCAS, as required
4. Assist VC students transitioning into the RN-to-BSN program. This may involve informing students of and assisting them with financial aid, scholarship applications, and course registration.
5. Enroll VC students who meet admission requirements for entry prior to their successful completion of the Registered Nurse national licensing exam (NCLEX-RN). Should a student not pass the NCLEX-RN by the first-class day of the subsequent term, students will not be allowed to progress in the program.
6. Arrange and coordinate academic accommodations and disability services for qualified students enrolled in TAMU-CON courses.
7. Notify students involved in the program that TAMU-CON academic requirements, policies, procedures, tuition and fees are subject to change. Location of changed information can be found on the TAMU-CON website, catalogs, or other locations.

8. Report annually in May on the enrollment and academic progress of VC-ADN transfer students in the RN-to-BSN degree program. The report would include the number of RN-to-BSN students and a breakdown of GPA for VC-ADN students as compared to all other transfer students. This information shall be furnished within the provisions of the Family Educational Rights and Privacy Act. These data may be incorporated into the VC institutional effectiveness studies.
9. FERPA. For purposes of the Family Educational Rights and Privacy Act ("FERPA"), VC agrees to provide TAMU with access to the education records of students who have formally expressed interest in, or are actively participating in, the TAMU-CON RN to BSN program covered under this Agreement. TAMU shall be considered a school official with a legitimate educational interest only as to those specific education records. TAMU shall comply with FERPA and may not redisclose any education records except as expressly permitted under this Agreement, FERPA, or with written authorization from VC. Access shall be limited to only those TAMU employees or agents who require it to fulfill TAMU's responsibilities under this Agreement, and all such individuals shall be bound by the same obligations. TAMU shall implement and maintain reasonable administrative, technical and physical safeguards to secure the education records from unauthorized access, disclosure or use
10. TAMU-CON is an equal opportunity institution, and in compliance with federal law, including provisions of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, shall not discriminate unlawfully against any VC student, applicant, or employee, nor shall it deny the benefits provided its own degree-seeking student to any person on the basis of race, color, national origin, ancestry, disability, marital status, age or gender.

Joint Responsibilities – VC and TAMU-CON agree to:

1. Maintain ongoing collaboration and monitoring of the program through the TAMU-CON Dean in the College of Nursing, the Victoria College Transfer Service Coordinator.
2. Confer regularly to update Course Equivalency Guides, Transfer Guides and transfer admission information to be used in subsequent academic years, and to consider any need for amendments.
3. Marketing - Each Party acknowledges that all rights in any trademarks, service marks, slogans, logos, designs, and other similar means of distinction associated with that Party (its "Marks"), including all goodwill pertaining to the Marks, are the sole property of that Party. Neither Party may use the Marks of the other without the advance written consent of that

Party, except that each Party may use the name of the other Party in factual statements that, in context, are not misleading.

4. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Parties will not discriminate, sexually harass, or retaliate against any faculty, student, or employee because of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other basis protected by law. Should either Party be given actual or constructive notice of discrimination, harassment, or retaliation on the basis of any of these protected classes, the Parties will cooperate in an investigation to ascertain the facts; stop the discriminatory, harassing, or retaliatory conduct; remedy the effects of such conduct; and prevent the recurrence of such conduct. Both Parties takes responsibility for training its students and employees on its nondiscrimination policies and grievance procedures.

Execution and modification: This Agreement is binding only when signed by both Parties. Any modifications or amendments must be in writing and signed by both Parties.

Assignment: This Agreement, with the rights and privileges it creates, is assignable only with the written consent of both Parties.

Force Majeure: Neither Party shall be held liable or responsible to the other Party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement if and to the extent such failure or delay is caused by or results from causes beyond the affected Party's reasonable control, including, but not limited to, acts of God, strikes, riots, flood, fire, epidemics, natural disaster, embargoes, war, insurrection, terrorist acts or any other circumstances of like character; provided, however, that the affected Party has not caused such force majeure event(s), shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure, including describing the force majeure event(s) and the actions taken to minimize the impact of such event(s).

Public Information: Both Parties agree that they are 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.

Severability: If any of the provision of this Agreement in the application thereof to any person or circumstance, is rendered or declared illegal for any reason, or shall be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, shall be enforced to the greatest extent permitted by applicable law.

Dispute Resolution:

The dispute resolution process provided in Chapter 2260, *Texas Government Code*, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by TAMU and VC to attempt to resolve any claim for breach of contract made by either VC or TAMU that cannot be resolved in the ordinary course of business. VC shall submit written notice of a claim of breach of contract under this agreement to the University Contracts Officer and TAMU shall submit written notice of a claim of breach of contract to VC Contracts Officer, who shall examine either Party's claim and any counterclaim and negotiate with each other to resolve the claim.

