



Request for Contract Renewal (Non-Capital Projects)

▶ Date of Request 2/28/25 ▶ Requesting Department HR
 ▶ Bid/RFP Number _____ ▶ Current Contract Expiration Date _____
 ▶ Name of Project IGNITE DeKalb Teacher Residency Program
 ▶ List Name of Vendors to be renewed Kennesaw State University
 ▶ Is a Renewal Valid for the Contract? Yes No _____
 ▶ State the Desired One (1) Year Renewal Term: From: _____ To: 6/30/25
 ▶ Supervisor/Project Manager must answer the following questions:

- 1) Has current contractor performed in accordance with the scope of work of the contract?
Yes No _____
- 2) Have the services been of an acceptable quality to warrant a renewal?
Yes No _____
- 3) Have there been any invoicing issues? Yes _____ No
- 4) Would you recommend this contractor for a contract renewal? Yes No _____

Comments:

The ~~propo~~ proposed budget for the next cohort beginning June 2025 is behind this request form for review

5) What is the anticipated Board Approval date for the renewal 4/21/25

▶ Supervisor/Project Contact Signature Carina Harrigan
 ▶ Supervisor/Project Contact Name Carina Harrigan Date 2/28/25

Department Head Approval

Tasha Davis-Mills (Sign Here)
Tasha Davis-Mills (Print Name Here)
Chief Human Resource Officer (Title)

2/28/25
Date

Comments: _____



Dekalb IGNITE Teacher Residency
Draft Budget

TUITION and FEES 40 Students – Special Education (SPED); Math/Science – Up to 40 Total Residents:

Summer 25	6 credit hours SPED; 9 credit hours MATH/SCI	\$131,500		
Fall 25	12 credit hours SPED; 9 credit hours MATH/SCI	\$178,660		
Spring 25	12 credit hours SPED; 9 credit hours MATH/SCI	\$178,660		
Summer 25	6 credit hours SPED; 9 credit hours MATH/SCI	<u>\$131,500</u>		
			2025-2026	2024-2025
			<small>Up to 40 Residents</small>	<small>20 Residents</small>
Total Tuition/Fees			\$620,320	\$303,260
Textbooks and Anthology Portfolio			\$28,800	\$13,200
Administrative & Faculty Support			\$35,000	\$35,000
iTeach			\$65,000	[\$100,000]
				<small>Paid by KSU</small>
Grand Total			\$749,120	[\$451,460]

Important Note: Tuition and fees are determined by the University System of Georgia (USG) and are subject to change, which may result in adjustments to this proposal. Effective Fall 2024, the e-tuition rate increased to \$393 per credit hour with \$340 in fees per semester, up from the 2024-2025 rates of \$383 per credit hour and \$55 in fees per semester, as determined by the USG.

Additional Costs from Approved Proposal (Not Included in Tuition and Fees above):

1. Textbooks and Anthology Portfolio for 40 graduate students (\$28,800). \$28,800 is requested for textbooks and supplies. This amount includes \$50/textbook for 12 classes (\$600) and \$120 for Anthology Portfolio, the digital portfolio that all students purchase for program use (\$120). The total amount for books and Anthology Portfolio per student is \$720. The total cost for textbooks and supplies is \$720 * 40 students = \$28,800.

2. Administrative & Faculty Support – (\$35,000). \$35,000 is requested for administrative and faculty support for the program duration. This support includes attending meetings, advising students, addressing student concerns, and ensuring the curriculum and courses maintain alignment with the goals of DCSD.

3. iTeach – Supporting the IGNITE Initiative (\$65,000)

iTeach is committed to supporting Special Education, Secondary Math, and Secondary Science teacher residents in the DCSD-KSU IGNITE Residency Program by providing 55 days of professional learning, coaching, and resource development. Our blended professional learning model (virtual and in-person) and individualized coaching focuses on high-leverage instructional practices, district-supported technology integration, and personalized learning strategies that empower educators to meet diverse student needs. Through close collaboration with DeKalb County Schools and Kennesaw State University, we ensure alignment with district initiatives and university coursework, equipping residents with 21st-century teaching skills that enhance student engagement and achievement.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DEKALB COUNTY SCHOOL DISTRICT
AND
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA, BY AND ON
BEHALF OF KENNESAW STATE UNIVERSITY**

This MEMORANDUM OF UNDERSTANDING (MOU) is made and entered by and between the Board of Regents of the University System of Georgia, by and on behalf of **Kennesaw State University**, hereinafter referred to as "**KSU**," located at 1000 Chastain Road, Kennesaw Georgia, 30144 and its Affiliated Partner **DeKalb County School District**, hereinafter referred to as "**DCSD**", located at 1701 Mountain Industrial Boulevard, Stone Mountain, GA 30083, together referred to as the "Parties." The MOU shall be effective as of the date last signed below (the "Effective Date").

