

## Perspective

As an evangelical Christian university, LeTourneau's foundation is based squarely on biblical principles and practice. Nearly 3,200 students from across the nation and around the world study at the home campus in Longview, online and at six other educational centers throughout Texas.

### LeTourneau University Highlights

- A strong values-based education centered on a Christian worldview
- Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
- Consistent listing year after year by *U.S. News and World Report* in the top tier of "America's Best Colleges"
- Over 85 academic options in aeronautical science, engineering, education, business, and the arts and sciences
- Recently expanded degree options, including health sciences - nursing, air traffic control and civil engineering
- An aeronautical science program awarded the 2009 Loening Trophy, the rarest of all collegiate aviation honors recognizing the best all-around college aviation program in the U.S.
- A world-renowned engineering program, as evidenced by high demand for LETU graduates
- A progressive School of Business, accredited by the International Assembly of Collegiate Business Educators
- A teacher education program that prepares more teachers every year than any other private higher education institution in the state of Texas
- An accelerated program for working adults, including online bachelor's and master's programs, through the nontraditional programs.
- Spring and summer mission trips, where hundreds of LETU students each year minister around the world
- Local community service opportunities allowing LETU students to volunteer over 58,000 hours annually
- Intercollegiate athletics as part of the American Southwest Conference, NCAA Division III  
Men's: **baseball, basketball, cross-country, golf, soccer, and tennis**  
Women's: **basketball, cross-country, golf, soccer, softball, tennis, and volleyball**
- More than 40 different student organizations from which to choose and a strong intramural activity program to involve students at every level of ability
- Exceptional facilities, including the Corner Café, the S.E. Belcher, Jr. Chapel and Performance Center, and the Paul and Betty Abbott Aviation Center at the East Texas Regional Airport
- State-of-the-art laboratories and classrooms with full multi-media capabilities and wireless computer networks

Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact.

## **Mission**

LeTourneau University is a co-educational, interdenominational Christian university built upon a foundation of biblical authority, which seeks to glorify God by integrating faith, learning, and living. Recognizing that all knowledge comes from the Creator, the university helps students develop a maturing relationship with God, encouraging them to know Him through His Son, Jesus Christ. LeTourneau is a comprehensive academic institution, offering undergraduate, graduate and continuing education, and setting standards of excellence in engineering, technology, the liberal arts, business, aeronautical science, education, and the sciences. These programs are distinguished by an approach that provides students with the pure intellectual excitement of learning, coupled with real life problem-solving opportunities. At the core of all programs is an emphasis on developing communication and critical thinking skills.

This integrated philosophy of education extends to all aspects of student life at LeTourneau, providing tangible opportunities for intellectual, spiritual, emotional, social, and physical development. LeTourneau helps students mature and develop leadership skills, self-sufficiency, and self-discipline by providing a campus community that enables faculty, staff, and students to interact on a uniquely personal level. In addition, our university encourages the faculty and staff to serve as role models in spiritual, personal and professional growth.

Beyond its campus in Longview, Texas, the university is mindful of the need for service and Christian witness in the broader community and throughout the world. LeTourneau serves its community through research and by responding to the need for educational programs to adult students at off-campus sites and educational centers. It encourages in its students the qualities of ingenuity and entrepreneurship that contribute to free enterprise and the democratic process. In addition, LeTourneau attracts students from many nations, sensitizing all students to other cultures. It encourages students to communicate responsibly their views, values, and Christian faith to the world.

### **Vision Statement**

Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact.

## **Faith**

A deep faith in God is the cornerstone of LeTourneau University. We believe that no education is complete until a student understands who God is and how to relate to Him

through His Son, Jesus Christ. This belief influences all that we do and teach. While we believe that everyone must have the freedom to interpret God's truth individually, LeTourneau University recognizes certain basic tenets of the Christian faith. We believe the Scriptures of the Old and New Testaments are the only inspired, authoritative Word of God and are completely truthful and without error. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. We believe that man, created in the image of God, sinned and thereby incurred not only physical death but also spiritual death, which is separation from God; that all human beings are born with a sinful nature, and that those who reach moral responsibility become sinners in thought, word, and deed. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. We believe in "that blessed hope" - the personal, visible, and imminent return of our Lord and Savior, Jesus Christ. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God; by Grace are we saved through faith. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

## **Educational Philosophy**

LeTourneau University is committed to educational studies within the framework of a Christian theistic view of the world, of man, and of man's culture in the light of Biblical and natural revelation. Such a view sees no dichotomy in truth, affirms that Biblical revelation and scientific inquiry are complementary rather than contradictory, and requires a recognition of a personal God revealed both in nature and in the person of Jesus Christ, His Son. Thus, all truth is regarded as God given and is considered sacred and should be pursued with diligence and received with humility.

The Scriptures are seen as the integrating core for Christian education; therefore, courses in Bible are required to help the student understand more fully the bearing of the Christian faith on life and thought.

The Christian world view of man recognizes both his physical and spiritual nature; therefore, an educational philosophy that includes the whole man and his relationship to the world and to God is imperative.

## **LeTourneau Story**

LeTourneau University is named for our founder - R.G. LeTourneau. World famous inventor, engineering genius, designer of heavy duty earth moving equipment, huge off-shore drilling platforms, and the electric drive wheel, he was first and foremost a Christian. He

acknowledged his responsibility to God by investing millions of dollars in missionary development projects in Liberia, West Africa and Peru, South America, bringing the Gospel, education, and medical aid to thousands. When he died he held the second highest number of patents in the U.S. patent office -- second only to Thomas Edison.

For over thirty years he traveled across the U.S., Canada, and other foreign countries sharing his testimony about the satisfaction and joy of serving Jesus Christ. Each time he spoke, he began by saying, "I'm just a mechanic that God has blessed, and it seems He wants me to go around telling how He will bless you too."

Probably his most significant ministry will prove to be the school he and his wife, Evelyn LeTourneau, established in Longview, Texas. While flying over the area in 1946 to select a manufacturing site, Mrs. LeTourneau saw the sprawling complex of a vacated Army hospital consisting of over two hundred frame buildings. When told that it was no longer in use, she asked about establishing a school to serve the many GI's returning from World War II.

The site was secured, and LeTourneau Technical Institute was established. From 1946 to 1961, more than 7,000 men received technical training in the new school. By 1961, the institution had outgrown the tech school mold. LeTourneau Tech became LeTourneau College as the school became a four year college, broadened its curriculum to include many technical and non-technical majors, and became co-educational. In 1989, LeTourneau College became LeTourneau University, reflecting the quality and diversity of academic programs, the aptitude and international flavor of the student body, the service orientation, the research capabilities, and the professional nature of the curriculum.

The LeTourneau University of today is an accredited, interdenominational Christian university, offering four-year and two-year degrees in engineering, technology, the liberal arts, business, aeronautical science, education, and the sciences, plus master's degree programs in business, counseling, education, engineering, and psychology. LETU students represent all 50 states, about 25 foreign countries and over 40 denominations.

## **Academic Policies and Procedures**

This section of the catalog contains information critical to a student's progress toward a degree. In addition to information about the organizations that have approved our various programs, you will find definitions of academic terminology, our registration policies, information about credit for advanced placement and CLEP testing, and other topics pertinent to academic policies. Students should become familiar with these policies that will govern their academic careers.

## **Accreditation**

### **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

LeTourneau University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of LeTourneau University.

### **ABET**

LeTourneau University's bachelor's programs in engineering and engineering technology are accredited by the Engineering Accreditation Commission (EAC) and the Technology Accreditation Commission (TAC) of ABET, <http://www.abet.org>.

### **Federal Aviation Administration (FAA)**

The School of Aeronautical Science offers three programs that are approved by the FAA. The Airframe and Powerplant Mechanic curriculum is approved by the FAA under 14CFR Part 147. The Private, Instrument and Commercial Pilot curriculum is approved by the FAA under 14CFR Part 141. The Air Traffic Control curriculum is approved by the FAA under the AT-CTI program guidelines.

### **Texas State Board for Educator Certification (SBEC)**

LeTourneau University's teacher education program underwent its first program review and approval from the State Board for Educator Certification in October, 1993. It is accredited on an annual basis.

### **International Assembly for Collegiate Business Education (IACBE)**

LeTourneau University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas.

### **Texas Higher Education Coordinating Board (THECB)**

THECB does not require nonprofit, private institutions in Texas to have a state license to operate, as long as the institution is regionally accredited.

## Definitions of Academic Terms

### Academic Year

The academic year is divided into two regular semesters, fall and spring, and a summer semester.

### Credit Hour

The semester hour is the unit for calculating credit and is defined in LeTourneau's traditional, undergraduate programs as one hour of class work per week, or its equivalent, pursued for one semester, or the equivalent amount of work over a different amount of time. Credit for laboratory work will count as indicated in the course descriptions.

### Grades and Grade Points

Academic standing is determined by grades earned from class work and examinations. Grade point averages (GPA) are determined on a 4.00 basis. The letter grades W, I, and X do not count in the GPA, nor do grades from other institutions. The WF grade is calculated on the same basis as an F. Five grades are given for passing work, with significance as follows:

Letter Grade	Recommended Range	Description	Grade Points
A	90 - 100	Excellent	4
B	80 - 89	Good	3
C	70 - 79	Satisfactory	2
D	60 - 69	Poor (but passing*)	1
S	Pass	Pass	0

\*For undergraduate programs, a grade of D may not be passing for some courses. Check program requirements.

\*For graduate programs a grade of D will not count toward meeting graduation requirements.

Additional grades may be given as follows:

U	Unsatisfactory
I	Incomplete for circumstances beyond the control of the student
F	Failed: no credit except by repeating the course
W	Withdrawn, without penalty
WF	Withdrawn, failing
X	No grade has been reported by the instructor
AU	Audit

### Incomplete Grades

When extenuating circumstances beyond the control of the student prevent him or her from completing all of the requirements given for a course, a grade of "I" (incomplete) may be issued in lieu of an "F" (failure). Students must satisfactorily complete the work before May 1<sup>st</sup> for Fall courses and before December 1<sup>st</sup> for Spring or Summer courses. An earlier

deadline may be set at the discretion of the instructor. Students will receive a grade of "F" if they fail to complete the course by the stated deadline.

## **Honors**

**Semester Honors:** Two levels of semester honors are recognized for full-time traditional students: the Dean's List and the President's List. Those who achieve a semester GPA of 3.50 and 3.99, inclusive, are included in the Dean's List. Those who achieve a semester GPA of 4.00 are included in the President's List. (Students receiving any "incomplete" grade (or an I) during the semester will not be eligible for semester honors.)

**Graduation Honors:** See Graduation Requirements

## **Undergraduate Student Classifications**

**Freshman:** 0 - 30 total semester hours earned (including transfer hours).

**Sophomore:** 31 - 60 total semester hours earned (including transfer hours).

**Junior:** 61 - 90 total semester hours earned (including transfer hours).

**Senior:** 91 or more total semester hours earned (including transfer hours).

**Auditor:** Student attending classes for no credit.

**Full Time:** Enrolled for 12 or more semester hours.

**Part Time:** Enrolled for less than 12 semester hours.

**Regular:** Meets all the admissions standards and requirements established by the University and enrolled in a degree program.

**Special:** Non-degree student meeting special student admissions standards.

**Dual Enroll:** Special student who had not completed high school yet.

## **Graduate Student Classifications**

**Auditor:** Student attending classes for no credit.

**Full Time:** Enrolled for 9 or more semester hours.

**Part Time:** Enrolled for less than 9 semester hours.

**Regular:** Meets all the admissions standards and requirements established by the University and enrolled in a degree program.

**Special:** Non-degree student meeting special student admissions standards.

## **Admissions Requirements**

Each candidate is evaluated on his or her academic record, test scores, class rank, and recommendations. We also look for character, leadership, service, and Christian values. LeTourneau is unapologetically Christian in its mission and only admits students who are compatible with the distinctively Christian emphasis of the University and who are likely to profit from a LeTourneau education. Successful applicants profess a personal Christian experience or are open to instruction in the Christian faith and willing to participate in the Christian community at LeTourneau.

All applicants must have graduated from high school, home school program or have completed a G.E.D. prior to registration for their first semester in college. Applicants must submit a final official transcript from their high school or home school (freshman applicants only) and from all colleges attended, regardless of the amount of transfer credit to be awarded. Failure to submit official transcripts from all schools attended may result in removal from classes once at LeTourneau.

Additional admissions requirements for nontraditional programs are listed in the Nontraditional Programs Catalog Addendum.

### **AIM Program**

The Academic Intervention and Mentoring (AIM) program helps ensure a solid beginning to targeted students' academic careers by providing additional personal and academic support during their first year at LeTourneau University. AIM students have been admitted conditionally to the university based on their SAT/ACT scores and/or high school grade point averages. Additional fees may apply for students admitted to AIM. For more information on this program, contact the LETU admissions office or the Academic Support pages of the LETU website.