Governing Law and Venue: The validity of this Agreement and all matters pertaining thereto, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed by the Constitution and laws of the State of Texas. Pursuant to Section 85.18, *Texas Education Code*, venue for any suit filed against TAMU shall be in the county in which the primary office of the chief executive officer of TAMU is located, namely, Brazos County, Texas.

Non-Waiver: VC and TAMU expressly acknowledge that both Parties are agencies of the State of Texas and nothing in this Agreement will be construed as a waiver or relinquishment by TAMU or VC of its right to claim such exemptions, privileges, and immunities as may be provided by law.

Provisions: If any provision or provisions of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be in any way be affected or impaired thereby.

Notice: Any notice required or permitted under this Agreement must be in writing and shall be deemed to be delivered (whether received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address set out below. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, email or other commercially reasonable means and will be effective when received. TAMU-CON and VC-ADN can change their respective notice address by sending to the other party a notice of the new address. Notices should be addressed as follows:

Victoria College Division of Allied Health

Darla Strother

Dean

2200 E. Red River St.

Victoria, TX 77901

Phone: 361-582-2551

Email: Darla.Guajardo@VictoriaCollege.edu

Texas A&M University College of Nursing

Leann Horsley, PhD, RN, CHSE, CNE

Dean

8447 John Sharp Pkwy.

Bryan, TX 77847

Phone: 979-436-0110

Email: Horsley@tamu.edu

Terms of Agreement

This agreement shall be in effect when signatures are complete and shall remain in effect through midnight August 31, 2028, or until it is earlier discontinued by either party by giving written notification at least one year prior to cancellation. Either party to this Agreement may terminate its participation by providing six (6) months written notice to the other party. In the event of termination, enrolled students shall be permitted to complete the remaining portion of their current program at the terminating Party's option.

Victoria College

 9/10/2025

Darla Strother
Dean

Date

 9/15/25

Cindy Buckholz
Vice President
Chief Academic Officer Instructional Services

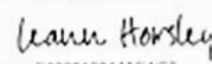
Date

 9.18.25

Dr. Jennifer K. Kent
President
Chief Academic Officer Instructional Services

Date

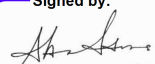
Texas A&M University College of Nursing

DocuSigned by:

141906426AD44BF...

September 25, 2025 | 8:26:33

Leann Horsley, PhD, RN, CHSE, CNE
Dean

Date

Signed by:

141906426AD44BF...

October 30, 2025 | 8:58:24 AM CD

Alan Sams, PhD
Provost and Executive Vice President

Date

DocuSigned by:

5832B91F05674D4...

October 30, 2025 | 7:07:42 AM C

Indra Reddy, PhD
Interim CEO and Vice President
Texas A&M Health Science Center

Date

Appendix A

CABNET Agreement – Plan A

VC students must complete all coursework at Victoria College as reflected below:

Area	CABNET Agreement Plan A
Standardized courses	
1. Communication (6cr)	Select from VC core list
2. History (6cr)	Select from VC core list
3. Government (6cr)	GOVT 2305 & 2306
4. Creative Arts (3cr)	Select from VC core list
5. Language, Philosophy & Culture (3cr)	Select from VC core list (<i>PHIL 1301 preferred</i>)
6. General Psychology (3cr)	PSYC 2301
7. Lifespan Growth & Development (3cr)	PSYC 2314
8. Anatomy & Physiology I (4cr)	BIOL 2401
9. Anatomy & Physiology II (4cr)	BIOL 2402
10. Microbiology (4cr)	BIOL 2420
11. Math Statistics (3cr)	MATH 1342
Subtotal	45 credit hours
Individualized courses	
Nutrition (3cr)	BIOL 1322
Life & Physical Sciences (4cr)	Choose from: BIOL 1406, 1407, or 2306; or CHEM 1406, 1411, or 1412; or PHYS 1310, 1401, or 1402
Additional math course (3cr)	Select from VC core list
Subtotal	10 credit hours
Total General Education	55
Associate Degree Nursing	35
Baccalaureate Degree Nursing	30
TOTAL	120 credit hours

Appendix B

VICTORIA COLLEGE APPROVED CORE CURRICULUM COURSES 2024-2025

Communication (6 SCH)

ENGL 1301 Composition I
ENGL 1302 Composition II
ENGL 2311 Technical & Business Writing

Mathematics (3 SCH)

MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics for Business & Social Sciences
MATH 1332 Contemporary Mathematics
MATH 1342 Elementary Statistical Methods
MATH 2412 Pre-Calculus Math
MATH 2413 Calculus I

Life and Physical Sciences (12 SCH)

BIOL 1322 Nutrition & Diet Therapy
BIOL 1406 Biology for Science Majors I
BIOL 1407 Biology for Science Majors II
BIOL 1408 Biology for Non-Science Majors I
BIOL 1409 Biology for Non-Science Majors II
BIOL 2420 Microbiology for Non-Science Majors
CHEM 1406 Introductory Chemistry I
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
PHYS 1310 Elementary Physics I
PHYS 1401 College Physics I
PHYS 1402 College Physics II
PHYS 2425 University Physics I
PHYS 2426 University Physics II