The Inspiring Greatness and Normalizing Innovation in Teacher Education herein referred to as "IGNITE DeKalb, Teacher Residency Program," "IGNITE," or the "Program," is an intensive 1-year teacher preparation program that puts resident teachers in classrooms with students for 4-days a week to learn the craft of instruction under the guidance of an experienced teacher, while they are completing their master's level coursework at KSU. Participants in the Program are referred to herein as the "IGNITE DeKalb residents" or "residents" This method of training teachers is designed to be intensive and deeply experiential with the goal that participants are prepared to immediately begin teaching after their completion of the residency and graduation.

Purpose

The purpose of this MOU is to memorialize the planned collaboration for the Program with the goal of developing teachers to work within the DCSD school system by preparing them for initial certification and licensure.

Both parties are committed to providing various types of support to IGNITE DeKalb residents to help them manage the financial costs associated with the Program.

- DCSD will cover approved costs related to the Program which includes tuition, textbooks and resources for Residents who are admitted and enrolled in IGNITE DeKalb in their MAT Special Education Program. The textbooks and resources for the courses are all inclusive of the total cost. For purposes of the partnership tuition rate, KSU, shall honor the negotiated tuition costs shown in Attachment A for IGNITE DeKalb residents for initial term of the MOU. DCSD offers a residency stipend as determined by DCSD, as well as grant opportunities to support certain approved living expenses.

If this MOU is renewed, the Parties will meet annually to determine the number of residents in each program and any adjustments to the corresponding cost of tuition and participation in the program. During the partnership if a candidate is unable to complete the Program or drops out prior to completion of the Program DCSD will be permitted, at its option, to select a new candidate to enroll in the program at no additional cost to DCSD.

No minimum student levels or cohorts from the partner entity are necessary for the negotiated cost.

Admissions Standards

Recruits from (District partners) will be admitted, enrolled and graduated in accordance with the admission requirements and policies as stated in the KSU Program Guidelines.

Independent Contractors

The Parties are independent contractors of each other. Neither party shall be, nor hold itself out to the public as being an employee, agent, joint venture or partner of the other. Neither party shall have authority to contract for or bind the other in any manner.

Services Provided to DCSD by KSU:

KSU shall provide a qualified instructor for each academic course. Each instructor shall be responsible for the content of the course, for distribution, collection, and prompt submission of registration materials, for identifying for the students any needed textbooks and, for the coordination of all instruction in the course, for the maintenance of high-quality academic standards in the course, and for assigning of grades to individual students in the course.

KSU will make faculty and other key personnel available as resources to the IGNITE residency program for planning and implementation.

KSU will process all graduate applications through the KSU Graduate College in accordance with the Graduate College's standards for admissions.

KSU will provide Residents graduate level coursework leading to the Master of Arts in Teaching (MAT) in Special Education. Based on demand and interest, DCSD participants may not be in the same course sections together.

KSU will verify enrollment of each Resident and issue an invoice to DCSD for tuition and fees for all the enrolled Residents in the program. The invoices tuition and fees shall be in accordance with the tuition and fees outlined on the Graduate Student Tuition and Fees website <https://fiscalservices.kennesaw.edu/bursar/tuition-fees/tuition-fees.php>. Any eligible financial aid residents have received should be considered in the calculations.

After enrollment at KSU, IGNITE program participants must comply with all USG, BOR, KSU and GaPSC policies related to the completion of the program, petition to graduate, and pay all fees that are not covered under this Agreement to graduate from the program and to receive their diploma and official transcript.

IGNITE participants are responsible for registering for their own courses and adhering to the registration dates on the academic calendar.

