

**MEMORANDUM OF UNDERSTANDING**  
**FOR DUAL CREDIT COURSES BETWEEN**  
**PINE TREE HIGH SCHOOL**  
**and**  
**LETOURNEAU UNIVERSITY**

LeTourneau University (LETU) and Pine Tree High School (PTHS) hereby enter into a MEMORANDUM OF UNDERSTANDING to offer dual credit courses. Both institutions recognize the importance of character-based education to the future of our students, communities, nation, and world. This agreement establishes guidelines and parameters for the Dual Credit Course arrangement between LETU and PTHS.

Objective

The objective of this MEMORANDUM OF UNDERSTANDING is to define the elements of the agreement between PTHS and LETU to offer Dual Credit courses taught to PTHS students.

General Terms and Conditions

The parties of this MEMORANDUM OF UNDERSTANDING, PTHS and LeTourneau University, agree to the following terms and conditions.

- This agreement shall be in effect beginning May 1, 2019, until either institution informs the other of a cancellation. This agreement will be reviewed on an annual basis or anytime significant program changes are made by either institution.
- This agreement may be terminated by either party by giving three months written notice of said party's intention to the Administrator, PTHS, or Office of the Provost, LeTourneau University. Any termination date must coincide with the conclusion of PTHS's academic school year.

Goals for Dual Credit Partnerships

- Goal 1: LETU and dual credit partners will work together to implement purposeful and collaborative outreach efforts to inform students and parents of the benefits and costs of dual credit, including enrollment and fee policies.
- Goal 2: LETU and dual credit partners will work together to assist high school students in the successful transition to and acceleration through postsecondary education.

- Goal 3: LETU and dual credit partners will work together to provide college readiness advising, as well as access to student support services.
- Goal 4: LETU and dual credit partners will work together to provide dual credit courses of sufficient quality and rigor sufficient to ensure student success in subsequent courses.

### Specific Agreement for Dual Credit Offerings

#### **Goal 1: Outreach**

- Both parties agree to participate in local promotional events such as open houses, campus visits and various projects to promote the strategic relationship of PTHS and LETU.
- LETU agrees to participate in joint marketing opportunities in the PTHS trade area. Cost sharing between the two institutions will be negotiated as needed.
- PTHS will advertise and recruit students for LETU dual credit courses and will be responsible for overseeing the enrollment of students in the appropriate dual credit courses, whether offered on-site or online.

#### **Goal 2: Courses, Enrollment and Finances**

- LETU will offer dual credit courses to PTHS students, starting in the PTHS semester. These courses will be consistent with the Christian mission and vision of LETU and will have a level of academic rigor and student engagement that is common to all LETU courses. Courses may be offered in two formats:
  - Face to face on the campus of PTHS
    - Faculty who teach these courses will be hired and credentialed using the standards and processes common to all LETU faculty members.
    - Courses will be taught to the academic standards and rigor of LETU.
  - Online
    - Online courses are taught by credentialed LETU instructors. These courses are taught from prewritten online curricula, which reflect the Christian commitment of LETU.
    - Partner schools may utilize an in-class course facilitator, but the credentialed instructor is solely responsible for course administration and student assessment.
- LETU will award university-level academic credit to PTHS students who successfully complete LETU dual credit courses. Dual credit courses transfer on the same level and with the corresponding number of hours as if earned at LETU's main campus at 2100 S. Mobberly, Longview, Texas.
- PTHS will determine the degree to which these courses satisfy high school graduation requirements.
- On-site courses will follow the semester schedule of the partner institution. The only non-negotiable dates are the institution-wide due dates for mid-term and final grades. These must be submitted by the date set by the LETU Registrar. On-line classes will follow the LETU Global Course Schedule.

- Students enrolling in dual credit courses must meet the normal course prerequisites. Course prerequisites are established by the university faculty to ensure that students have the necessary academic preparation in an area to succeed in the course. Exceptions for prerequisites may be granted with approval from the Office of the Provost or the Academic Dean.
- To be admitted to LETU and enroll in a dual credit course, PTHS students must meet LETU's standard admission requirements for dual credit status. Students must have at least a 3.0 GPA (on a 4.0 unweighted scale) and must be enrolled as a high school student by the time the course begins.
- If possible, PTHS will give LETU a head count of students interested in LETU dual-credit courses scheduled for the Fall semester no later than June 1. PTHS students will be encouraged to apply to LETU and register for courses before the end of the PTHS school year.
- During the 2019-2020 Academic Year, tuition is \$90 per credit hour. No course fees are anticipated at this time.
- Increases in dual credit tuition will be announced by March 1 prior to each academic year.
- LETU will invoice students individually for tuition costs per semester for dual credit courses taken by PTHS students unless PTHS has made prior arrangements with the Student Accounts office to be invoiced for all tuition due.
- A minimum number of 10 students per section will be required for a course to make unless the course is taught by an PTHS instructor whose pay is adjusted accordingly, or the course is offered online and can be combined with an existing section. The determination of whether a course has made will occur no later than 3 weeks prior to the start of PTHS's semester

#### **LETU Responsibilities**

- LETU will provide a list each academic year of possible dual credit courses to PTHS. The list will include the course description and the normal prerequisites.
- With the assistance of PTHS, LETU will locate and credential a qualified instructor.
- The LETU instructor will grade and maintain records of all assignments. Grades for all assignments will be posted on the course Canvas site, generally within a week of submission.
- LETU will maintain a college transcript for each student.
- The LETU registrar's office will provide a report of the final letter grades to PTHS within 13 business days of the last day of the semester for recording on the high school transcript. In addition, LETU will provide a report of the corresponding, specific number grades for students in the courses, to assist PTHS with specificity needed for class ranking. Only the letter grade will be shown on the student's LETU transcript.