### **Other Admissions Considerations**

For transfer applicants, a minimum college grade point average of 2.00 (on a four point scale) is required for unconditional admission. Official transcripts from every college or university attended must be forwarded in the Admissions Office.

Initial admission to LeTourneau University does not imply automatic readmission in future semesters. The University reserves the right to refuse admission or readmission to any prospective or returning student not meeting the standards of the school. Any applicant who intentionally withholds or falsifies pertinent information is subject to suspension or dismissal.

While a personal interview is not normally required, it may be requested of some applicants prior to admission. The Admissions Office encourages you to visit the campus. Advance notice is recommended and may be made by contacting the Admissions Office at 1-800-759-8811 or by filling out our online visit request form at [www.letu.edu/visit](http://www.letu.edu/visit).

## **Application Procedure**

**To apply for admission to LeTourneau University, the following information must be submitted:**

1. **Application for Admission** - A completed application for admission must be submitted along with a non-refundable application fee (\$35 for paper applications and \$25 for online). Applicants may apply online at <http://www.letu.edu/apply>. Applications may be submitted until August 1 for the fall semester and December 1 for the spring semester. Late applications may be considered if adequate class openings are available.
2. **Official Transcripts** - Freshmen applicants should submit official transcripts of all high school or college credits. If you are still in high school, ask your school counselor to send a complete record of your work to date, including a statement of rank in class and cumulative grade point average at the end of your junior year. You must have completed your junior year before your application will be evaluated. Please ask your school to send a final transcript after graduation. An official transcript is considered to be one that has been sent directly from the school to the LeTourneau University Admissions Office. It must be signed by a school official or carry the school's stamp or seal.

**Transfer Students:** Official transcripts of all college-level work are required. Course descriptions of the courses may be required to assist in determining the transferability of credit. Failure to provide a complete record of all academic work may result in the student not being accepted into the university, or if already enrolled, being withdrawn from the university.

3. **Résumé** – You must submit a 1-2 page résumé detailing your extracurricular activities, accomplishments, awards and volunteer experience while in high school. It should be uploaded online at [www.letu.edu/resume](http://www.letu.edu/resume). You can find a sample resume online at [www.letu.edu/resume](http://www.letu.edu/resume). This will give you a good idea of the format and the content we are expecting.
4. **SAT (Scholastic Aptitude Test), or ACT (American College Test) Scores** - LeTourneau University's code for the SAT is 6365; our code for the ACT is 4120. We do require students who take the SAT to submit their writing and essay scores and the writing scores for students taking the ACT.

When the Admissions Office has received all of the above information, an admission decision will be made. LeTourneau University uses a rolling admissions policy. Applicants are evaluated as soon as their admissions file is complete. **After you have been admitted, please submit the following:**

1. **Health Record Form** - This form will be mailed to you with your letter of admission and must be submitted prior to registration in your first semester of attendance. The purpose of the health record is to enable the University to assist you in case of emergency. A bacterial meningitis vaccine is required of all new residential students (Texas HB 4189 took effect January 1, 2010).
2. **Tuition Deposit of \$100** - The tuition deposit of \$100 is due by May 1 for the fall semester or December 1 for the spring semester, or within two weeks after you are admitted, whichever is later. This deposit (which is refundable upon request until May 1 for fall applicants or December 1 for spring applicants) confirms your intention to enroll and reserves a place for you in your class. The deposit is applied to your tuition when you register.

- 3. *Housing Advance Reservation Fee of \$100*** - The housing fee of \$100 is required of all students desiring housing on campus (including both residence halls and on campus apartments). This fee is refundable upon request until May 1 for students entering in the fall semester and December 1 for students entering in the spring semester. Housing assignments are made only for students who have paid the tuition deposit and housing fee and are made on a first come first served basis.
- 4. *Health Insurance Information Form*** - All students are required to have health insurance coverage. This coverage may be through a personal insurance plan or may be purchased from the University at registration.

You should also begin the application process for financial aid at the time of application for admission. Certain types of financial aid are awarded according to the date of completion of the necessary forms. A FAFSA (Free Application for Federal Student Aid) may be obtained from the Admissions Office or from your high school counselor's office. You may also apply on-line at <http://www.fafsa.gov>. The FAFSA is required for all students who desire financial assistance.

You will be notified of your financial aid award only after you have been admitted by the University. You will receive periodic reports on your admissions status from your admissions counselor. You may also review your admissions and financial aid documents anytime through MyLETU. Please feel free to contact us if you have any questions. Our phone number is 1-800-759-8811; our fax number is 903-233-4301, and our e-mail address is [admissions@letu.edu](mailto:admissions@letu.edu).

## **International Students**

### **Undergraduate Admissions:**

Please submit the following items:

1. Application
2. Reference Forms
3. Academic Documents
4. Proof of English Proficiency
5. Proof of Financial Resources
6. Proof of Immunizations
7. Copy of Passport with Photo

### **Step 1: Application**

Submit the traditional student Application for Admission.

### **Step 2: Two reference forms**

Submit two reference forms. The academic reference should be completed by a teacher or guidance counselor from your high school or college. The Christian character reference can be completed by a pastor or Christian leader in your church. If you do not attend a church, this form can be completed by an adult who

is in a position to comment on your character. These references can be completed online.

**Step 3: Academic documents**

Submit an official transcript (by mail) of all high school and/or any college credits. You must have completed your junior (second-to-last) year of high school before your application can be evaluated. If you have completed college course work outside of the U.S., please have your transcript evaluated by Educational Credential Evaluators in order to gain credit for those courses at LETU.

Please send all original records of national and school completion exams to the address below. If you have completed at least one semester of full-time college course work, you are not required to submit test scores, though it is highly encouraged if you have taken either of those tests.

**Step 4: Proof of English language proficiency**

If English is not your first language, you must demonstrate English proficiency or enroll in the English as a Second Language (ESL) program for conditional admission to LeTourneau University. \*Please note that there is not a beginner level in the ESL program.\*

These are the minimum scores necessary for full admission to LeTourneau University undergraduate programs: 80 on the Internet-based version (iBT) of TOEFL, 197 on the computer-based version, or 525 on the paper-based version. The English proficiency requirement may also be met by providing a minimum of 5.5 on the IELTS.

Conditional admissions may be granted for students who have obtained a 60 or better on the TOEFL iBT or a 4.5 or 5 on the IELTS.

LeTourneau University offers an ESL program for students already at an intermediate or advanced proficiency level in English. Students may enroll for 12 hours per semester at either the intermediate or advanced level. Students must enter the program with a working knowledge of English due to the fact that these classes are designed to prepare students for academic performance and degree completion at LeTourneau University. More information about ESOL courses can be found [here](#).

**Step 5: Documentation of financial support**

The I-20 Form, necessary for securing a student visa to enter the U.S., will be sent to you only after admissions to LeTourneau University and proof of financial resources have been established.

According to I-20 guidelines, you must demonstrate that you will be able to afford an education at LETU through bank statements and pay the \$100 housing fee and \$100 tuition deposit. To establish proof to financial resources, please have your bank send a copy of your bank statement to Dan Buller in the International Office (see address below).

On your I-20, the total cost of attendance including tuition, room and board, and insurance will be about \$32,000. More detailed information about tuition and fees can be found at [www.letu.edu/tuition](http://www.letu.edu/tuition). The tuition deposit will be held in escrow and applied toward your first year's expenses.

### **Step 6: Documentation of immunizations / Health record (vaccine record)**

For students enrolling after January 1, 2010, the State of Texas requires that every first-time student (regardless of age or classification) residing on campus must show evidence of being immunized against bacterial meningitis. If you are a first-time student living on campus, you must submit evidence that you have received the bacterial meningitis vaccination at least 10 days prior to checking into the residence hall. Vaccination records must indicate the type of vaccine administered in order to be accepted. The vaccination must take place no less than 10 days before you move into University housing.

Exceptions to this requirement must be documented on a conscientious exemption form from the Texas Department of State Health Services. Information concerning an exemption form request can be obtained here under the heading of "Exclusions from Immunization Requirements".

In addition, all prospective LETU students must provide their immunization records. International students must provide a certified English translation of all documents.

### **Step 7: Copy of Passport Photo**

#### **Mail all documents to:**

Alan Clipperton, Office of International Studies  
LeTourneau University  
2100 S. Mobberly Ave.  
Longview, Texas 75602  
USA

## **Homeschooled Students**

LeTourneau University is pleased to admit students who have been educated at home. Home schooled students are required to submit the information listed in the previous section on Application Procedure, except that in place of an official transcript, the home schooled student must submit a detailed transcript of their program of studies, signed by their teacher. This transcript should include the type of curriculum used for home studies and the name of any coordinating organization. Any other information describing the applicant's extracurricular activities, internships, etc., may also be submitted.

An SAT or ACT score must be submitted. Since home school curricula vary greatly, a significant amount of emphasis must be placed on the standardized test score to determine eligibility for admission.

Home schooled students are encouraged, but not required, to obtain a Graduate Equivalency Diploma through the appropriate state agency.

## Dual Enrollment

The Dual Enrollment Program is designed for academically eligible high school juniors and seniors who wish to attend LeTourneau University while still enrolled in an area high school. Some high schools will also award high school credit for the university-level credit earned depending on school policy.

Distinct advantages for the high school student to attend LeTourneau University are many. Students can begin making the transition to university-level courses while still in high school and can earn college credit for the dual enrollment courses. This gives the student the option of taking a lighter course load in college or of taking some courses of greater interest. Public high school students can also experience a values-based education in a Christian environment.

Interested students must meet the academic requirements for new students including test scores and grade point average (see Admission Requirements). A Dual Enrollment application is available on the website at <https://www.letudualcredit.com/application/>. Further information can be obtained by contacting the Dual Enrollment Counselor in the Admissions Office.

## Readmission of Former Students

Students who have previously been enrolled at LeTourneau University and wish to re-enter after a period of non-attendance (two consecutive semesters) must complete the following procedures for admissions:

1. **Application for Former Students** - Complete an application for former students and send it to the Admissions Office.
2. **Official Transcripts** - Submit official transcripts of any academic work completed at other institutions since being enrolled at LeTourneau University. After an absence of two or more semesters, students will be subject to the requirements of the most recent catalog.
3. Admission will be contingent upon approval from the offices of Student Affairs, Office of the Provost, and Student Accounts.

## Transfer Credit

LeTourneau University recognizes that many students have gained academic achievement in certain subject areas prior to entering an institution of higher education. LeTourneau University awards credit for courses as specified below for the Advanced Placement (AP) Program of The College Board, the College Level Examination Program (CLEP) and the International Baccalaureate (IB) Diploma Program. Students may transfer college credit from other institutions accredited by one of the six U.S. regional accrediting associations.

- Advanced Placement (AP)
- International Baccalaureate (IB) Degree Credit
- College Level Examination Program (CLEP); DSST (formerly DAN TES); ACE
- Transfer Credits

In addition, credit may be awarded for service related experiences such as those evaluated in the Guide to the Evaluation of Education Experiences in the Armed Services. Credit should be established prior to enrollment and must be established by the end of the student's first year at LeTourneau University.

**Advanced Placement (AP)**

LeTourneau University participates in the Advanced Placement (AP) Program of The College Board. Credit will be awarded for the AP tests listed in the following schedule and will be treated as transfer credit. No credit will be awarded for AP tests that are not listed.