KSU will submit Approved Program Completion form to the Georgia Professional Standards Commission (GaPSC) for all participants who successfully complete the MAT program and meet all certification requirements.

KSU shall collaborate with DCSD to leverage existing curriculum to provide a 12-month clinical experience clinical experience, while not extending time and requirements for graduation.

KSU will cover the cost of two GACE assessments per resident teacher for the duration of the contract period.

KSU will require a completed consent form from each participant that allows KSU to release each participant's education records, as that term is defined under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g ("FERPA"), and information to DCSD.

DCSD will provide information to each applicant seeking to participate as a Resident that explains DCSD's financial responsibilities and any financial responsibility of the Resident. KSU specifically disclaims any liability or financial responsibility for any applicant or enrolled student under this Agreement if DCSD defaults on its obligations to provide payment as required in this Agreement or if this Agreement is terminated prior to the completion of any student's degree program. In accordance with Policy 7.3.3 of the Board of Regents of the University System of Georgia entitled "Tuition Fee Payment and Deferral," KSU will defer tuition and fees for each semester of the Program for the residents to DCSD. Moreover, DCSD affirmatively represents and warrants that it agrees to pay the total cost invoiced for each academic semester of the Program and guarantees the tuition and fees set forth herein for each resident, regardless of whether a resident completes the current academic semester.

DCSD will provide a qualified mentor leader for each Resident.

DCSD will approve, monitor and support all students enrolled in the MAT in Special Education program through each student's completion of the program.

DCSD will confirm to KSU that it has reviewed the applicable PSC requirements for each candidate; and, that the candidate meets the PSC prerequisites to enroll in the program stated. Notwithstanding the foregoing, DCSD acknowledges and agrees that KSU is not required to admit any applicant from DCSD and that only those applicants who meet KSU's enrollment criteria are eligible for admission into a KSU degree program.

DCSD will notify KSU Bagwell College of Education Associate Dean for Strategic Partnerships & Priorities when an IGNITE participant has withdrawn from the MAT program. DCSD will remain responsible for payments through the remainder of the academic term for any participant who separates from the University for any reason.

DCSD will pay the tuition and student fees for the enrolled DCSD staff to KSU by the published deadlines each semester. If DCSD fails to pay by such deadlines or as otherwise mutually agreed by the Parties, then DCSD agrees that such failure will be considered a material breach of this Agreement, and KSU may seek equitable relief in connection with such breach, including, without limitation, a restraining order, injunctive relief, or specific performance as may be granted by any court of competent jurisdiction, to prevent or otherwise remedy any such expected or actual breach of this Agreement, and to enforce the terms and provisions hereof.

As part of the DCSD Ignite Program and MAT degree, candidates must complete a student teaching internship or practicum. The KSU Clinical Experiences, Placements, and Partnerships (CEPP) Office of the Bagwell College of Education at KSU is committed to working with DCSD and their teacher candidates. The goal is to work collaboratively to ensure program completion.

There are a variety of practicum expectations and requirements. DCSD will advise their participants interested in the IGNITE of these expectations, which may include but are not limited to:

- Candidates must obtain, upon admission to the teacher preparation program, a PSC Pre-

Service Certificate. This certificate must be maintained throughout program progression. Candidates holding a Provisional Teaching Certificate must maintain that certificate throughout the program or they must obtain a Pre-Service Certificate.

