



CONTRACT SUBMISSION FORM

DATE OF SUBMISSION: 04-22-2025 SUBMITTED BY Dr. Lisa Mullins

DEPT/CAMPUS: CO/CIA REQUISITION # _____ (if applicable)

VENDOR NAME: LeTourneau University

VENDOR CONTACT NAME: Monti Channon

VENDOR EMAIL ADDRESS: MontiChannon@letu.edu

MULTI-YEAR AGREEMENT? YES _____ NO X

VALID DATES or DATE/S OF SERVICE: June 1, 2025 to May 31, 2026

(Valid date or service date will never begin before superintendent signature and/or approved purchase order)

BRIEFLY DESCRIBE WHAT THIS IS FOR:

LeTourneau University and Pine Tree High School enter into a Memorandum of Understanding (MOU) to offer dual credit courses. This MOU establishes guidelines and parameters for the Dual Credit Course arrangement between LETU and PTHS. This MOU will begin serving students during the fall 2025 semester.

WHAT FUND WILL BE USED FOR THIS?

Federal _____ General _____ Activity _____ State _____ N/A _____

TOTAL COST \$ _____ "OR" NO COST INVOLVED X

SIGNATURE OF PRINCIPAL/DIRECTOR Lisa Mullins Date 4-22-2025

* A PURCHASE REQUISITION MUST BE ENTERED AT THE SAME TIME CONTRACT FOR GOODS/SERVICES IS SUBMITTED. PLEASE FILL OUT THIS FORM COMPLETELY AND SUBMIT WITH APPLICABLE DOCUMENTS TO THE PURCHASING COORDINATOR. *

BUSINESS OFFICE USE ONLY

RECEIVED IN PURCHASING 4.22.25

CONTRACT # LETU- AFF- Bm0525

BOARD MEETING DATE May 12, 2025



DUAL CREDIT

MEMORANDUM OF UNDERSTANDING LETOURNEAU UNIVERSITY AND PINE TREE HIGH SCHOOL DUAL CREDIT PROGRAM 2025/2026

LeTourneau University (LETU) and Pine Tree High School, hereafter referred to as PARTNER, hereby enter into a MEMORANDUM OF UNDERSTANDING (MOU) to offer dual credit courses. Both institutions recognize the importance of Christian 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 PARTNER.

- I. **PURPOSE** The objective of this MOU is to define the elements of the agreement between PARTNER and LETU to offer Dual Credit courses taught to PARTNER students. Operational policies and procedures are contained in the *LETU Dual Credit Handbook*.
- II. **GENERAL TERMS AND CONDITIONS** LETU and PARTNER agree that:
 - A. This agreement shall be in effect beginning June 1, 2025, so both institutions may make plans to serve students together beginning with the fall 2025 semester. This agreement will be reviewed on an annual basis or anytime significant program changes are made by either institution.
 - B. This agreement may be terminated by either party by giving three months written notice of said party's intention to the PARTNER Administrator or Office of the Provost, LeTourneau University. Any termination date must align with the date of final grade submission for LETU's academic semester.
- III. **GOALS FOR DUAL CREDIT PARTNERSHIPS**
 - A. LETU and PARTNER 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.
 - B. LETU and PARTNER will work together to assist high school students in the successful transition to postsecondary education.
 - C. LETU and PARTNER will work together to provide college readiness advising.
 - D. LETU will provide dual credit courses of sufficient rigor and quality to ensure student success in subsequent courses and will provide PARTNER students with access to university academic support services.
- IV. **STATEMENT OF GENERAL DUTIES AND OBLIGATIONS**

- A. Accreditation:** LETU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Questions about the accreditation of LETU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

LETU's accreditation status with SACSCOC represents an affirmation of its continuing commitment to the Commission's principles and philosophies of accreditation. Thus, LETU is committed to following the Principles of Accreditation: Foundations for Quality Enhancement as well as policy statements and guidelines provided by SACSCOC.

- B. Leadership Team:** A Dual Credit Leadership Team will be comprised of the LETU Dual Credit Program staff, the LETU Dean for the College of Education, Arts and Sciences (or the Dean may delegate to the Associate Dean), and administrators or faculty or staff of PARTNER, as determined by PARTNER's leadership. This team will ensure the terms of the MOU are met, including but not limited to curriculum and academic standards including rigor, readiness, and student support services, as well as issues of sustainability, including budgeting and cost arrangements.

