

**MEMORANDUM OF UNDERSTANDING**  
**FOR DUAL CREDIT COURSES BETWEEN**  
**PROSPER INDEPENDENT SCHOOL DISTRICT**  
  
**and**  
  
**LETOURNEAU UNIVERSITY**

LeTourneau University (LETU) and Prosper Independent School District (PISD) 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 PISD.

Objective

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

General Terms and Conditions

The parties of this MEMORANDUM OF UNDERSTANDING, Prosper Independent School District and LeTourneau University, agree to the following terms and conditions.

- This agreement shall be in effect beginning January 11, 2016, 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 Office of Superintendent, Prosper Independent School District, or Office of the Provost, LeTourneau University. Any termination date must coincide with the conclusion of Prosper Independent School District's academic school year.
- This agreement is effective only under the condition that Prosper Independent School District and LeTourneau University maintain current accreditation by a regional accrediting association as recognized by the U.S. Department of Education. In the event that either party loses its accreditation, this agreement shall terminate immediately.

Specific Agreement for Dual Credit Offerings

- LETU will offer dual credit courses to PISD students, starting in the Fall 2016 semester. Dual credit courses offered at PISD through LETU must be reviewed by the appropriate PISD personnel annually to ensure all TEKS for the corresponding high school course are covered in their entirety. Course syllabi should be submitted annually by May 15<sup>th</sup> for the subsequent academic year for PISD review. All course syllabi should be sent to the Prosper High School Lead Counselor. Slight changes to the syllabi may be made after the approval by PISD, but changes will not affect the TEKS coverage.
- LETU will award academic credit to PISD students who 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.
- A minimum number of 15 students per section will be required for a course to make unless 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 PISD's semester.
- If possible, PISD will give LETU a head count of students interested in LETU dual-credit courses scheduled for the Fall semester no later than June 1. PISD students will be encouraged to apply to LETU and register for courses before the end of the PISD school year.
- 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, PISD 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 scale) and must be enrolled as a high school student by the time the course begins.
- During the 2016-2017 Academic Year, tuition for a three semester hour dual credit course will be \$255 (\$85 per credit hour) for a course taught at Prosper Independent School District or at the LETU Longview Campus. No course fees are anticipated at this time for courses taught at PISD, except for limited course fees for science courses to offset laboratory expenses.
- The tuition rate for online courses will be \$360 (\$120 per credit hour).
- Increases in dual credit tuition will be announced by March 1 prior to each academic year.
- LETU will invoice PISD per semester for dual credit courses taken by PISD students.
- Credentialed LETU faculty will teach the dual credit courses. Normally, LETU faculty must hold a graduate degree and at least 18 graduate credit hours in the discipline to be taught.
- Qualified PISD teachers may be vetted in the LETU credentialing process for instructional assignments. LETU may hire PISD teachers who have been

credentialed by LETU to teach the LETU course on the PISD campus. However, LETU is not obligated to hire PISD teachers, even if they meet all LETU requirements.

- PISD administrators, teachers, staff, and community members are encouraged to apply to teach LETU dual credit courses or refer others to be considered to teach.
- If LETU hires a PISD 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 PISD as outlined by the employee's contract. The specifics of the course curriculum used by the instructor must be approved by LETU to ensure appropriate college-level rigor.
- All LETU course instructors are evaluated anonymously by End-of-Course (EOC) Evaluations at the end of each course. Results of EOC evaluations will be provided to the LETU faculty member responsible for the course after all course grades have been posted.
- 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 for training, supporting, and teaching LETU dual credit courses.
- LETU will ensure that dual credit courses taught at PISD will ensure coverage of established TEKS outcomes, although additional material may be added as well.
- LETU courses will generally follow the LETU academic calendar. Modifications may be approved in advance by both PISD and LETU.

### Student Responsibilities

The student is ultimately responsible for their success in the LETU course. LETU and PISD seek to provide a quality academic experience and assist the student's transition to the collegial experience.

- The student will complete LETU's application form. No LETU application fee will be charged for PISD students to take dual credit courses at LETU.
- To be admitted to LETU and enroll in a dual credit course, PISD 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 scale).
  - Students must be enrolled at Prosper High School by the time the course begins.
- Students will authorize appropriate PISD staff and Parents/Guardians to view their LETU grades and other academic information via the FERPA section of the application form.
- Students taking online dual credit courses will be expected to complete an online orientation experience before the course begins. Students will be given access to the online orientation experience when they have been accepted to LETU.
- Students will have access to the course syllabus via the course website one week before the course begins.
- Students may drop a course for any reason prior to the start of the course without any financial or academic penalty.