- Candidates participate in 600 hours of supervised clinical practice (residency/internships) in the field of certification sought. The yearlong clinical experience includes intensive and extensive practices in which candidates are fully immersed in the learning community and provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing.
- Candidates are placed in a yearlong clinical environment where they can practice and apply the knowledge, skills, and dispositions measured in program coursework and assignments. Candidates plan and teach lessons related to the courses in which they are enrolled to meet certification requirements.
- Field placements, throughout a candidate's program of study, must include multiple grade band exposures. Programs leading to P-12 certification require field experiences in four (4) grade levels: PK-2, 3-5, 6-8, and 9-12; and secondary education programs (6-12) require field experiences in two (2) grade levels: 6-8 and 9-12.
- In addition to the yearlong clinical experience, candidates participate in field experiences such as classroom and school activities, bus or car duty, opening activities/pre-planning, closing activities, small group instruction, whole group instruction, and/or individual instruction.
- Candidates are required to meet all GaPSC expectations, including but not limited to, demonstrating the appropriate level of competence in the teaching of reading, demonstrating proficiency in the use of technology, and competence in the use of a multitiered systems of support framework addressing reading, writing, mathematics, and behavior. Candidates complete course field experiences to fulfill HB 671 and must be afforded an opportunity to engage with children with disabilities.
- Candidates are required to participate in multiple classroom observations throughout their yearlong clinical experience. Such observations are completed by Kennesaw State University (KSU) faculty at mutually agreed upon times.
- Candidates interview colleagues and mentors.
- Candidates administer basic assessments.
- Candidates cooperatively and collaboratively interact with teachers, parents, and administrators.
- Candidate is assigned a collaborating teacher, by Dekalb County Schools, who will provide the Collaborating Teacher (CT) PSC IDs to KSU's Clinical Education Placements & Partnerships (CEPP) office. The CEPP office will confirm that the CT holds a professional teaching certificate in the field being sought by the candidate and has 3 years of teaching experience.
- Candidates are employed at the discretion of the district. If the candidate is removed from employment for any reason the Practicum/Internship ends for that semester.
- Candidates work at the discretion of the district regardless of their standing with the Clinical Experiences, Placements, and Partnerships (CEPP) Office of the Bagwell College of Education at KSU.

The credit hours necessary for graduation [P-12 with a Master of Art in Teaching in Special Education with initial certification] are 36 credit hours.

Upon completion of the requirements for graduation P-12 Special Education with a MAT, KSU shall award the resident teacher a Master of Art in Teaching Special Education degree.

It is agreed and acknowledged that the terms of the KSU Proposal to DCSD RFP No. 24-582R, upon which this award is based are incorporated by reference herein. In the event of any conflict between the KSU Proposal and this Agreement, this Agreement shall govern.

Services Provided To KSU by DCSD:

DCSD will disseminate pre-approved KSU recruiting materials to its employees.

DCSD will provide KSU access to its website for recruiting purposes.

DCSD will provide KSU students either student teaching placement, internships or work experience at their entity, as appropriate and as applicable.

DCSD shall assist KSU in the distribution of information regarding educational degree program opportunities to employees.

If DCSD reasonably believes that the conduct of any individual employed by KSU may or does result in a breach of this Agreement, then DCSD shall have the obligation to notify KSU of such perceived breach in writing. Upon its receipt of such notice, KSU will, with reasonable promptness, review the matter and take reasonable steps to cure the breach or otherwise address DCSD's concerns.

DCSD agrees to pay all invoices submitted by KSU to the address given in the invoice. Tuition/Fee reimbursements should be submitted to the address below.

**Bursars Office
585 Cobb Avenue, NW
Room 1330 MD 0105
Kennesaw, GA 30144**

The invoice will include all participants in the program, the approved remuneration per individual as agreed between DCSD and KSU. Invoice will be provided to DCSD one to two weeks after the drop for non-payment date stated on the registrar's website at KSU. Terms of payment are net 30.

The Kennesaw State University Bagwell College of Education Dean Adrian Epps and the DCSD contact Tracey Carter will each act as the primary point of contact for their respective organizations for this Agreement. Both parties agree to inform the other regarding curriculum changes that may impact the terms of this Agreement.

Initial Term and Renewal

Unless earlier renewed or terminated in accordance with the terms herein, this MOU will have an initial term of one (1) year from the Effective Date first written above. The Parties may agree to renew this MOU for additional one (1) year terms through a written amendment signed by both Parties.

Termination

Either Party may terminate this agreement, after 30 days' prior written notice, with or without cause. Termination shall not relieve DCSD of its obligation to pay any outstanding amounts for services residents receive under this Agreement.

Trademarks/Service Marks

During the term of this Agreement, KSU or DCSD grant the other permission to use the other party's name or logo in published materials (i.e., website and catalog) to reference this Agreement. The content and text of all promotional information must be approved by each party prior to release. In addition to this, KSU also grants to DCSD a nonexclusive license to use KSU trademarks, service marks, trade names and logos (the "Marks") in any advertising, marketing or promotional materials in connection with DCSD marketing and promotion of Services pursuant to this Agreement. However, each party must submit said marketing and other promotional materials to the other party for prior written approval, and the use of such Marks must be consistent with KSU's Visual Identity Program.