<b>AP EXAM</b>	<b>SCORE</b>	<b>CREDIT AWARDED</b>
Art History	3-5	3 hours in HUMA 1153
Biology	3	3 hours in BIOL 1113*
	4-5	6 hours in BIOL 1113, 1123*
Calculus AB	3-5	3 hours in MATH 1903 or 6 hours in MATH 1603, 1613
Calculus BC	3	3 hours in MATH 1903 or 6 hours in MATH 1603, 1613
	4-5	6 hours in MATH 1903, 2013 or 6 hours in MATH 1603, 1613
Chemistry	3	3 hours in CHEM 1113*
	4-5	6 hours in CHEM 1113, 1123*
Computer Science A	3-5	3 hours in COSC 2103
Computer Science AB	3-5	6 hours in COSC 2103, COSC 2203
Economics, Macro	3-5	3 hours in BECN 2103

Economics, Micro	3-5	3 hours in BECN 2203
English Language and Composition	4-5	3 hours in ENGL 1013**
English Literature and Composition	4-5	3 hours in Literature Elective
French Language or Literature	3	3 hours in LANG 1113
	4	6 hours in LANG 1113, 1123
	5	12 hours in LANG 1113,1123,2113,2123
German Language or Literature	3	3 hours in LANG 1113
	4	6 hours in LANG 1113, 1123
	5	12 hours in LANG 1113,1123,2113,2123
Government and Politics, U.S.	3-5	3 hours in POLS 2103
Government & Politics, Comparative	3-5	3 hours in Social Science Elective
History, United States	3-5	6 hours in HIST 2113, 2123
History, European	3-5	6 hours in HIST 1113, 1123
Latin, Vergil or Literature	3	3 hours in LANG 1113
	4	6 hours in LANG 1113, 1123
	5	12 hours in LANG 1113, 1123, 2113, 2123
Psychology	3-5	3 hours in PSYC 2013
Physics B	3	3 hours in PHYS 1113*
Physics B	4-5	6 hours in PHYS 1113, 1123*
Physics C Electricity &	3-5	3 hours in PHYS 2023*

Magnetism

Physics C Mechanics	3-5	3 hours in PHYS 2013*
Spanish Language or Literature	3	3 hours in SPAN 1113
	4	6 hours in SPAN 1113, 1123
	5	12 hours in SPAN 1113,1123,2113,2123
Statistics	3-5	3 hours in MATH 1423

*\*Credit for laboratories in the natural sciences could be awarded on demonstrated mastery of equivalent college level laboratory experiences.*

*\*\*A student with scores of 4-5 on both the English Language and the English Literature tests will receive 3 hours in ENGL 1013 and 3 hours in a Literature Elective for a total of 6 hours of credit.*

**International Baccalaureate (IB) Degree Credit**

LeTourneau University will accept up to 24 hours of IB credit. In some cases a student may have to submit a course syllabus. Courses for the major are subject to departmental review. Official International Baccalaureate transcripts should be mailed directly from International Baccalaureate Office to the LeTourneau University Office of Enrollment Management for review. LeTourneau University will award up to 24 credit hours for IB courses. IB examinations, AP examinations, and college courses taken prior to or after enrolling at LeTourneau University may be duplicative. If so, credit will be awarded for only one course. Credit should be established prior to enrollment and must be established by the end of the student's first year at LeTourneau University.

<b>SUBJECT</b>	<b>LEVEL</b>	<b>SCORE</b>	<b>COURSE CREDIT</b>
<b>Biology</b>	Higher	4	BIOL 1014
	Higher	5	BIOL 1111, 1113
	Higher	6	BIOL 1111, 1113, 1121, 1123
<b>Chemistry</b>	Higher	5	CHEM 1111, 1113
	Higher	6	CHEM 1111, 1113, 1121, 1123
<b>Computer Science</b>	Higher	5	COSC 1303
<b>English Language</b>			

English, 1st Language	Higher	5	ENGL 1013
<b>Geography</b>	Higher	5	GEOG 2013
<b>Geology</b>	Higher	5	GEOL 1114
	Higher	6	GEOL 1114, 1124
<b>History</b>	Higher	5	Credit may be given for: HIST 1113, HIST 1123, HIST 2113, HIST 2123, or an HIST lower division elective depending on the IB curriculum and emphasis selected.
<b>Mathematics</b>	Standard	5	MATH 1123
	Higher	3	MATH 1123
	Standard	6	MATH 1203
	Higher	4	MATH 1203
	Higher	5	MATH 1252
	Higher	5	MATH 1303
<b>Philosophy</b>	Higher	5	PHIL 2013
<b>Physics</b>	Higher	4	PHYS 1014
	Higher	5	PHYS 1111, 1113
	Higher	6	PHYS 1111, 1113, 1121, 1123
<b>Spanish</b>	Standard	5	SPAN 2113
	Standard	7	SPAN 2113, 2123
	Higher	4	SPAN 2123
	Higher	6	SPAN 2113, 2123

### **College Level Examination Program (CLEP)**

Students may be able to receive credit in required courses for proficiencies gained outside the college classroom. The amount of credit received and the level of placement in future courses will be determined by the Registrar and the Department Chair or Program Director for the program in which the course is taught.

Credit may be awarded for the College Level Examination Program (CLEP) (subject exams only), DSST, or ACE. Enrolled students at LETU must request approval to test through the Registrar's office prior to testing.

<b>CLEP SUBJECT AREA</b>	<b>MINIMUM OBJECTIVE SCORE</b>	<b>CREDIT</b>
<b>Composition and Literature</b>		
American Literature	63	6 hours in Am Lit Elective
American Literature	55	3 hours in Am Lit Elective
Analyzing & Interpreting Literature	65	6 hours in Literature Elective
Analyzing & Interpreting Literature	55	3 hours in Literature Elective
English Literature	67	6 hours in Brit Lit Elective
English Literature	55	3 hours in Brit Lit Elective
College Composition Modular*	55	0-3 hours in ENGL 1013
College Composition Modular**	65	0-6 hours in ENGL 1013, 1023

*\* The essay is required and will be administered and scored by LeTourneau University. Essays will be scored on the basis of awareness of and sensitivity to audience; clear thesis and structure; thorough, specific, meaningful content development; effective language choices, and mastery of the basic principles of grammar and usage. If the essay is not successfully completed no credit will be given for the exam.*

*\*\*The essay is required and will be administered and scored by LeTourneau University. Essays must demonstrate the qualities listed in \* above. Additionally, essays must clearly illustrate relationships between and integration of one's own ideas with those of others; ability to meaningfully synthesize information from multiple sources, correct use and citation of source material, artful and meaningful transitions that demonstrate relationships between ideas, vivid, precise diction; stylistic features appropriate to audience and subject; and thorough mastery of grammar and usage. If the essay is not successfully completed no credit will be given for the exam.*

**Foreign Languages**

French Language, Level 1	55	3 hours in LANG 1113
French Language, Level 1	64	6 hours in LANG 1113, 1123
French Language, Level 2	69	9 hours in LANG 1113, 1123, 2113
French Language, Level 2	74	12 hours in LANG 1113, 1123, 2113, 2123
German Language, Level 1	55	3 hours in LANG 1113
German Language, Level 1	64	6 hours in LANG 1113, 1123
German Language, Level 2	65	9 hours in LANG 1113, 1123, 2113
German Language, Level 2	72	12 hours in LANG 1113, 1123, 2113, 2123
Spanish Language, Level 1	55	3 hours in SPAN 1113
Spanish Language, Level 1	61	6 hours in SPAN 1113, 1123
Spanish Language, Level 2	68	9 hours in SPAN 1113, 1123, 2113
Spanish Language, Level 2	73	12 hours in SPAN 1113, 1123, 2113, 2123

**Social Sciences and History**

American Government	50	3 hours in POLS 2103
American History I: to 1877	50	3 hours in HIST 2113
American History II: from 1877	50	3 hours in HIST 2123
Human Growth & Development	50	3 hours in PSYC 2143

Intro to Educational Psychology	50	3 hours in Psychology Elective
Principles of Macroeconomics	50	3 hours in BECN 2103
Principles of Microeconomics	50	3 hours in BECN 2203
Introductory Psychology	50	3 hours in PSYC 2013
Introductory Sociology	50	3 hours in Social Science Elective
Western Civilization I: to 1648	50	3 hours in HIST 1113
Western Civilization II: from 1648	50	3 hours in HIST 1123
<b>Sciences and Mathematics</b>		
Calculus	50	3 hours in MATH 1903
College Algebra	50	3 hours in MATH 1203
Precalculus	50	3 hours in MATH 1303
General Biology	50	6 hours in Biology Elective
General Chemistry	50	6 hours in CHEM 1113, 1123
<b>Business</b>		
Principles of Management	50	3 hours in BMGT 2303
Principles of Accounting	50	6 hours in BACT 2103, 2113
Introductory Business Law	50	3 hours in BUSI 3103
Principles of Marketing	50	3 hours in BMKT 2503

## Transfer Courses

Clear course equivalencies, articulation agreements between schools, or common course numbering will be evaluated and credit awarded accordingly. Course descriptions will be evaluated to see if an equivalency exists. If no clear equivalency exists, a general elective credit or elective credit in the course area will be given. If the course requested to be accepted for transfer does not have a clear comparability to a LeTourneau University course, the faculty member in the discipline, as the content expert, will make a final decision about the transfer equivalency.

LeTourneau University only accepts official transcripts for credit. An official transcript is defined as one sent directly to LeTourneau University from the issuing institution.

LeTourneau University only accepts transfer credits that carry a grade of at least a "C" or its equivalent. Courses and grades transferred from other institutions do not count in the LeTourneau University grade point average (GPA). For more information, see catalog section, "Definitions of Academic Terms, Grades and Grade Points."

**Unit of Credit.** The unit of credit at LeTourneau University is the semester hour. Hours earned at schools operating under the quarter system will transfer at the ratio of two semester credit hours for every three hours earned in a quarter term.

**Transfer Credit from Regionally Accredited Institutions.** Credits transferred from accredited colleges will apply toward baccalaureate degrees in the same way that they would apply had they been earned in residence through LETU.

**Transfer Credit from Non-Regionally Accredited Institutions.** Determination of acceptability of transfer credit from non-regionally accredited institutions remains at the discretion of LeTourneau University. The institution at which the credits were earned should supply three letters verifying acceptance of credits earned by three regionally accredited institutions. In the event that these letters cannot be obtained, additional documentation will be required in order for LeTourneau to consider the courses for transfer. If the courses are considered for transfer, existing transfer credit policies, including evaluation of courses by discipline experts, will apply to the credit from that institution. Credits accepted will be limited to a maximum of 30 semester hours.

**Transfer Credit from International Colleges and Universities.** Transcripts will need to be evaluated by Educational Credential Evaluators, Inc. or World Education Services before being sent to the University. Credit is accepted based on the U.S. letter grade equivalent for the post-secondary grading method used. At LeTourneau University's discretion on a case by case basis, other upper level exams and tests, such as A-levels, French Baccalaureate, and other such well-established measures, may be considered for acceptance of credit by the Registrar's Office based on recommendation from one of the credential evaluating services.

**Texas Common Course Numbering System.** LeTourneau University participates in the Texas Common Course Numbering System. The purpose of the system is to assist

students who are transferring between participating institutions. The system utilizes unique course alphabetic prefixes and numbers to identify freshman and sophomore level courses that are common between two or more member colleges or universities. The common course identifiers appear in an index in the back of this catalog. Courses earned with a "C" or better, which match the common course numbering list, and which are applicable to the student's degree plan are acceptable for transfer credit.

**Residency Requirements.** Regardless of the number of credit hours transferred, residency requirements must be met in order to graduate. For more information, see the Residency Requirements section of this catalog.

## **Class Attendance**

Students are expected to attend and actively participate in all classes and assignments. Participation regulations are printed in the Student Handbook and may vary depending on the specific program of study. The professor may establish policies and consequences for each course and publish those policies in the course syllabus.

## **Course Exemption**

Students may gain exemption from taking courses in an academic area by demonstrating proficiency through satisfactory performance on a comprehensive examination taken at LeTourneau University. While exemption may be earned from taking the course in this manner, students will not receive college credit. The department chair will determine whether or not a course may be bypassed by such a proficiency examination. Students may replace such exempted hours with electives approved by their advisor.

Credit may also be awarded for department examinations on which the students earned a grade of C or higher. Credit for a limited number of courses as determined by each department is available through a departmental examination. The student must get permission to take the examination by obtaining the required signatures on the Request for Credit by Departmental Examination form. If approval is granted, the student must pay the departmental examination fee, after which the examination will be administered and results reported to the Office of the Registrar. The examination for a given course may be taken only once.

## **Declare or Change a Major**

### **Declaration of Major**

All students must declare a major before beginning registration for their fourth semester as a full-time student.

## **Change of Majors**

Students may change majors by completing a form obtained from the Office of the Registrar. The change of major must be approved by the department chair of the new major.

When a student changes majors, certain D, F, and WF grades may be removed from the cumulative GPA if the following guidelines are met:

1. The courses have been taken at LeTourneau prior to or during the semester in which the student changes majors, are courses in which the student received a grade of D, F, or WF, and are courses which are not in the course requirements or which may not be substituted for course requirements as listed in the appropriate catalog of the new major. (For this rule only, general electives are not to be considered as part of the course requirements.)
2. The grades that have been removed from the computation of the cumulative GPA will not count towards hours attempted, hours completed, or total grade points, but the course name and original grade will remain on the transcript.
3. Students must notify the University Registrar in writing that they are requesting the application of this policy. This request must be made on or before the first day of classes of the second full semester in the new major.
4. This policy may only be used once at LeTourneau.
5. Graduation honors will be determined by considering the full cumulative GPA of all course work attempted at LeTourneau, including any courses with grades which have been deleted from the cumulative GPA when changing majors.