#### **PTHS Responsibilities**

- Students enrolling in dual credit courses through PTHS will be receive a high school transcript from PTHS in addition to their official LETU transcript.
- PTHS will provide a schedule of course dates at least 60 days in advance of the beginning of the course, to allow instructors to plan around the school calendar as much as possible.
- PTHS will include any LETU instructors teaching dual credit courses on its normal communication emails with PTHS faculty so that they may receive good communication of PTHS events that may affect the teaching schedule.
- PTHS understands that LETU is a private Christian university that integrates faith and learning in its curriculum.
- PTHS will use LETU's final grade as the student's grade for the high school required course.

**Note on Accreditation and Transferability:**

- LeTourneau University maintains current accreditation by a regional accrediting association (Southern Association of Colleges and Schools) as recognized by the U.S. Department of Education. Since regional accreditation is the highest level of accreditation, regional accreditation makes transferability of courses to higher education institutions in the United States highly likely. In order to facilitate the transfer of courses between Texas schools, LeTourneau University participates in designating the Texas common course number for the courses listed at [http://cms.letu.edu/opencms/opencms/catalog/Texas Common Course Number s/](http://cms.letu.edu/opencms/opencms/catalog/Texas%20Common%20Course%20Numbers/)
- For schools outside of Texas, a course may transfer even if it does not have a common course number. Each institution of higher education establishes its own set of general education and specific courses for its programs. Generally, dual credit courses that apply to specific high school graduation requirements will apply to the general education requirements of most colleges/universities. (i.e. English, History, Math) Dual credit courses that fulfill high school elective requirements may apply to general education, major, or elective requirements of colleges/universities.

**Goal 3: Support**

- Dual Credit students will have access to student support services, including college readiness advising, library resources, Student Appeals, and the Achievement Center.
- LETU and PTHS will work together to notify faculty and students of these resources.
- LETU will notify the PTHS Counselors' Office of any midterm grades below a C.
- If a student is having difficulty in a course, the instructor will first notify the student via written feedback and/or verbal conversation. The instructor may also file the online "Unsatisfactory Progress Report," which provides details regarding the problem. If this report is filed, a copy will be sent to the PTHS Counselor's Office as well as the parent/guardian via email following FERPA waiver

guidelines. This report will also trigger a process of academic intervention on the part of LETU.

#### **Goal 4: Quality**

- All instructors in the Dual Credit program will be hired and credentialed with the same standards as any other LETU faculty member.
  - With few exceptions, LETU faculty must hold a graduate degree and at least 18 graduate credit hours in the discipline to be taught.
  - Qualified PTHS teachers may be vetted in the LETU credentialing process for instructional assignments. LETU may hire PTHS teachers who have been credentialed by LETU to teach the LETU course, however, LETU is not obligated to hire PTHS teachers, even if they meet all LETU requirements.
  - If LETU hires an PTHS instructor to teach a dual credit course, the instructor will fall under the directives and oversight of LETU's academic guidelines regarding the teaching of the course as well as the directives and oversight of PTHS as outlined by the employee's contract.
  - With guidance from the relevant LETU subject matter expert, the faculty member will produce a course syllabus. The specifics of the course curriculum used by the instructor must be approved by LETU to ensure appropriate college-level rigor and consistency with the mission and vision of LETU. Course syllabi should be submitted annually by May 15<sup>th</sup> for the subsequent academic year for LETU review. All course syllabi should be sent to the LeTourneau University Academic Dean. Slight changes to the syllabi may be made after the approval by LETU, but changes will not affect the learning outcomes.
  - LETU course syllabi and/or curriculum guides remain the exclusive right of LETU and may not be copied or used except for the designated purpose of training, supporting, and teaching LETU dual credit courses.
- All Dual Credit partners are required to participate in the LETU program of quality assurance.
  - All LETU courses are evaluated by students in an anonymous End-of-Course (EOC) evaluations. Results of EOC evaluations will be provided to the LETU faculty member responsible for the course after all course grades have been posted.
  - Dual Credit instructors will participate in the annual process of faculty evaluation, including class observations, submission of annual Faculty Contribution Form, and receipt of a formal evaluation from an LETU Program Coordinator/Chair or Dean.
  - Upon request, Dual Credit instructors will submit examples of assessed student work to the Office of the Dean.

Signatures

This agreement will be effective as of May 1, 2019. Agreement is indicated by the signatures below.

An original, signed copy of this agreement shall be maintained by each institution at designated offices for Pine Tree High School and the LeTourneau University Provost.

Pine Tree High School

  
\_\_\_\_\_  
Administrator 8/8/19

LeTourneau University

 9.16.19  
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Provost