C. Messaging, Logo, and Web Guidelines:

1. PARTNER must indicate partnership with LETU on the website, at a minimum, and may represent LETU on other public platforms and publications as well, including social media accounts, emails, and/or printed materials.
2. Logos must adhere to guidelines in the online LETU Brand Identity Guide. PARTNER should consult with the Dual Credit Program team for questions about the correct use of LETU Logos.
3. Prior to referencing LETU's Dual Credit Program or general University information on any materials, PARTNER must provide all messaging/marketing materials to the Assistant Vice President for Enrollment Services, who serves on the LETU Dual Credit Program team, for approval. LETU's Marketing Department may also be consulted prior to the Assistant VP providing approval of the materials.
4. LETU maintains control of messaging regarding its programs.

D. Outreach

1. Both parties agree to participate in local promotional activities such as preview events, campus visits, and various projects to promote the strategic relationship of LETU and PARTNER.
2. PARTNER 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.
3. At LETU's request, classrooms on the PARTNER campus used for LETU dual credit courses will display a sign provided by the LETU Dual Credit Program that identifies the space as

used for college coursework. Upon request, PARTNER will display additional LETU-branded signage provided by the Dual Credit Program in a public space in their main facility.

- E. Both LETU and PARTNER have legitimate educational interest in student success in dual credit courses. Under this agreement, the parties may share data about student performance and grades without securing student consent.
- F. This agreement does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.

V. SPECIFIC AGREEMENT FOR DUAL CREDIT COURSES

- A. **Location of Classes and Instructional Calendar:** Classes may be offered in three locations/formats:
 - 1. Face-to-face, also called "onground," on the LETU main campus at 2100 S. Mobberly Ave., Longview, TX, 75602: These courses follow the LETU residential/traditional academic calendar.
 - 2. Face-to-face/onground on the PARTNER campus: These courses may begin according to PARTNER's academic calendar but must end according to LETU's Dual Credit academic calendar and must adhere to the LETU final grade submission due date each semester. PARTNER will confirm the courses are scheduled for the appropriate number of college contact hours required by LETU. PARTNER may not offer more than 24 credit hours of face-to-face courses at their site per academic year.
 - 3. Online: These courses follow LETU's Dual Credit academic calendar. These courses are taught through LETU's Learning Management System (LMS), which is currently Canvas.
- B. **Faculty:** Regardless of the location and format of courses, all LETU faculty teaching dual credit courses will be credentialed and hired according to the criteria and processes common to all LETU faculty serving through any of LETU's academic programs.
 - 1. LETU faculty must hold a graduate degree and at least 18 graduate credit hours in the discipline to be taught. Exceptions, in rare and limited circumstances, could be made based upon an individual's exceptional skills and experience at the discretion of LETU's Provost.
 - 2. LETU faculty must be aligned with LETU's mission and vision and must agree to LETU's Faith Statement.
 - 3. LETU will consider credentialing and hiring PARTNER faculty to teach face-to-face courses on the PARTNER campus but is not obligated to do so.
 - a. Prospective instructors must apply for credentialing no later than June 15th to teach in the fall semester and no later than October 15th for the spring semester.

- b. Newly credentialed and hired faculty must participate in LETU faculty orientation with the Academic Director of Dual Credit Programs before being assigned to teach their first class(es).
 - c. Credentialed and hired instructors will abide by the directives and oversight of LETU's academic guidelines and programs and by the terms of their faculty agreements. Instructors will follow course-specific guidelines as well as LETU's common faculty guidelines.
4. If PARTNER students enroll in online LETU dual credit courses, PARTNER may designate someone to serve as an online course facilitator or an online course observer.
 - a. Facilitator and Observer positions defined:
 - i. A facilitator monitors student performance but may also engage in discussions with students about course content. The facilitator is not credentialed by LETU. The best practice is for this position to be filled by a high school teacher with relevant knowledge in the course content.
 - ii. An observer only monitors student performance on behalf of PARTNER. This position is usually filled by an administrator or counselor.
 - b. Both facilitators and observers will be granted LETU LMS access after
 - i. Clear background check results are confirmed,
 - ii. Participating in a virtual training session, and
 - iii. Signing an LETU FERPA confidentiality form.
 - c. Gaining access to the LMS gives the facilitators and observers the ability to see course materials, student work, LETU faculty feedback to students, and student grades. This is granted without securing student consent because the facilitator and observer, as PARTNER's representatives, have legitimate educational interest in the information.
 - d. Neither facilitators nor observers will be responsible for developing or maintaining any aspects of the course. Observers and facilitators will defer to the credentialed faculty member for all matters of course content and grading.
 - e. Facilitators and observers will connect students with LETU faculty for all questions related to the course.
 - f. Facilitators and observers will be responsible for gathering final course grades from the course gradebooks in the LETU LMS within the timelines communicated by Dual Credit Program staff each semester.