## **Dual Majors and Minors**

### **Dual Majors**

LeTourneau University will permit the student to pursue a bachelor's degree with a dual major but does not necessarily encourage the student to do so. Students must complete all prerequisites, supporting courses, and departmental requirements for each major. When the two majors are for different degrees (for example a Bachelor of Arts and a Bachelor of Science), students may choose between the two degrees.

Alternatively, they may choose to receive the two degrees at the same graduation ceremony, in which case the following conditions apply:

1. For this discussion, the first degree is the degree of the declared major containing the greatest number of required semester credit hours. The student must complete a minimum of 30 hours above the number required by the major of the first degree. None of those 30 hours can be in courses applied to the major of the first degree, but they may be in courses required in the other major. In all cases, the student must meet all requirements for each declared major in each degree.

2. At least 12 semester hours of the 30 must be upper division credit and in a different field from that of the major in the first degree.
3. A separate application for graduation for each degree must be submitted at the same time, accompanied by the payment of one graduation fee plus one reapplication for graduation fee.

Certain major and/or degree combinations may not be feasible and may not be permitted by the University. Students should seek advisement from both departments to determine the feasibility and appropriateness of the two majors desired. The Degree Audits for both majors should be consulted in order to understand clearly how course requirements in both majors may be met.

### **Dual Minors**

LeTourneau University will permit students to pursue a dual minor. Students must satisfy all of the requirements for each minor.

### **Second Bachelor's Degree**

Students may be permitted to return to study for a second bachelor's degree. When another bachelor's degree has been taken previously, the second bachelor's degree may be granted upon the completion of all required work for the second degree subject to the following conditions:

1. There must be a minimum of 30 semester hours residence work at LeTourneau University above that necessary for the degree requiring the greater number of hours and not applied towards a previous degree.
2. At least 12 semester hours must be upper division credit and in a different field from that chosen as the major for the first bachelor's degree.
3. All requirements listed for the second degree must be satisfied according to the latest catalog in effect at the time of official declaration of major for the degree.
4. A separate application for graduation must be submitted for the second degree accompanied by the payment of a second graduation fee.

## **Final Exams**

Final examinations are an important part of the course work. Students are expected to take final examinations during the regularly scheduled time at the end of each semester. Seniors in bachelor degree programs are exempt from final examinations at the end of the semester in which they participate in the graduation ceremony if they have a cumulative 3.00 GPA and a B in the course except in courses required for FAA certification. This policy may only be used one time. As a courtesy, the faculty member should be notified at least three weeks before the end of the course that exemption from the final exam is desired. Students completing a field experience in their final semester may be exempt from final exams in the next to the last semester providing all other requirements are met.

## **Fresh Start Rule**

The fresh start rule applies to former LeTourneau University undergraduate students who return to the University after an absence of at least three years and whose prior academic records were below acceptable standards. A student with this circumstance may petition the Office of the Provost for implementation of the fresh start rule. If the petition is accepted, the cumulative GPA for the previous LeTourneau University work will be suppressed, allowing the student to begin studies with a fresh GPA.

All grades, credits, and courses formerly taken will remain on the transcript. Graduation honors will be determined by considering the full cumulative GPA of all course work attempted at LeTourneau, including the GPA for the previous LeTourneau University work that was suppressed prior to the beginning of the Fresh Start Rule.

## **Grade Changes and Appeals**

Once a grade has been submitted to the Office of the Registrar, only the instructor can change the grade except in the case of a grade appeal. If a student believes that a final course grade has been improperly awarded, the student may appeal the grade by following these steps.

1. The student must contact the instructor in writing to seek a solution no later than four weeks after the end of the course. The instructor must notify the student of the decision within one week of being contacted by the student. If the instructor decides that a grade change is warranted, the instructor must submit a change of grade form approved by the dean of the academic school to the Office of the Registrar.
2. If the decision of the instructor is not acceptable to the student, an appeal may be made in writing to the dean of the academic school within one week after notification by the instructor. The written appeal must specify both the complaint and the action requested. The dean must notify the student of the decision within two weeks.
3. If the decision of the dean is not acceptable to the student, the written appeal may be made to the Office of the Provost within one week after notification by the dean. The Office of the Provost will seek a solution or may refer the matter to the Admissions and Standards Committee. The decision of the Office of the Provost is final unless the Office of the Provost refers the appeal to the Admissions and Standards Committee, in which case the decision of that committee becomes final.

## **Graduation Requirements**

### **Assessment Requirements**

All graduating seniors must take a general education assessment examination as selected by the faculty. Seniors who have more than 45 semester hours of transfer credit are exempt from the general education assessment examination. Participation in the assessment

program of the major is also required for graduation. The methods of assessment will be determined by the faculty teaching in the major.

### **Residency Requirements**

Students must successfully complete at least 25% of the total semester hours required for their degree through LeTourneau University. At least 18 semester hours of the major must be completed through LETU. Once a student has successfully completed that number of hours through LETU, they will have satisfied the residency requirement for graduation. Individual programs may have specific requirements.

### **Application and Attendance Requirements**

Application for graduation must be filed with the Office of the Registrar according to the following schedule.

**Graduation in Spring or Summer** - Application must be made no later than February 1 of the graduation year.

**Graduation in Fall** - Application must be made no later than October 1 of the graduation year.

Failure to make application for graduation before the filing deadline will result in a delay in graduation. A graduation fee must accompany the application for graduation. A candidate who does not graduate on the expected date must submit a new application during the regular filing period and pay an additional fee.

Graduates may have degrees conferred at the end of the semester in which all requirements are completed. Spring and summer graduates participate in the graduation ceremonies held in the spring of each year (see Academic Calendar). Fall graduates participate in the graduation ceremonies held in the fall of each year. Graduates may participate in a subsequent graduation ceremony upon payment of an additional graduation fee.

Candidates for graduation who have transfer credit from another institution must submit official transcripts to LeTourneau University within 30 days of their scheduled diploma conferral date. If the transcripts are not received by that date, students will be required to resubmit an Intent to Graduate Form by the appropriate filing deadline for a subsequent graduation, along with an additional graduation fee.

### ***Graduation Honors***

Recipients of a Bachelor's degree who have a total GPA\* of 3.40 or higher and have earned a minimum of 60 credit hours taken in courses at LeTourneau University may qualify for graduation honors for outstanding scholarship and merit. Three possible distinctions may be awarded:

1. **Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LeTourneau of between 3.40 and 3.59, inclusive.

2. **Magna Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LeTourneau of between 3.60 and 3.79, inclusive.
3. **Summa Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LeTourneau of 3.80 or higher.

\*Graduation honors will be determined by considering the total GPA of all course work attempted at LeTourneau, **including any courses with grades which have been repeated or replaced** in the calculation of the cumulative GPA.

### **Catalog Governing Graduation**

Students in continuous enrollment must meet the degree requirements of the catalog in effect when they entered the University, unless arrangements have been made with the Department Chair or the Program Director and the Registrar to graduate under a later catalog. Students failing to complete degree requirements within a reasonable period of time (8 years) may forfeit any right to graduate under the catalog in effect at the time of entrance. Individual programs may have specific requirements.

Students returning after discontinuing studies for one year will come under the requirements of the most recent LeTourneau University catalog.

## **Name Change**

LeTourneau University maintains educational records under the student's full, legal name. Official documents and transcripts will be issued only under this name. The university maintains the records of former students under the full, legal name the student had when last enrolled.

A current or former student may change the name on his or her permanent academic record by presenting a signed request and a notarized copy of the appropriate documentation to the University Registrar. To correct the spelling or the proper sequence of the name, the student must present a notarized copy of the student's birth certificate. To change the name, the student must present a notarized copy of the signed court order showing the new legal name. To assume the spouse's name following marriage, a student must present a notarized copy of the marriage certificate. To discontinue use of the married name after a divorce, the student must present a notarized copy of a divorce decree or signed court order showing the new name.

## **Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar or the head of the academic department written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not

maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to withhold disclosure of "Directory Information." Directory Information includes: student's name, address, telephone listing, e-mail address, photograph, major, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, physical factors (height and/or weight of athletes), degrees, honors, and awards received. Enrolled students may withhold disclosure of "Directory Information" under FERPA of 1974. To withhold disclosures, written notification must be received by the Office of the Registrar by September 15 of the Fall semester. Forms requesting the withholding of "Directory Information" are available in the Office of the Registrar. LeTourneau University assumes that failure in the part of the student to specifically request the withholding of categories for "Directory Information" indicates individual approval for disclosure.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LeTourneau University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

Further information about University policy with respect to the privacy of student records may be obtained from the Office of the Registrar.

## Probation and Suspension

To be in good academic standing all students must make satisfactory progress toward earning a degree. At the end of every semester cumulative and semester GPA's are evaluated. The GPA is calculated only on hours taken through LeTourneau University.

Any undergraduate student with a cumulative GPA that is less than 2.00\* will be placed on Academic Probation. The student will remain on Academic Probation as long as the cumulative GPA remains below 2.00. At the end of each semester on Academic Probation the Admissions and Standards Committee will review the situation to determine if the student is making satisfactory progress in bringing the cumulative GPA up to at least a 2.00. Any student who is not making satisfactory progress may be placed on Academic Suspension. Satisfactory progress means the GPA is improving at a rate that will result in a minimum GPA of 2.00 by graduation. If satisfactory progress is being made the Admissions and Standards Committee may extend Academic Probation and may also define specific conditions for continued enrollment such as:

1. Repeat courses in which a grade of F was received if they are offered on the semester schedule.
2. Attend special academic help sessions.
3. Enroll in a reduced number of credit hours.
4. Curtail outside work load.

\* Academic standing for students enrolled prior to Fall 2013 will be determined by the catalog used to define their graduation requirements.

Academic suspension results from failure to meet the terms of academic probation. After one or more semesters of academic suspension from the University, students may appeal through the Admissions Office for possible readmission to the University. The Office of the Provost will consider the student's case in consultation with the Dean of the school in which the student's intended major is housed. If readmitted to the University, the student will enter on probationary status. If academic probation is not removed within one semester, the Admissions and Standards Committee will consider extended probation provided satisfactory progress is being made.

Any student who is suspended a second time or who demonstrates a deficiency that makes it unreasonable to anticipate eventual completion of degree requirements will be subject to academic dismissal. Since dismissal is intended to be permanent, only the lapse of a year or more and a drastic change in circumstances can justify application for readmission, which may be granted in rare instances.

University policy requires that students who assume responsibilities in which they represent LeTourneau University to the public (i.e., intercollegiate athletics, music groups, etc.) must be in good standing, academically and behaviorally, and must make reasonable progress toward an educational goal. Part time students, special students, and those on academic or disciplinary probation are not eligible to participate in an organized extracurricular activity (intercollegiate athletics, student publications, extended choir or musical team tours, etc.) nor to receive the financial assistance ordinarily awarded for participation.

All graduate students must maintain a cumulative GPA of 3.00 or higher. Graduate students falling below the required 3.00 GPA will be reviewed by the Dean of the academic school or the Admissions and Standards Committee, as indicated by that school's policies. If it is determined that the student can achieve a cumulative GPA of 3.00 the student may be subject to academic probation. Failure to make satisfactory academic progress will result in academic suspension.

## **Registration Policies**

### **Adding and Dropping Courses**

Students may add and/or drop courses subject to the deadlines given in the Academic Calendar. Students may not add a course after the last day for adding courses without the approval of the Program Director, Dean or Office of the Provost. Students will not receive credit for a course for which they have not properly registered.

From the first day of classes through the last day to drop with no grade, students may drop a course by submitting a written request to the Registrar's Office. If a student stops attending a course without formal withdrawal through the Registrar's Office, they are automatically given an "F" for that course. When a student withdraws from a course before the last day for dropping courses with no grade, no record of such a course will appear on the permanent academic record. After the last day for dropping a course with no grade, students may drop a course with a grade of "W" if the course is dropped before the deadline specified in the Academic Calendar by submitting an approved drop form. After the deadline for withdrawing from a course with a "W" (approximately 75% of the course), students may not drop a course without receiving a grade of "F" (failure). In the case of extenuating circumstances an exception may be approved by the Office of the Provost.

The responsibility for submitting course requests or "add" and "drop" forms to the Registrar's Office before the deadlines rests entirely with the student. Failure to fulfill this responsibility because of oversight or ignorance is considered insufficient grounds to petition for permission to drop or add courses after the deadline. No petitions for the retroactive dropping or adding of courses will be considered except under extenuating circumstances and must be approved by the Office of the Provost.

**Auditing Courses**

Courses may be audited with the approval of the Registrar and the Dean of the school in which the course is taught. Auditors must be registered and must have paid fees in order to attend a class. Although the course will appear on the transcript as an audit, no grade or credit will be awarded. Students auditing classes are not required to complete assignments or take examinations, nor may they claim credit for the course at a later date without officially enrolling and completing the course. The deadline to change from audit to credit and the deadline to change from credit to audit is the same as for dropping a course with no grade (see the Academic Calendar).