Additionally, either party shall have the right to withdraw its prior approval for any use of its Marks and in such event, the other party agrees to take any and all steps to cease use of the objected material. The licenses granted herein are personal and shall not include the right of either party to grant sublicenses to use the Marks.

Furthermore, upon termination of this Agreement, the licenses and permissions referenced in this section, "Trademarks/Service Marks" shall automatically terminate, and each party will promptly cease its use of the other party's name, logo, mark or any other likeness in any and all written materials of any kind and shall refrain from representing that it is affiliated with the other party.

Notification

This Agreement contains the entire and complete understanding and intent of the parties as to its subject matter and supersedes any and all prior or contemporaneous understandings, agreements, discussions or offers, whether written or oral.

This Agreement may not be modified, altered or amended except by a written instrument signed by both parties. Any provision of this Agreement, which is found to be illegal or invalid shall be severed and removed from this agreement and shall not affect the legality or validity of the remaining provisions. This Agreement shall be governed and construed according to the laws of the State of Georgia without regard to any choice of law provision contained therein.

All notices and other communications hereunder shall be in writing and shall be deemed to have been given as of the date of delivery. If mailed, notice shall be sent first class, postage prepaid, certified or registered mail, return receipt requested and becomes effective upon confirmed delivery. Notice will be delivered or sent to the parties' respective addresses and to the attention of the person set forth below.

Notice to DCSD:

Dr. Devon Horton
Superintendent
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083
devon_horton@dekalbschoolsga.org

Notice to KSU: Dr. Adrian Epps
Dean, Bagwell College of Education
580 Parliament Garden Way
Bagwell Education Building BEB 311, MD #0120
Kennesaw, Georgia 30144
aepps6@kennesaw.edu

With a Copy to: Kennesaw State University
Division of Legal Affairs
Attn: Vice President and Chief Legal Affairs Officer
3391 Town Point Road NW, MD 9115
Kennesaw, GA 30144
asklegal@kennesaw.edu

LEGAL COMPLIANCE

A. Reserved.

B. CONTRACT CERTIFICATION: KSU certifies that it is not barred from contracting with any unit of State or local government for any reason whatsoever. KSU acknowledges that DCSD may declare this Agreement void if the certification herein is false.

C. COMPLIANCE CERTIFICATION: KSU certifies that they are not currently under investigation or debarment by any state or federal governmental agency for Medicare or Medicaid fraud, and that to the best of its reasonable knowledge, its currently practicing employees, if any, are not currently excluded from participating in the Medicare or Medicaid programs or other government programs which are reported on the OIG or GSA lists. In the event an investigation of a party is initiated by any state or federal governmental agency, or it is discovered that the representations contained herein are false, DCSD reserves the right to immediately terminate this Agreement. KSU shall comply with all laws applicable to its responsibilities and actions under this Agreement.

Governing Law

This MOU shall be governed and construed according to the laws of the State of Georgia, without regard to any choice of law provision contained therein.

IN WITNESS WHEREOF, the respective parties hereto have executed this MOU.

Board of Regents of the University System of Georgia, by and on behalf of Kennesaw State

DeKalb County School District

Signed by:
Adrian Epps

Devon D. Horton

Signature

Signature

Name: Dr. Adrian Epps

Dr. Devon Horton

Title: Dean, Bagwell College of Education

Title: Superintendent

August 27, 2024

Date:

Date:

Exhibit I

This exhibit is for any discounts given to DeKalb County by Kennesaw State University

KSU waives the \$60 application fee for each applicant applying to participate in the program and such costs shall not be included in the amount invoiced to DCSD.

Signed: Adrian Epps, Dr. Adrian Epps, Dean, Bagwell College of Education

Board of Regents of the University System of Georgia, by and on behalf of Kennesaw State University

Date: August 27, 2024

A. JOINT COMMITMENT:

The Parties shall work in good faith during the school year 2024-25 to put details in place to confirm that KSU can meet the program needs of DCSD and that DCSD can meet the student population expectations of KSU.

Included in this work shall be the identification of: specific Courses and their schedules to train and develop DCSD Resident teachers who will work in schools within DCSD.