- g. Facilitators may receive a stipend if conditions described in the Dual Credit Handbook are met. Observers will not receive a stipend from LETU.**
- C. Curricula:** LETU's dual credit courses offered to PARTNER students will be consistent with the Christian mission and vision of LETU and will have a level of academic rigor, faith integration, and student engagement common to all LETU courses.
- 1. Courses taught face-to-face on the LETU main campus will follow syllabi common to LETU's residential/traditional programs.**
 - 2. Courses taught face-to-face on the PARTNER campus by credentialed and hired PARTNER faculty who serve as LETU instructors will follow course-specific syllabi and guidelines provided by LETU's academic departments.**
 - a. The instructor will produce a course syllabus based on a template that includes LETU-required learning outcomes, policy verbiage, and required course elements. The required elements may vary from course to course but will include and not be limited to items such as textbooks, common assignments or exams, grading rubrics, grading scales, and weighting of students' graded work.**
 - b. The proposed course syllabus must be approved by the LETU Chair or Subject Matter Expert (SME) for the academic department to ensure academic rigor, consistency, and parity. Proposed syllabi will be submitted through the Academic Director for Dual Credit Programs. The proposed course will not be scheduled until approval is secured.**
 - c. Courses on the PARTNER campus will use LETU's LMS for posting syllabi, uploading the course-specific required common elements such as assignments or exams, and posting grades.**
 - 3. Online courses are taught using prewritten and approved materials.**
 - 4. Course syllabi and materials remain the exclusive property of LETU and may not be copied or used except for the designated purpose of training, supporting, and delivering LETU courses.**
 - 5. Refer to the LETU Dual Credit Handbook for a list of courses approved for PARTNER to offer face-to-face and a list of courses available to PARTNER students online.**
- D. Credits and Transferability:** LETU will award university-level academic credit to PARTNER students who successfully complete LETU dual credit courses.
- 1. LETU's regional accreditation through SACSCOC is the highest possible recognition through the U.S. Department of Education. This increases the likelihood of transferability of credit hours to other higher education institutions within the U.S. but does not guarantee it.**

2. To facilitate the transferability of courses between Texas schools, LETU participates in the Texas Common Course Numbering System (tccns.org). This increases the likelihood of transferability within the state but does not guarantee it.
3. 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 Ave., Longview, Texas.
4. PARTNER will determine the degree to which dual credit courses satisfy high school graduation requirements.

E. Student Eligibility: To be admitted to LETU's Dual Credit Program and enroll in courses, PARTNER students must:

1. Have at least a 3.0 GPA on an unweighted 4.0 scale and be enrolled as a freshman/9th grade student.
2. Meet the normal course prerequisites as published online in the LETU catalog.
3. Meet any additional course-specific age and/or grade requirements not published in the online course catalog but available in the Dual Credit Handbook.

F. Registration:

1. The Dual Credit Leadership team for this partnership, referenced earlier in this document, will determine courses to be offered to PARTNER students in upcoming semesters based on a list of available courses provided by the Program staff. Refer to the Dual Credit Handbook for more information about credit hours and courses.
2. PARTNER will give LETU an estimated count of students interested in these LETU dual-credit courses no later than April 1st for the fall semester and no later than November 1st for the spring semester.
3. LETU will notify PARTNER of upcoming semester registration dates approximately 8 weeks prior to opening registration.
4. PARTNER will encourage students to apply and register for upcoming semester courses prior to the end of the current semester.
5. LETU will not allow registrations from PARTNER students after the published registration deadlines.
6. LETU will provide virtual training about the registration process to members of PARTNER staff.