**Repeating Courses**

Students may repeat courses but will only receive credit once toward fulfillment of requirements for a degree. All grades received for the course (regardless of the number of times repeated) will be used in computing the cumulative GPA, except that a student repeating a course may have the prior grade removed from the cumulative GPA if the following guidelines are met:

1. Only courses taken at LeTourneau in which the student earned the grade of “D”, “F”, or “WF” may be repeated and have the prior grade removed from the cumulative GPA.
2. Courses repeated under this policy must be taken at LeTourneau.
3. If a course is repeated in which a grade of “F” or “WF” was previously earned, the grade received when repeated will automatically be recorded and the previous “F” or “WF” grade for the course will be removed from the cumulative GPA.
4. If a course is repeated in which a grade of “D” was previously earned, the student must notify the University Registrar in writing at the time of registration that the course is being repeated and that the previous “D” grade for the course will be removed from the cumulative GPA.
5. The prior grade that has been removed from the computation of the cumulative GPA will not count toward hours attempted, hours completed, or total grade points, but the course name and original grade will remain on the transcript.
6. Graduation honors will be determined by considering the full cumulative GPA of all course work attempted at LeTourneau, including any courses with grades which have been deleted from the calculation of the cumulative GPA as stated in No. 3 and No. 4 above.

## **Study Abroad Policy**

The following policy shall cover all LeTourneau University degree-seeking students who register for an academic study abroad program.

It is an honor and a privilege to explore distant lands in an academic setting. LeTourneau University strongly encourages all students to apply themselves and pursue an opportunity to study abroad during their four-year tenure at LeTourneau University. These guidelines are set forth to assist students in the process of planning for a study abroad.

"Study abroad program" refers to semester long, academic programs. Programs regarding Global Service Learning and short-term academic programs should be discussed directly with the student's advisor.

### **Who can apply?**

Students who are in good standing with the University, are not on any kind of probation (academic, disciplinary, chapel or other) and who have shown academic ability and merit. Students must meet the admissions criteria as set forth by the LeTourneau University catalog. Strong preference will be given for students in their junior or senior year, as well as students who have maintained at least a 2.5 grade point average.

Students studying abroad with another university will also be considered officially enrolled at LeTourneau University for credit and/or transfer purposes.

### **Where do you begin?**

All students must first meet with the Director of the Office of International Studies or the Coordinator for Study Abroad to learn about the available programs. All students must first obtain approval through the Office of International Studies before applying to any study abroad program.

### **When can a student apply?**

Students can apply to a study abroad program after completing their freshman year or one full-year at LeTourneau University\*. Freshmen students are encouraged to learn about the programs as much as possible. The first available opportunity for a study abroad experience will be the spring term of a student's sophomore year. Exceptions may apply for student athletes.

### **What about transfer students?**

Transfer students should meet with the Director of International Studies and with a representative from the Registrar's Office to ensure they are meeting all resident credit requirements. Students attending LeTourneau University for less than one year may not participate in study abroad programs. Transfer students should complete one full year at LeTourneau University before participating in any study abroad program.

### **What about seniors?**

Students who are going to be classified as "seniors" during any semester they seek to study abroad should first meet with the Director of the Office of International Studies and a representative of the Registrar's Office to ensure all residency requirements are being met.

**How to apply:**

Students must first meet with the Director of International Studies before applying to any study abroad program. The student must complete and return the completed Study Abroad Application and related documents to the Director of International Studies before applying to any study abroad program. Following approval from the Director of International Studies, the student may apply to their chosen program.

**Student Responsibilities:**

It is the student's responsibility to make all arrangements for their study abroad program, including contacting the program directors or coordinators, arranging travel, room and board, arranging visas and passports, and any other related matters. The Office of International Studies is available to provide guidance to parents and students should any problems or questions arise.

Students must attend at least one briefing regarding study abroad and cultural competence the semester before their departure. The briefings are important as they cover safety, health, procedures, communications, cultural sensitivity and emergencies.

Students must also meet with the Director of International Studies upon their return.

**Participation:**

Students may participate in one (1) semester-long academic program during their tenure at LeTourneau University for a maximum of 18 credit hours. This also includes summer programs where the student seeks to transfer credit back to LeTourneau University. If a student seeks to participate in a semester program and also a summer program, the student may seek to transfer or receive credit for no more than 18 credit hours.

**Financial Aid:**

LeTourneau University financial aid is not available for study abroad programs. This includes, but is not limited to, heritage scholarships, merit scholarships, need-based scholarships, and tuition waivers. Students are encouraged to meet with a LeTourneau University financial aid representative to discuss what other aid options may be available through federal, state and private venues early in the process. All students are encouraged to seek outside scholarships and/or grants for their trips.

For international students receiving any additional scholarships, said scholarships will not apply to study abroad programs.

**Study Abroad Scholarship:**

LeTourneau University has established a Study Abroad Scholarship to assist students. Information regarding the Study Abroad Scholarship may be obtained at the Office of International Studies. Students are eligible to receive one (1) study abroad scholarship award during their tenure at LeTourneau University. Incomplete applications or those that do not meet the minimum qualifications will not be considered. Award decisions are final and not subject to appeal. Scholarship awardees will be notified via email. The scholarship applies to semester programs with a student enrolled in 12 or more credit hours. The scholarship award is contingent upon acceptance into a study abroad program and may not be applied to regular course of study at LeTourneau University.

\*Students may participate in the LETU-Handong Global University exchange program in the first semester of their sophomore year.

## **Students with Disabilities**

### **Admission**

When seeking admission to LeTourneau University, a student with a disability should be aware of the admissions standards. The standard admissions criteria also apply to students with disabilities who are interested in attending. Untimed SAT and ACT tests will be accepted. A student may choose to reveal or choose not to reveal a disability in the application for admissions. If revealed, the disability will not enter into the admissions decision.

### **Academic Program**

LeTourneau University has no specific programs for students with disabilities. The appropriate academic support, deemed reasonable and necessary by law, will be provided to students with documented disabilities that have been accepted according to the university's admissions criteria. The student must understand that academic standards at LeTourneau University are rigorous.

A student may be considered unqualified for admission to a program if his/her disability would require individualized supervision or the lowering of program requirements. No modifications will be made and no substitute courses will be accepted if they would fundamentally alter the nature of the educational program. A requirement that is essential to a degree will not be waived.

### **Financial Aid**

All financial aid including federal, state, or private grants; scholarships; and loans will be administered without discrimination to any student, regardless of disability, who is admitted to LeTourneau University. The amount of financial aid may be affected by the reduced course load of any student, including that reduction which learning disabled students may require.

### **Self-Identification**

Students enrolled in an institution of higher education are required to self-identify if they would like to request academic support services on the basis of a disability. LeTourneau University encourages a student with a disability to self-identify after admission and provide required documentation to the Director of Student Support Services. Through self-identification and the utilization of appropriate academic services, academic progress must be made. Students needing facility adjustments must notify the Director of Student Support Services at 903-233-4451.

### **Documentation**

Students are required to provide documentation of a disability to the Director of Student Support Services prior to the provision of academic support services or facility adjustments. In the case of a medical disability of mobility, sensory, health, or physical limitations, a complete medical report and formal diagnosis from a physician is necessary. The deadline

for providing documentation is 30 days prior to the beginning of the initial semester, to allow time to provide adequate coordination of services.

In the case of a learning or psychological disability, acceptable documentation includes a psychoeducational evaluation and formal diagnosis performed by a licensed therapist who specializes in learning disabilities. The evaluation must delineate the nature of the student's learning problem and describe any factors that entitle the student to academic support services. Each evaluation must include an assessment of broad cognitive functioning (e.g. the WAIS R test), specific cognitive processing (discussing visual spatial abilities, auditory and visual memory, fine motor ability, executive functions, and selective attention), oral language ability, and achievement levels. All scores must be reported and interpreted.

The physical or psycho-educational evaluations must also explain how the student's ability to perform routine school tasks is affected by the disability and recommend modifications that would be reasonable and necessary at LeTourneau University. Documentation may be no more than three years old.

### **Academic Support**

After appropriate documentation has been provided to the Director of Student Support Services, accommodation(s) will be determined on an individual basis dependent upon documented need for services and the university's assessment of the individual's need as related to his or her academic program. These services may include liaison with faculty members, promotion of self-advocacy skills, and securing appropriate classroom accommodations. Study skills counseling and some tutoring are also available.

At the student's request and upon receipt of a signed consent form, the Director of Student Support Services will contact the Office of the Provost or Graduate and Professional Studies who will notify the appropriate faculty of recommended specific accommodation(s). The student will then meet with his or her instructors to discuss the accommodation(s). Students must update their requests for accommodation(s) each semester by completing and returning the update form to the Director of Student Support Services in a timely manner.

Reasonable accommodation involves a level of shared responsibility, cooperation, and communication among faculty, staff, and students in order to ensure academic integrity and provide equal educational opportunities for students with disabilities. Ultimately, the student is responsible to tell the Director of Student Support Services if adjustments are not working out well.

Students who receive academic auxiliary aids and services from the university, based on the university's assessment of the need related to the academic program, will be required to apply for state and/or federal funds for which they may be eligible and to reimburse the university for expenses incurred. Examples of those sources include but are not limited to the Texas Rehabilitation Commission, the Texas Commission for the Blind, or the Veterans Administration.

## **Technology**

LeTourneau University is committed to improving student learning and enhancing student life through the use of technology.

Through LetNet, users have access to many services including the Internet, personal e-mail accounts, a university portal, and an online learning management system. All services can be accessed globally through a standard Internet connection. Wireless network connections are available in all site locations, all academic buildings and all residence areas. Wired network connections are also available for student use in all residence halls.

MyLETU provides students with online access to their LetNet accounts, academic information, class schedules, grade reports, complete academic records, and degree audits.

Blackboard, LeTourneau's online learning management system, provides a complete course experience including opportunities for collaboration, sharing, and assessment for faculty and students in traditional, adult, and online degrees and programs.

The student's LeTourneau University e-mail account is the primary method of communication throughout the University. Students are responsible for reading all information sent to their University e-mail account.

The MyFiles service provides students and faculty access to their personal files from anywhere on campus or across the world via the Internet. More information is available at [www.letu.edu/it/services/myfiles](http://www.letu.edu/it/services/myfiles).

LeTourneau actively promotes the use of technology in the curriculum. All classrooms are equipped with computer presentation systems. Library collections, electronic journals, and searchable databases are also available online at [www.letu.edu/library](http://www.letu.edu/library).

Campus computer laboratories provide access to standard office applications, computer aided drafting, specialized academic applications in fields such as math, engineering, and science, and additional software used in class curricula.

A current reference for all technology offerings is available at [www.letu.edu/it](http://www.letu.edu/it).

## **Transcripts**

The Registrar will issue official transcripts upon receipt of a signed request after all financial obligations are in order. Official transcripts should be sent directly to another college or university or to an official of an organization. All transcripts released to the student will be stamped "issued to student." This advises a third party that the student had personal possession of the transcript.

Transcripts of credits earned at high school or other colleges are not available for distribution by LeTourneau University. These transcripts must be requested from the school awarding the credit. For information on their ACT or SAT scores, students should inquire at their high school.

## Withdrawal from the University

Students wishing to withdraw from the university must submit a drop/withdraw request form. Withdrawal is not official unless the withdrawal form is properly executed. If the student withdraws or is dismissed from the University after the last day for dropping courses with no grade but before the deadline for dropping courses with grade of “W” (see Academic Calendar), he or she will receive grades of “W” in all in-progress courses. After the deadline for dropping courses with grade of “W” (see Academic Calendar), students will receive grades of W in courses that they are passing and “WF” in courses that they are failing. In the case of extenuating circumstances an exception may be approved by the Office of the Provost.

Students who have ceased to attend all classes and who have no chance to pass the courses in which they are enrolled may be administratively withdrawn from the University by the Office of the Provost. If the administrative withdrawal occurs before the deadline for dropping courses with a “W”, students will receive grades of “W” in all in-progress courses. If the administrative withdrawal occurs after the deadline for dropping courses with a grade of “W”, students will receive grades of “WF” in all in-progress courses. Students who are administratively withdrawn and desire to return to the University in a subsequent semester must apply for readmission through the Admissions Office.

## Courses and Majors

### Electives Definitions

**Literature Electives:** All ENGL 2000+ level courses except ENGL 2011, ENGL 2603, ENGL 3213, ENGL 3223, ENGL 3403, ENGL 3413, ENGL 3931, ENGL 4023, ENGL 4913, ENGL 4923, and ENGL 4931.

**Humanities Electives:** Cross-Cultural (CCLT 3203 only); Fine Arts (HUMA); History (HIST); Literature (see above); Philosophy (PHIL); and Foreign Language (must have two semesters in one foreign language).