- The student will purchase the assigned textbook and/or materials for the course.
  - The details regarding the textbook (author, publisher, edition, LETU cost) and other required materials will be provided on the LETU Dual Credit website.
  - Textbooks may be purchased or rented through the LETU bookstore (Tree of Life) online, or at any other book store.
- The student will complete all assignments required for the course within the semester registered.
- Students are expected to communicate with their instructors if they are sick or must miss class for any reason, including PISD events that are not on the normal PISD calendar. Students should treat their instructor as they would treat an employer. Notes from parents are not needed.
- If students must be absent on the day an exam is given, they must notify the instructor before the exam occurs, if at all possible. Make-up exams will be given at the discretion of the instructor and may be more difficult than the exam given at the normal class time.
- Students are expected to agree to an honor code as part of the admissions process. Any violations of academic honesty, such as cheating or plagiarism, will be reported and dealt with seriously. Standard penalties apply, ranging from a grade of “F” on an individual assignment up to possible suspension from the university.
- If a student is having difficulty in the course, the instructor will first notify the student via written feedback and/or verbal conversation. The instructor may also file an “Unsatisfactory Progress Report,” which provides detail regarding the problem. If this report is filed, a copy will be sent to the PISD Counselor’s Office and the Parent/Guardian of the Student via email.
- If the student wishes to drop an LETU course, they must inform LETU in writing to arrange for the drop. Requests to drop a course must be done prior to the established deadline on the LETU Academic Calendar. Drops made within the first two weeks will be given a grade of “dropped” which will not show on a LETU transcript. Drops made after the end of the add/drop period must be done prior to the established last day to drop a course to receive a “W.” If a course is not dropped prior to the last day to drop a course, the student will receive the grade earned in the course.
- All student balances must be paid in full before a LETU transcript is released.
- Students enrolling in dual credit courses must meet the normal course prerequisites.

#### LETU Responsibilities

- LETU will provide a list of possible dual credit courses to PISD. The list will include the course description and the normal prerequisites.
- LETU will provide the course taught by 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 notify the PHS Counselors’ Office of any midterm grades below a C.
- LETU will maintain a college transcript for each student.

- The LETU registrar's office will provide a report of the final letter grades to PISD within 7 business days of the last day of the semester for recording on the Independent School District transcript. In addition, the Office of the Provost will provide a report of the corresponding, specific number grades for students in the courses, to assist PISD with specificity needed for class ranking. Only the letter grade will be shown on the student's LETU transcript.

#### 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\\_Numbers/](http://cms.letu.edu/opencms/opencms/catalog/Texas_Common_Course_Numbers/)

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 Independent School District graduation requirements will apply to the general education requirements of most colleges/universities. (i.e. English, History, Math) Dual credit courses that fulfill Independent School District elective requirements may apply to general education, major, or elective requirements of colleges/universities.

#### PISD Responsibilities

- PISD will advertise and recruit students for LETU dual credit courses. Students will be encouraged to enroll in courses offered on-site at PISD but will also be allowed to register for and receive PISD credit for LETU dual credit courses offered via the online format.
- PISD will provide LETU with a classroom to teach the LETU dual credit courses. The classroom will include standard IT equipment, as defined by the following: Desktop computer, document camera and LED projector.
- PISD 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.
- PISD will include any LETU instructors teaching dual credit courses on its normal communication emails with PISD faculty so that they may receive good communication of PISD events that may affect the teaching schedule. LETU instructors and the Office of the Provost will be included on the bad weather notification calling tree with Prosper High School staff members.

- PISD understands that LETU is a private Christian university that integrates faith and learning in its curriculum and will allow LETU to teach its courses as it would if they were taking place at any other LETU location. PISD will use LETU's final grade as the student's grade for the Independent School District required course.

Signatures

This agreement will be effective as of January 11, 2016. Agreement is indicated by the signatures below.

An original, signed copy of this agreement shall be maintained by each institution at designated offices for the Prosper ISD Superintendent and the LeTourneau University Provost.

Prosper ISD

LeTourneau University

  
Superintendent

  
Provost

## Appendix:

### Dual Credit Application/Registration Process for LeTourneau University

1. **Complete the application** to LETU's Dual Credit program.
  - a. Go to [www.letu.edu/dualcredit](http://www.letu.edu/dualcredit) and complete the application.
  - b. Students must agree to the honor code and to the integration of faith and learning.
  - c. Free—No application fee applies.
  - d. The application should be completed by August 15th for the Fall semester
2. **Tell your PHS counselor** of your intent to take the LETU dual credit course that you plan to take. The list of available courses and descriptions for the next semester can be found at [www.letu.edu/dualcredit](http://www.letu.edu/dualcredit).
3. Contact the PHS Counselors' office to **request a high school transcript** be sent to LETU, if you are taking classes on the Longview Campus. Students taking classes at PHS are not required to have transcripts sent. The counselor will verify this information on the initial course roster. Once LETU receives the roster, you will be registered for the course(s). You will receive a confirmation email that you have been registered for the class with a link for payment.
4. **Buy your textbooks**. The necessary books will be listed on the confirmation email. Books may be purchased online through the LETU Bookstore or at the vendor of your choice. If you choose an outside vendor, be sure to get the correct edition of the book and the ISBN number. All books listed as required on the website will be used in the course. Students are expected to have purchased their books by the first day of the course.
5. **Pay** for the course. After you register, the next step is to "confirm" your registration by paying for the course. The amount due will be shown on your registration summary. The deadline for payment is the Thursday prior to the Monday that the course is scheduled to begin. You will NOT receive a statement, but your LETU dual credit advisor will send you an email reminder that you need to pay. If you do not pay by the deadline, you will be dropped from the course. At that point, your seat may be filled by another student on the waiting list, if applicable.
6. Complete the **online orientation** for dual-credit students. You will be enrolled in this online course after you are accepted to LETU's dual credit program. This orientation provides important information about LETU, Canvas (LETU's learning management software where your course grades will be stored), submitting assignments, academic honesty, etc. It is important to complete the orientation prior to the start of the course, if at all possible.