IN WITNESS WHEREOF, the Parties understand and agree to the provisions set forth above in this MOU. This Agreement is effective upon the date set forth above.

DCSD

Name: Dr. Devon Horton
Title: Superintendent

Signature: Devon D. Horton

Date: 8-26-24

Board of Regents of the University System of Georgia, by and on behalf of Kennesaw State University

Name: Dr. Adrian Epps
Title: Dean, Bagwell College of Education

Signature: Adrian Epps

Date: August 27, 2024

ATTACHMENT A

MAT Tuition and Fee Detail

Teacher Residency

TUITION and FEES Only:

Summer 2024 – 6 credit hours -	\$47,060
*Fall 2024 – 12 credit hours -	\$101,120
*Spring 2025 – 12 credit hours -	\$101,120
*Maymester 2025 – 6 credit hours -	<u>\$ 53,960</u>
Grand Total -	<u>\$303,260</u>

*Note: University System of Georgia increased tuition rate effective Fall 2024. This increase does not raise the overall amount allocated by DCSD for this project. The faculty buyout (Item #3 below) has been reduced by the increased tuition amount to avoid any additional costs to the district in order to honor the original proposal.

Additional Costs from Approved Proposal (Not Included in Tuition and Fees above)

- 1. Textbooks and Supplies for 20 graduate students (\$13,200).** \$13,200 is requested for textbooks and supplies. This amount includes \$50/textbook for 12 classes (\$600) and \$60 for Anthology, the digital portfolio that all students purchase for program use (\$60). The total amount for books and supplies per student is \$660. The total cost for textbooks and supplies is \$13,200.

- 2. Licensure Assessments for 20 graduate students (\$5,000).** \$5,000 is requested for two GACE Special Education Assessments (GACE Special Education Assessment I & II). Each test is \$125; the cost for two tests is \$250. The total cost for licensure assessments is \$5,000 for 20 students.

- 3. Faculty Buyout – 3.5-semester course Buyout for Faculty Program Liaison (\$11,000).** \$11,000 is requested for one special education faculty member to serve as the faculty liaison for the program's duration. The faculty liaison will be the primary advisee for students, address their concerns, and ensure that the curriculum and courses are aligned with the goals of DCSD. Please note that the buyout amount requested for the faculty buyout has been reduced from \$35,000 to \$11,000 to avoid any additional costs to the district for the increased tuition amount in FY25.

Certificate Of Completion

Envelope Id: 598657D8C42C4A00AEA2A227D2B6B7F2
 Subject: Complete with Docusign: Dekalb_MOU Kennesaw State University.pdf
 Should this go to Agiloft?:
 Source Envelope:
 Document Pages: 10
 Certificate Pages: 4
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Dee Rule
 drule2@kennesaw.edu
 IP Address: 130.218.12.38

Record Tracking

Status: Original
 8/26/2024 1:05:47 PM

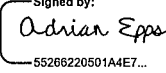
Holder: Dee Rule
 drule2@kennesaw.edu

Location: DocuSign

Signer Events

Adrian Epps
 aepps6@kennesaw.edu
 Dean
 Kennesaw State University Bagwell College of
 Education
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 55266220501A4E7...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.182.77.229

Timestamp

Sent: 8/26/2024 1:07:50 PM
 Resent: 8/27/2024 9:19:14 AM
 Viewed: 8/27/2024 12:53:07 PM
 Signed: 8/27/2024 12:53:22 PM

Electronic Record and Signature Disclosure:
 Accepted: 8/27/2024 12:53:07 PM
 ID: 4f0ad00e-44fd-4ace-869a-8fd65f614525

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

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	8/26/2024 1:07:50 PM
Certified Delivered	Security Checked	8/27/2024 12:53:07 PM
Signing Complete	Security Checked	8/27/2024 12:53:22 PM
Completed	Security Checked	8/27/2024 12:53:22 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Kennesaw 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 \$1.00 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 Kennesaw 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: asklegal@kennesaw.edu

To advise Kennesaw 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 service@kennesaw.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 Kennesaw 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 service@kennesaw.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. You will be billed for any per-page fees, plus shipping and handling, at the time incurred.

To withdraw your consent with Kennesaw 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 asklegal@kennesaw.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

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