**Social Science Electives:** Cross-Cultural (CCLT excluding CCLT 1013 and CCLT 3203); Communications (COMM); Economics (BECN); Geography (GEOG); History (HIST); Political Science (POLS); and Psychology (PSYC).

### *Why "General Education?"*

LeTourneau University offers over 70 academic majors and 30 minors. In addition to the flagship programs in Aeronautical Science and Engineering, LeTourneau's programs in the broader fields of business, education, and the arts and sciences continue to grow and to develop.

In addition to these specialized courses of study which are explained in detail in the respective sections of the catalog for each academic area, an undergraduate college degree also represents a well-roundedness that comes from exposure to a wide spectrum

of general education courses. The general education requirements common to all bachelor's degree programs at LeTourneau range from kinesiology activity courses to upper level courses in Biblical studies. This wide range of experiences will serve the student well now and in the years to come and will help bring greater quality to God's kingdom through the breadth of expertise.

### **Common Core Curriculum for Bachelor's Degrees**

**The following requirements apply to all bachelor's degrees in LeTourneau's traditional undergraduate programs, regardless of academic major.**

<b><i>Course or Area</i></b>	<b><i>Hours</i></b>
Bible	12
Concepts of Lifetime Fitness	2
Cornerstones of Life and Learning	1
English Composition	6
History	3
Kinesiology Activity Elective *	1
Literature	3
Mathematics (College Algebra or above)	3
Natural Science (with labs)	8
Intro to Speech Communication	3
<b>TOTAL</b>	<b>42</b>

*\* Not required of students transferring at least 60 hours or age 23 or more upon entry to the university.*

***(NOTE: LeTourneau's non-traditional programs for working adults have a different set of requirements. Consult the Catalog of Nontraditional Programs for more information on those programs.)***

## General Education Requirements

<b>GENERAL EDUCATION REQUIREMENTS for traditional undergraduate programs</b>			
	<b>A.S.</b>	<b>B.A.</b>	<b>B.S.</b>
Biblical Foundations - BIBL 1043	3	3	3
Biblical Literature - BIBL 1033	3	3	3
Bible Electives (Jr. - Sr. Level)		6	6
Concepts of Lifetime Fitness - KINE 1512 <i>(Not required of students transferring at least 60 hours or age 23 or more upon entry to the university.)</i>	2	2	2
Cornerstones of Life and Learning - LETU 1101 <i>(Waived for students transferring 15 or more hours from another accredited residential program.)</i>	1	1	1
English Composition I – ENGL 1013 *Also must pass either the English Proficiency Examination (1) or ENGL 1001	3	3*	3*
English Composition II – ENGL 1023	3	3	3
Foreign Language (all the same language) - 4 semesters with a minimum of 12 credit hours  <i>NOTE: Students in Teacher Education are required only 9 credit hours of Foreign Language.</i>		12	
History Elective	3	3	3
Humanities Elective		3	
Social Science Elective	3	3	
Additional Humanities and/or Social Science Electives		6	
Intro to Fine Arts - HUMA 1153		3	
Intro to Speech Communication - COMM 1113		3	3
Kinesiology Activity Elective – KINE 1001-1501		1	1
Literature Elective		3	3
Mathematics - Must be at the College Algebra level or above  <i>NOTE: Students in Aeronautical Science are required only 5 hours of Mathematics.</i>	3	3	6
<b>Total hours of general education requirements</b>	<b>27</b>	<b>69</b>	<b>45</b>
<b>Minimum hours required for the degree</b>	<b>63</b>	<b>124</b>	<b>126</b>
<b>Minimum hours required in a major field</b>		<b>24</b>	<b>30</b>
<b>Minimum hours required in a minor field</b>		<b>18</b>	

(1) English proficiency is required of all bachelor degree candidates to ensure the student's understanding of English usage and writing skills. Proficiency can be demonstrated and documented by the successful completion of the English Proficiency Exam or by successful completion of ENGL1001. Completion of this requirement by exam must take place before a student reaches senior status (91 earned hours). Transfer students who have earned 6 hours

for English Composition before entering LETU will complete the EPE during their first year at LETU.

**Note:** *These are the minimum requirements for the Associate of Science, Bachelor of Arts, and Bachelor of Science programs. Majors may require more than the specified minimum in any area; see the specific course requirements listed for each major.*

## **Courses Allowed as Electives**

**Bible Electives:** Any Bible course numbered 3003 or above.

**Humanities Electives:** Cross-Cultural (CCLT 3203 only); Fine Arts (HUMA); History (HIST); Literature (see above); Philosophy (PHIL); and Foreign Language (must have two semesters in one foreign language).

**Kinesiology Activity Elective:** Any Kinesiology course numbered 1001 through 1501. Students participating in varsity sports may also receive activity elective credit for one semester of KINE 2601-2791 – Varsity Sports.

**Literature Electives:** All ENGL 2000+ level courses *except* ENGL 2011, ENGL 2603, ENGL 3213, ENGL 3223, ENGL 3403, ENGL 3413, ENGL 3931, ENGL 4023, and ENGL 4931.

**Social Science Electives:** Cross-Cultural (CCLT - excluding CCLT 1013 and CCLT 3203); Communication (COMM); Economics (ECON); Geography (GEOG); History (HIST); Political Science (POLS); and Psychology (PSYC).

## **Summary of Major Programs**

**A Bachelor of Science degree may be granted in the following areas:**

Accounting

Aeronautical Science

Aeronautical Science–Mission Aviation Concentration

Air Traffic Management

Air Traffic Management–Professional Flight Concentration

Aircraft Systems

Aircraft Systems–Computer Science Concentration

Aircraft Systems–Design Technology Concentration

Aircraft Systems–Electrical Technology Concentration

Aircraft Systems–Maintenance Management Concentration

Aircraft Systems–Mechanical Technology Concentration

Aviation Studies\*

Biblical Studies and Ministry\*

Biology

Business Administration

Chemistry

Chemistry–Biological Concentration  
Chemistry–Physical Concentration  
Child Development  
Communication–Integrated Media Management Concentration  
Computer Information Systems  
Computer Science  
Computer Science–Game Development Concentration  
Computer Science–Networking Security Concentration  
Computer Science and Engineering  
Computer Science and Engineering Technology  
Computer Science and Mathematics  
Counseling Psychology  
Criminal Justice\*  
Engineering–Biomedical Concentration  
Engineering–Civil Concentration  
Engineering–Computer Concentration  
Engineering–Electrical Concentration  
Engineering–Materials Joining Concentration  
Engineering–Mechanical Concentration  
Engineering Physics  
Engineering Technology–Electrical Concentration  
Engineering Technology–Materials Joining Concentration  
Engineering Technology–Mechanical Concentration  
Engineering Technology–Aeronautical-Electrical Concentration  
Engineering Technology–Aeronautical-Mechanical Concentration  
Finance  
Forensic Chemistry  
Health Care Management\*  
Health Information Systems  
Health Sciences  
Human Resource Management\*  
Interdisciplinary Studies  
Interdisciplinary Studies (Elementary Education)  
International Business  
Kinesiology–Exercise Science Concentration  
Kinesiology–Sports Communication  
Kinesiology–Sports Management Concentration  
Kinesiology–Sports Ministry Concentration  
Management  
Management–Human Resource Management Concentration  
Marketing  
Mathematics

Mathematics–Applied Statistics Concentration  
Mathematics–Biomathematics Concentration  
Mathematics Education  
Mathematics–Financial Mathematics Concentration  
Organizational Development\*  
Professional Flight  
Professional Flight–Management Concentration  
Professional Flight–Marketing Concentration  
Professional Flight–Military Concentration  
Psychology

**A Bachelor of Arts degree may be granted in the following areas:**

Biblical Studies  
Business Administration  
Christian Ministry  
Christian Ministry–Youth Ministry  
Christian Ministry–Cross Cultural  
Christian Ministry–Ministry Leadership  
Christian Ministry--Worship Arts  
Christian Ministry--Worship Arts and Youth Ministry  
Communication–Integrated Media Management Concentration  
English Language and Literature  
Health Sciences  
History Political Science  
Interdisciplinary Studies  
International Studies  
Psychology

**A Bachelor Degree may also be granted in the following areas:**

Bachelor of Biblical Studies and Ministry\*  
Bachelor of Business Administration\*  
Bachelor of Business Administration in Aviation Management\*  
Bachelor of Business Management\*  
Bachelor of Business Management in Aviation Management\*  
Bachelor of Business Management in Nonprofit Management\*  
Bachelor of Criminal Justice\*  
Bachelor in Health Care Management\*  
Bachelor of Human Services\*  
Bachelor of Interdisciplinary Studies\*

**Preparation for Elementary Teaching is provided for:**

Early Childhood–Grade 6  
Grades 4-8  
Grades 4-8 Social Studies/Language Arts  
Grades 4-8 Science/Math

**A Supplemental Teaching Certificate is provided in the following areas:**

4th-8th and 8th-12th Combination Certification  
English as a Second Language  
Special Education

**Preparation for Secondary Teaching is provided in the following areas:**

Applied Technology  
Business Administration, CIS as 2nd Field  
English/Language Arts  
History with Spanish as Supporting Field  
Kinesiology, All-Level Physical Education  
Life Sciences  
Mathematics  
Physical Science  
Science Composite  
Social Studies

**An Associate of Science degree may be granted in the following areas:**

Air Traffic Control  
Criminal Justice\*  
Design and Manufacturing Technology - A student may continue beyond the associate's degree by taking additional course work for a Bachelor of Science degree in Aeronautical Science – Design Technology Concentration.  
Health Care Management\*

**An Associate degree may also be granted in the following area:**

Associate of Interdisciplinary Studies\*

**Graduate Degrees:**

Master of Arts in Counseling\*  
Master of Arts in Marriage and Family Therapy\*  
Master of Arts in Psychology\*  
Master of Business Administration\*  
Master of Education\*  
Master of Engineering\*  
Master of Science in Engineering\*

Master of Science in Health Care Administration\*  
Master of Strategic Leadership\*

***\*See the Nontraditional Programs catalog addendum for descriptions of these programs.***

**A minor may be selected from the following areas:**

Accounting  
Applied Engineering Technology  
Applied Science  
Biblical Languages  
Biblical Studies  
Biology  
Business Administration  
Chemistry  
Christian Ministry  
Communication Studies  
Computer Science  
Criminal Justice\*  
Cross-Cultural Studies  
Design and Manufacturing Technology  
Economics  
English Language and Literature  
English Language Program (for International Students)  
Finance  
Health Care Management\*  
History-Political Science  
International Studies  
Kinesiology  
Leadership\*  
Legal Studies  
Management  
Marketing  
Materials Joining Engineering  
Materials Joining Engineering Technology  
Mathematics  
Nonprofit Management\*  
Physics  
Professional Flight  
Project Management\*  
Psychology  
Reading  
Spanish Studies

Teaching English to Speakers of Other Languages (TESL)

Worship Arts

***\*See the Nontraditional Programs catalog addendum for descriptions of these programs.***

A student in a Bachelor of Arts degree program is required to select a minor. A student in a Bachelor of Science degree program may select a minor but is not required to select one. Students seeking a Bachelor of Arts degree in a Secondary Education teaching field may declare education as a minor.