G. Minimum Enrollment:

1. Courses meeting face-to-face on the PARTNER campus need a minimum of 10 enrolled students to provide a full stipend to the credentialed instructor. However, LETU will maintain courses with fewer than 10 students if the instructor agrees to teach for a

pro-rated stipend. If the instructor does not agree, then courses with fewer than 10 students will be canceled.

2. **PARTNER students who enroll in online LETU courses may be combined/merged in the LMS with students from other LETU partners or homeschooled students or other online students, even if PARTNER enrolls more than 10 students in the class.**
- H. **Tuition and Fees:** LETU dual credit tuition will be \$99 per credit hour. Some courses may have additional fees. Increases in dual credit tuition and/or course fees will be announced by March 1 prior to each academic year.
- I. **Billing:** LETU will invoice students individually for tuition costs per semester for dual credit courses taken by PARTNER students unless PARTNER arranges with the LETU Student Accounts office to be invoiced for all tuition due. Payment arrangements (student billing vs. school billing) must be made before the date that registration opens for the upcoming semester. Student Accounts will not combine billing options. Students will be dropped if payments are not made by the deadlines communicated at the point of enrollment.
- J. **Student Support:**
1. PARTNER's dual credit students will have access to LETU student support services, including but not limited to college readiness advising, library resources, disability accommodations, tutoring, career services, Office 365 applications, IT help desk services, and LMS access.
 2. LETU faculty and Dual Credit Program staff will monitor student performance via the Starfish Student Success system. When a student grade falls below 70% or an instructor notes student difficulties, program staff will notify the student and a designated PARTNER administrator.
- K. **Withdrawal:** Dual credit students withdrawing from LETU courses will submit an online form by the deadline communicated via the online academic calendar each semester. This deadline will be shared with PARTNER's leadership and with LETU faculty.
- L. **Program Evaluation and Quality Assurance:**
1. All students will have the opportunity to participate in anonymous End-of-Course (EOC) evaluations. Results of EOC evaluations will be provided to LETU faculty, to the Academic Director for Dual Credit Programs, to department Chairs, and to Deans after all course grades have been posted through the Registrar's Office.
 2. Faculty teaching dual credit courses in any location and any format will participate in periodic faculty evaluations.
 3. Upon request, faculty will submit examples of assessed and graded student work to the department Chair or Dean for program evaluation purposes. LETU administrators reserve the right to randomly obtain student work samples from the LMS at any time.

M. Final Grades and Transcripts

1. LETU will provide grade reports, unofficial transcripts, and official transcripts for dual credit students in the same manner as for college students in any of its other academic programs. Students may request official transcripts from the Registrar's office for a nominal fee. Grade reports and unofficial transcripts are available at no cost.
2. If PARTNER is an institution that maintains student grades and transcripts, then PARTNER will use the LETU final grade as the final grade for a corresponding high school course. PARTNER will provide high school grade reports and high school transcripts.

3. Signatures

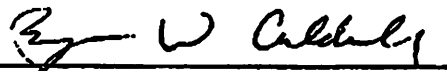
This agreement will be effective as of June 1, 2025 to serve students beginning fall 2025. Agreement is indicated by the signatures below.

A signed copy of this agreement shall be maintained by each institution at designated offices for PARTNER and the LeTourneau University Dual Credit Program staff. Scanned and emailed original signatures and electronic signatures via Adobe Acrobat will be accepted as binding.

In reference to the Billing section on page 6, indicate whether LETU Student Accounts will bill students individually or bill PARTNER for all tuition due:

☒ Student Pay

☐ PARTNER Pay



Dr. Benjamin Caldwell
Provost and Vice President of Academic Affairs

DocuSigned by:



Pine Tree High School Administrator

Date: April 16, 2025

Date: 4/22/2025 | 12:50 PM EDT

PARTNER Contact Information

Name of Dual Credit Contact:	KATY RUE
Mailing Address:	P.O.Box 5878, Longview, TX 75608
Email Address:	krue@ptisd.org
Phone Number:	903-295-5031 x 1116