Language, Philosophy & Culture (3 SCH)

ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
HUMA 1301 Introduction to the Humanities I
PHIL 1301 Introduction to Philosophy

Component Area Option (6 SCH)

Any course listed above except ENGL 1301, GOVT 2305, and GOVT 2306

BCIS 1305 Business Computer Applications or COSC 1301 Introduction to Computing	PHYS 1303 Stars & Galaxies
BIOL 2404 Introductory Anatomy & Physiology	PHYS 1304 Solar System
EDUC 1300 Learning Framework	SPCH 1311 Intro to Speech Communication
GEOG 1401 Earth Science for Non-Science Majors I	SPCH 1315 Public Speaking
GEOG 1402 Earth Science for Non-Science Majors II	SPCH 1318 Interpersonal Communication
GEOG 1403 Physical Geology	SPCH 1321 Business & Prof Communication
GEOG 1404 Historical Geology	
MATH 1325 Calculus for Business & Social Sciences	

Creative Arts (3 SCH)

ARTS 1301 Art Appreciation
ARTS 1303 Art History I
ARTS 1304 Art History II
DRAM 1310 Theater Appreciation
MUSI 1306 Music Appreciation
MUSI 1307 Music Literature I
MUSI 1310 American Music

American History (6 SCH)

HIST 1301 United States History I
HIST 1302 United States History II
HIST 2301 Texas History

Government / Political Science (6 SCH)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Science (3 SCH)

ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics
GEOG 1303 World Regional Geography
PSYC 2301 General Psychology
SOCI 1301 Introduction to Sociology

Certificate Of Completion

Envelope Id: C9C65878-6259-4C1C-A421-C83A843CC318

Status: Completed

Subject: Signature Request on Contract No. C25-23-19237 - CON - Articulation Agreement with Victoria College

Source Envelope:

Document Pages: 9

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Texas A&M Contract Administration

AutoNav: Enabled

1182 TAMU

Envelopeld Stamping: Enabled

College Station, TX 77843-1182

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

contractadmin@tamu.edu

IP Address: 128.194.2.10

Record Tracking

Status: Original

Holder: Texas A&M Contract Administration

Location: DocuSign

10/30/2025 | 06:54 AM

contractadmin@tamu.edu

Signer Events

Dr. Indra Reddy

ireddy@tamu.edu

Interim COO and Senior VP

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Dr. Indra Reddy

5832B91F05674D4...

Timestamp

Sent: 10/30/2025 | 06:59 AM

Viewed: 10/30/2025 | 07:07 AM

Signed: 10/30/2025 | 07:07 AM

Signature Adoption: Pre-selected Style

Using IP Address: 38.110.244.72

Electronic Record and Signature Disclosure:

Accepted: 2/2/2024 | 03:46 PM

ID: 66f6f621-67df-47c1-90ee-815acf3a596c

Alan Sams

provost@tamu.edu

Provost and Executive Vice President

Security Level: Email, Account Authentication
(None)

Signed by:

Alan Sams

141966428AD44BF...

Sent: 10/30/2025 | 07:07 AM

Viewed: 10/30/2025 | 08:57 AM

Signed: 10/30/2025 | 08:58 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 128.194.2.172

Electronic Record and Signature Disclosure:

Accepted: 10/30/2025 | 08:57 AM

ID: 6221bc54-1d64-4d10-a391-c304d61c41d3

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

Katie Pfeiffer

nursingcontracts@tamu.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

COPIED

Sent: 10/30/2025 | 08:58 AM

Carbon Copy Events	Status	Timestamp
Leann Horsley horsley@tamu.edu Dean TAMU SON Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/13/2023 03:06 PM ID: d2d791d2-8a91-48ff-9a57-f7c778dcce60	COPIED	Sent: 10/30/2025 08:58 AM
Melissa Bohnsack mbohnsack@tamu.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/30/2025 08:58 AM
Colleen Berg cjberg@tamu.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/20/2025 06:36 AM ID: 9e2f7362-b9a3-4b42-bdc1-93dd87943ef5	COPIED	Sent: 10/30/2025 08:58 AM Viewed: 10/30/2025 09:14 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/30/2025 06:59 AM
Certified Delivered	Security Checked	10/30/2025 08:57 AM
Signing Complete	Security Checked	10/30/2025 08:58 AM
Completed	Security Checked	10/30/2025 08:58 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, TAMU - Contract Administration (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 TAMU - Contract Administration:

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: ranil@tamu.edu

To advise TAMU - Contract Administration 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 ranil@tamu.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 TAMU - Contract Administration

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 ranil@tamu.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 TAMU - Contract Administration

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 ranil@tamu.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 TAMU - Contract Administration 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 TAMU - Contract Administration during the course of your relationship with TAMU - Contract Administration.