## Academic Calendar

### Fall 2013 Semester Calendar of Dates

August 21 - 25	Wed - Sun	New Student Orientation (Required of all new Students)
August 23	Friday	Registration for NEW students
August 26	Monday	Late Registration
August 26	Monday	Classes Begin
August 30	Friday	Last Day to Register or Change Registration
September 6	Friday	Last Day to Drop with NO GRADE - NOON
September 9 - 13	Mon - Fri	Spiritual Emphasis Week
September 18	Wednesday	Student Success System: Collect Phase Opens for Faculty Comments
September 25	Wednesday	SSS Collect Phase Closes for Faculty Comments
October 1	Tuesday	Last day to apply for December 2013 graduation
October 6	Sunday	Deadline for change of incorrect grades SP/SU 2013 Deadline for dropping 1st Half Semester courses with a 'W'
October 13	Sunday	Last day to ADD 2nd half semester courses
October 14	Monday	Noon- Mid Term Grades Due - Web Grade Enter 2nd Half Semester Courses Begin
October 21 - 22	Mon - Tue	Fall Break - NO CLASSES
November 5	Tuesday	SSS: Share Phase Opens for Deans, Dept. Chairs and Advisors for Academic Advising
November 11 - 14	Mon - Thu	Web Reg Window Opens for Spring
November 15	Friday	Last day to Drop full semester courses or 2nd half courses with a final grade of "W" - 3 p.m. Last day to withdraw from school with grades of "W" - 3 p.m.
November 27 - 29	Wed - Fri	Thanksgiving Break - NO CLASSES
December 2	Monday	Deadline for removal of all Incomplete grades for Spring & Summer 2013
December 9 - 12	Mon - Thu	Final Examinations
December 13	Friday	9:00 AM Final Grades for Fall 2013 Graduation Seniors due - Web Grade Entry
December 14	Saturday	Fall 2013 Commencement
December 16	Monday	Final Grades due at 9:00 am - Web Grade Entry

# Spring 2014 Semester Calendar of Dates

*LeTourneau University*

*Office of the Registrar*

January 5	Sunday	New Student Orientation (Required of all new Students)
January 6	Monday	Late Registration
<b>January 6</b>	<b>Monday</b>	<b>Classes Begin; Meal service begins with Breakfast</b>
January 10	Friday	Last day to Register or Change Registration - Spring
January 17	Friday	Deadline for dropping Spring Semester Courses with NO GRADE - NOON
<b>January 20</b>	<b>Monday</b>	<b>Martin Luther King Day - NO CLASSES</b>
Jan 27 - 31	Mon - Fri	Missions Emphasis Week
February 3	Monday	Last day to apply for Spring/Summer 2014 graduation
February 13	Thursday	Deadline for dropping 1st Half Semester courses with a 'W'
<b>February 17</b>	<b>Monday</b>	<b>President's Day - NO CLASSES</b>
February 17	Monday	Deadline for change of incorrect grades FA 2013
February 24	Monday	Last day to ADD 2nd half semester courses
<b>February 25</b>	<b>Tuesday</b>	<b>Noon- Mid Term Grades Due - Web Grade Enter 2nd Half Semester Courses Begin</b>
<b>Mar 8 - 16</b>	<b>Sat - Sun</b>	<b>Spring Break - NO CLASSES</b>
March 17 - 20	Mon - Thu	WebReg Window Opens for Summer/Fall
March 28	Friday	Last day to Drop full semester courses or 2nd half courses with a final grade of "W" - 3 p.m. Last day to withdraw from school with grades of "W" - 3 p.m. Deadline for removal of all Incomplete grades for Fall 2013
April 4	Friday	Common Day of Learning
<b>April 18</b>	<b>Friday</b>	<b>Good Friday - No Classes</b>
<b>April 28 - May 1</b>	<b>Mon - Thu</b>	<b>Final Examinations</b>
<b>May 2</b>	<b>Friday</b>	<b>9:00 AM Final Grades for May 2014 Graduation Seniors due - Web Grade Entry</b>
May 3	Saturday	Spring 2014 Commencement
May 5	Monday	Final Grades due at 9:00 am - Web Grade Entry

# Summer 2014 Semester Calendar of Dates

*LeTourneau University*

*Office of the Registrar*

May 1	Thursday	Registration deadline for 1st Online Session
May 1	Thursday	Registration deadline for 1st five week, 1st seven week and full semester sessions
May 5	Monday	Classes begin for 1st Online Session
May 5	Monday	Classes begin for 1st five week, 1st seven week & full semester sessions
<b>May 26</b>	<b>Monday</b>	<b>Memorial Day</b>
June 5	Thursday	Registration deadline for 2nd five week session
June 8	Sunday	End of 1st five week session
June 9	Monday	Classes begin for 2nd five week session
June 12	Thursday	Final grades for 1st five week session due - noon
June 19	Thursday	Registration deadline for three week session
June 22	Sunday	End of 1st seven week session
June 23	Monday	Classes begin for three week session
June 26	Thursday	Registration deadline for 2nd online session
June 29	Sunday	End of 1st online session
June 30	Monday	Classes begin for 2nd online session
July 3	Thursday	Final grades for 1st online session due - noon
July 3	Thursday	Registration deadline for 2nd seven week session
<b>July 4</b>	Friday	<b>Independence Day - No On ground Classes</b>
July 7	Monday	Classes begin for 2nd seven week session
July 13	Sunday	End of three week session
July 17	Thursday	Final Grades due for three week session
July 17	Thursday	Registration deadline for 3rd five week session
July 20	Sunday	End of 2nd five week session
July 21	Monday	Classes begin for 3rd five week session
July 24	Thursday	Final grades for 2nd five week session due - noon
August 24	Sunday	End of 3rd five week, 2nd seven week; 2nd online & full semester sessions
August 28	Thursday	Final grades for 3rd five week, 2nd seven week, 2nd online and full semester session due - noon

# Fall 2014 Semester Calendar of Dates

*LeTourneau University*  
Office of the Registrar

August 21 - 25	Thu - Mon	New Student Orientation (Required of all new Students)
August 22	Friday	Registration for NEW students
August 25	Monday	Late Registration
<b>August 25</b>	Monday	<b>Classes Begin; Meal service begins with Breakfast</b>
August 29	Friday	Last Day to Register or Change Registration
September 5	Friday	Last Day to Drop with NO GRADE - NOON
September 8 - 12	Mon - Fri	Spiritual Emphasis Week
October 1	Wednesday	Last day to apply for December 2014 graduation
October 5	Sunday	Deadline for change of incorrect grades SP/SU 2014 Deadline for dropping 1st Half Semester courses with a 'W'
October 12	Sunday	Last day to ADD 2nd half semester courses
October 13	Monday	Noon- Mid Term Grades Due - Web Grade Entry <b>2nd Half Semester Courses Begin</b>
October 20 - 21	Mon - Tue	<b>Fall Break - NO CLASSES</b>
November 10 - 13	Mon - Thu	Web Reg Window Opens for Spring
November 14	Friday	Last day to Drop full semester courses or 2nd half courses with a final grade of "W" - 3 p.m. Last day to withdraw from school with grades of "W" - 3 p.m.
November 26 - 28	Wed - Fri	<b>Thanksgiving Break - NO CLASSES</b>
December 5	Friday	Deadline for removal of all Incomplete grades for Spring & Summer 2014
December 8 - 11	Mon - Thu	<b>Final Examinations</b>
December 12	Friday	<b>9:00 AM Final Grades for Fall 2014 Graduation Seniors due - Web Grade Entry</b>
December 13	Saturday	Fall 2014 Commencement
December 15	Monday	Final Grades due at 9:00 am - Web Grade Entry

## Spring 2015 Semester Calendar of Dates

January 12	Monday	New Student Orientation (Required of all new Students) Late Registration
January 12	Monday	Classes Begin
January 16	Friday	Spring Last day to Register or Change Registration
January 19	Monday	Martin Luther King Day - NO Classes
January 23	Friday	Deadline for dropping Spring Semester Courses with NO GRADE - NOON
Jan 26 - 30	Mon - Fri	Missions Emphasis Week
February 2	Monday	Last day to apply for Spring/Summer 2015 graduation
February 16	Monday	President's Day - NO CLASSES
February 20	Friday	Deadline for dropping 1st Half Semester courses with a 'W'
February 24	Tuesday	Deadline for change of incorrect grades FA 2014
March 3	Tuesday	Last day to ADD 2nd half semester courses
March 4	Wednesday	Noon- Mid Term Grades Due - Web Grade Enter 2nd Half Semester Courses Begin
Mar 14 - 22	Sat - Sun	Spring Break
March 23 - 26	Mon - Thu	WebReg Window Opens for Summer/Fall
April 2	Thursday	Last day to Drop full semester courses or 2nd half courses with a final grade of "W" - 3 p.m. Last day to withdraw from school with grades of "W" - 3 p.m. Deadline for removal of all Incomplete grades for Fall 2014
April 3	Friday	Good Friday - No Classes
May 4 - 7	Mon - Thu	Final Examinations
May 8	Friday	9:00 AM Final Grades for May 2015 Graduation Seniors due - Web Grade Entry
May 9	Saturday	Spring 2015 Commencement
May 11	Monday	Final Grades due at 9:00 am - Web Grade Entry

## Texas Common Course Number Index

In order to facilitate the transfer of courses between Texas schools, LeTourneau University will participate in designating the Texas common course number for the following courses. A course may transfer even if it does not have a common course number.

<b>LeTourneau Course No.</b>	<b>TX Common Course No.</b>
ACCT 2103	ACCT 2301
ACCT 2113	ACCT 2302
ECON 2103	ECON 2301
ECON 2203	ECON 2302
BIOL 1111	BIOL 1106, BIOL 1108
BIOL 1121	BIOL 1107, BIOL 1109
BIOL 1113	BIOL 1306
BIOL 1123	BIOL 1307
BIOL 2014	BIOL 2401
BIOL 2024	BIOL 2402
KINE 2913	BIOL 1323
BUSI 1073	BUSI 1307
CHEM 1111	CHEM 1111
CHEM 1113	CHEM 1311
CHEM 1121	CHEM 1112
CHEM 1123	CHEM 1312
CHEM 2111	CHEM 2123
CHEM 2113	CHEM 2323
CHEM 2121	CHEM 2125
CHEM 2123	CHEM 2325
COMM 1113	SPCH 1311
COMM 1873	SPCH 1311
COMM 2573	SPCH 1318
COSC 1303	COSC 1320
COSC 2203	COSC 2315
COSC 2303	COSC 1301
EDUC 2101	EDUC 1100
EDUC 2201	EDUC 1200
EDUC 2301	EDUC 1300
EDUC 3343	EDUC 1301
EDUC 4113	EDUC 2301
EEGR 2053	ENGR 2305
ENGL 1013	ENGL 1301
ENGL 1023	ENGL 1302
ENGL 2073	ENGL 2321
ENGL 2173	ENGL 1302
ENGL 2223	ENGL 2322
ENGL 2233	ENGL 2323
ENGL 2273	ENGL 2326
ENGL 2603	ENGL 2307
ENGR 1043	ENGR 1304
GEOG 2013	GEOG 1303
GEOL 1114	GEOL 1303
GEOL 1124	GEOL 1304
GREE 1113	GREE 1311
GREE 1123	GREE 1312

***Texas Common Course Number Index (continued)***

<b>LeTourneau Course No.</b>	<b>TX Common Course No.</b>
GREE 2113	GREE 2311
GREE 2123	GREE 2312
HIST 1113	HIST 2311
HIST 1123	HIST 2312
HIST 2113	HIST 1301
HIST 2123	HIST 1302
HUMA 1153	HUMA 1315
HUMA 1873	HUMA 1301
HUMA 2073	HUMA 1302
KINE 1181	PHED 1253
KINE 1231	PHED 1151
KINE 1371	PHED 1152
KINE 1512	PHED 1238, PHED 1338
KINE 1602	PHED 1301
KINE 2003	PHED 1321
KINE 2053	PHED 1322
KINE 2502	PHED 1331
KINE 3403	PHED 2356
MATH 1203	MATH 1314
MATH 1303	MATH 2312
MATH 1423	MATH 1342
MATH 1503	MATH 1325
MATH 1803	MATH 2305
MATH 1903	MATH 2313
MATH 2013	MATH 2314
MATH 2023	MATH 2316
MATH 2203	MATH 2320
MEGR 2013	ENGR 2301, ENGR 2401
MEGR 2023	ENGR 2302, ENGR 2402
MEGR 3323	ENGR 2332, ENGR 2432
PHIL 2013	PHIL 1301
PHYS 1111	PHYS 1101
PHYS 1113	PHYS 1301
PHYS 1121	PHYS 1102
PHYS 1123	PHYS 1302
PHYS 2011	PHYS 2125
PHYS 2013	PHYS 2325
PHYS 2021	PHYS 2126
PHYS 2023	PHYS 2326
PSYC 2013	PSYC 2301
PSYC 2143	PSYC 2314
PSYC 2163	PSYC 2316
PSYC 4113	PSYC 2318
PSYC 4603	PSYC 2317
SPAN 1113	SPAN 1311
SPAN 1123	SPAN 1312
SPAN 2113	SPAN 2311
SPAN 2123	SPAN 2312

## Fees and Assistance

Choosing a college is an important decision. Many factors should be considered, not the least of which is the price. The cost of a college education has always been a concern for most families. An old adage, though, states *the cost of ignorance is far greater than the cost of education*.

A LeTourneau education is an investment in your future. While we can't change the fact that costs are associated with what we do, we *can* help you navigate through the seemingly treacherous waters of education funding. Our Financial Aid Office has provided assistance to countless students who would be otherwise unable to attend for financial reasons. We can help you discover all of your available resources and develop a financial aid package tailored to your needs.

Students who desire financial assistance must submit an application for Federal Student Aid (FAFSA). The application is available online at [www.fafsa.gov](http://www.fafsa.gov). The earlier you apply, the more options you are likely to find available for financial aid. If you have any questions, you may contact our Financial Aid Office at (903)233-4350 or (800) 759-8811.

## University Costs

At LeTourneau, we work hard to be good stewards of your education dollar. Even though our nationally-recognized programs are supported primarily by tuition income, we have done a good job of keeping tuition costs at a competitive level when compared to those of many other private and even state institutions. LeTourneau has dedicated faculty who provide academic excellence, administrative staff who work continually to provide needed services with greater efficiency, and faithful supporters who give generously of their resources to promote the objectives of the University.

PLEASE NOTE: This document is updated annually, but all programs and policies of the University are under continual review. *Therefore, LeTourneau University reserves the right to change its financial policies or charges at any time without prior notice.*

### 2013-2014 Academic Year

#### Tuition Charges

Tuition/semester (12-18 credit hours) - \$12,625.00

Tuition 1-6 hours, per credit hour - \$459

Tuition 7-11 hours, per credit hour - \$1,007

Tuition additional hours beyond 18, per credit hour - \$667

Dual Enrollment Courses - Online classes: \$120 per credit hour; On-site Classes: \$85 per credit hour

Audit Tuition per class (Course Lab Fees are applied) - \$119

Summer School 2014, per credit hour - \$350

Residential Graduate Fee (Dual Enrollment in a Graduate course), per course - \$300

### **Instruction Related Fees**

Tuition Deposit - \$100  
Graduation Fee - Undergraduate - \$100  
Graduation Fee - Graduate - \$125  
Late Registration Fee - \$75  
Transcript each (official and unofficial) - \$5  
Express Transcript Fee (24-hr service, overnight delivery) - \$25  
Diploma Reprint Fee - \$35

### **Student Services Related Fees**

Housing Fee (Non-refundable) - \$100  
Room and Board/semester (13 or 19 meal options) - \$4,515  
Room and Board/semester (Private Room) - \$5,015  
Room only/week Summer School 2014 - \$50  
Married Housing Rent (effective 8/1/2013) - \$565 per month  
Married Housing Deposit - \$225  
General Activity Fee Fall and Spring (students enrolled in 6 or more credit hours) - \$110  
General Activity Fee Summer (students enrolled for summer non-refundable) - \$10  
Recreation Fee (students enrolled in 6 or more credit hours) - \$50  
Technology Infrastructure Fee - \$85  
Campus Post Office Key Deposit - \$25  
**NOTE:** *The Campus Post Office key deposit is returned to the student by LeTourneau University, if no damage has occurred and the key is returned.*  
Studies Abroad Fee - \$350  
Orientation Fee/New Student Fee - \$100  
Returned Check or Draft Fee - \$30  
Fingerprint Fee - \$5  
ID Card Replacement Fee - \$10  
Higher One Card Replacement Fee - \$20  
International Student Processing Fee - \$115

### **School of Engineering**

**All Engineering Majors--Per semester fee - \$1,000**

#### **Aeronautical Science**

**NOTE:** *All Aeronautical Science students taking AERF, AERO or AVTC courses will be assessed \$170.00 transportation fee.*

AERF 1111 Primary Flight - \$6,515  
AERF 1121 Primary Flight 2 - \$7,535  
AERF1201 Flight Policies & Standardization - \$3,765  
AERF 2311 Advanced/Commercial Flight I – Tail wheel Operations - \$5,055  
AERF 2411 Advanced/Commercial Flight II – Multi-Engine Operations - \$12,985  
AERF 3211 Upset Recovery - \$1,645  
AERF 3412 Advanced Flight III - \$7,995  
AERF 3512 Commercial Flight III - Transport Emphasis \$7,205  
AERF 3522 Commercial Flight III – Missions Emphasis - \$8,995

AERF 4201 High Performance - \$995  
AERF 4601 CFI Flight Instructor Single Eng.- \$1,705  
AERF 4602 Flight Instructor Initial Flight - MEI Transport - \$9,070  
AERF 4611 CFI II Single-Engine Instrument - \$1,975  
AERF 4612 Flight Instructor Initial Flight - MEI Missions - \$10,100

**NOTE:** Flight fees are approximate for each level of instruction and will vary from student based on aptitude, planning, and discipline. Actual fees are based on the amount of dual instruction time and aircraft time required to achieve the required proficiencies. Instructional charges include pre-flight instruction, flight instruction, and post-flight debriefing time as well as some ground time in preparation for specific flight checks. Dual instructional time is charged in "blocks" of 105 minutes (1 hour and 45 min). Aircraft charge is based on actual aircraft time and type of aircraft flown. Flight fees must be pre-paid. Students are given detailed statements every few weeks so they can monitor their standing. Students must have sufficient time in their schedules to allow adequate rest and study time.

Flight instruction fees must be pre-paid.

A fuel charge adjustment may be made as fuel prices vary.

Tuition Management Systems (TMS) Payment Plan Enrollment Fee (all plans) - \$40  
TMS -Late Payment Fee - \$40

**NOTE:** Medical Insurance is required for all students enrolled in 6 or more credit hours. To avoid charges - proof must be provided by the 12th day of class. Price subject to change before 8/30/13\*\*.

Academic Health Plans Insurance (AHP) - U.S. Resident – Fall \$312/Spring-Summer \$431 - Fall August 1-Dec 31 and Spring – Jan 1 to July 31

Academic Health Plan Insurance (AHP) – International Students - Fall \$369/Spring-Summer \$511 - Fall August 1-Dec 31 and Spring – Jan 1 to July 31

Athletic insurance, per academic year - - \$1,774 for domestic students & \$1,910 for international students

\*\*Insurance rates subject to change

## **Payment and Refund Policies**

### **New Student Tuition Deposit**

All new (first time) students must pay a \$100 tuition deposit in order to retain their enrollment place in their classes.

### **Returning Student Tuition Deposit**

By mid-April each year, returning students must pay a \$100 deposit toward their fall tuition in order to retain enrollment and confirm registration in their classes. Students that do not return must formally notify the Office of the Registrar before the first day of classes in order

to be eligible for a Tuition Deposit Refund. Formal notice can be via email at registrar@letu.edu or written notice to Office of the Registrar, LeTourneau University, P. O. Box 7001, Longview, TX 75607.

### **Housing Reservation Fee**

All new students must pay a \$100 housing reservation fee. Housing assignments are made only for those students who have paid the applicable tuition deposit and the housing fee. Housing assignments are made on a first come first served (first paid) basis. The fee is refundable (upon request) until May 1 for the fall semester and until December 1 for the spring semester.

### **Tuition Payment Options**

All financial arrangements must be completed during the registration process.

- For a student's schedule to be confirmed tuition must be paid-in-full or a payment plan sufficient to cover the semester balance arranged at least five days prior to the start of classes.
- Installment Payment Plans begin in July for the fall semester and in December for the spring semester. Payment plans should be established through Tuition Management Systems (TMS) online at [www.afford.com/letu](http://www.afford.com/letu) or by phone at 800-722-4867.
- Payment in full at registration or 5 days prior to the first day of classes may be made via LeTourneau's website at [www.letu.edu/studentpayments](http://www.letu.edu/studentpayments). We accept debit and credit cards, VISA, MasterCard, Discover and American Express.
- In addition, payments are accepted by the cashier in the Student Accounts Office or by mail.

The address for submitting payments by mail is:

LeTourneau University  
Attention: Student Accounts Office  
P. O. Box 7001  
Longview, Texas 75607-7001

NOTE: All checks, money orders, and credit card payments are subject to final payment by the applicable financial institution(s). The University cannot assume any responsibility for the loss of cash sent through the mail. All accounts must be paid in full before transcripts, certificates, or diplomas for academic work completed will be released.

### **Tuition Refund Policy - Withdrawal from the University**

LeTourneau University has established a fair and equitable refund policy based on the regulations established in section 484B of the Higher Education Act. Contact the University's Financial Aid Office to review the Act and the applicable regulations.

Prepaid tuition, lab fees, and other charges will be refunded to the student's account based on the student's official withdrawal date. Room and board is prorated for the first nine weeks of class.

Percentages for tuition and lab fee refunds for the Fall and Spring semesters are as follows:

Weeks 1 and 2 - 100%  
Week 3 - 75%  
Week 4 - 50%  
Week 5 - 25%  
Week 6 and after - no refunds.

Refunds (if applicable) are calculated in the following manner:

1. The amount that the student is to be charged for the actual time period enrolled is first determined.
2. The amount that the student was expected to pay for the term enrolled is determined. This amount is calculated based on federal guidelines for return of Title IV (federal) funds up to and including the date on which 60% of the term is completed.
3. If the amount the student was expected to pay exceeds the charges for the time enrolled, the student will receive **NO FEDERAL FINANCIAL AID**. This may result in the student owing the University funds despite the fact that they previously expected the assistance of Federal financial aid. This is a federally mandated refund policy.

If the amount the student was expected to pay from their own funds does not exceed the charges for the time enrolled, then the student will be allowed to retain a portion of the Federal financial aid (according to federal regulations) to pay the difference between what they were expected to pay from personal funds and what they were actually charged.

4. Students who have received Federal Title IV funds as part of their financial aid packages will be required to return those funds in the following order of priority:
  - a. Federal Family Education Loan (Stafford Loan) Unsubsidized funds
  - b. Federal Family Education Loan (Stafford Loan) Subsidized funds.
  - c. Federal Perkins Loan Program funds.
  - d. Federal PLUS Loan funds.
  - e. Federal Pell Grant Program funds.
  - f. Federal SEOG Program funds.
  - g. Other Student Financial Aid funds.
5. A proportion, corresponding to the refund rate, of any institutional grant money awarded will be allowed to help cover the amount the student was charged for the time period enrolled. This will be figured after all the above calculations have been made.
6. Since the refunds must be coordinated with the various lenders, please allow 30 days for the University to finalize the credits and/or adjustments to the student's account. After this process is completed, if a refund is due, it will be mailed to the address of record. In addition, if charges remain due, an invoice will be mailed to the student.

## LeTourneau University – Financial Policies

If a **student** has a delinquent account balance with the University, the **student** is not eligible to receive transcripts, certificates, diplomas or enroll for the next semester until the balance has been paid in full. Transcripts will be held for 30 days following final payment (unless payment is made with cash, cashier's check, money order, or credit card).

If a **student** is unable to make a payment when scheduled, it is the **student's** responsibility to contact the Student Accounts Office of LeTourneau University (903-233-4130) prior to the scheduled due date and to make alternate payment arrangements.

If the **student's** financial status changes and that change affects the **student's** ability to pay tuition and fees as agreed (i.e. payment plan, financial aid or military), the **student** must notify LeTourneau University Student Accounts Office (903-233-4130) immediately and make alternate payment arrangements.

If the **student's** account becomes 30 days or more delinquent, the **student** must contact the LeTourneau University Student Accounts Office (903-233-4130) and provide satisfactory proof of the ability to pay the outstanding tuition and fees. If the **student** does not contact Student Accounts or cannot provide satisfactory proof of the ability to pay any outstanding fees or tuition in accordance with the policy, the **student** may be pulled from classes and subject to dismissal from the University. At that time, the entire unpaid indebtedness including any finance charges and/or late fees may, at the option of the University, become immediately due and payable.

### **Please note:**

It is the **student's** responsibility, as the party benefiting from any financial arrangements, to know and follow the University policy as stated above and to comply with any promise to pay LeTourneau University in accordance with this policy. This includes the payment of all applicable late fees and finance charges. Should an account become delinquent, the **student** will be required to pay all attorneys' fees and other reasonable collection costs and/or charges necessary for the collection of the balance. Collection fees will not exceed the allowable federal and state rates applicable on the date this note is signed.

LeTourneau University employs professional collection agencies to process delinquent accounts and reports the delinquency status to the national credit bureaus. When an account is forwarded to a collection agency, applicable collection fees and interest will be added to the unpaid balance.

## Financial Aid Programs

### **Financial Planning**

At LeTourneau University, we try to provide assistance to students who would be unable to attend for financial reasons. The Financial Aid Office at LeTourneau University encourages

inquiry and is available to assist you and your parents in planning your university expenses and ways to meet them.

Various combinations of employment, grants, loans, and scholarships may be used to add to funds already available for you to cover the total cost of an education. Students should consider the costs of attending college carefully and should apply for financial assistance if the costs exceed the available resources.

### **How Financial Aid is Determined**

Financial aid is any grant, loan, scholarship, or work-study employment offered to help a student meet education related expenses. Grants and scholarships are gift aid programs and need not be repaid, although special requirements for student participation are clearly outlined and must be followed. Loans are usually offered at low interest rates and can be repaid over an extended period after you leave school. When aid is offered in the form of a job, you are paid an hourly rate for work performed.

Financial aid is determined on the basis of financial need and other factors. This is the difference between the amount of money you and/or your family can provide for an education, based upon a government formula, and the cost of attending LeTourneau. The process of determining need takes into account income, assets, number of children in the family, number of children in college, and other factors. Total student costs include tuition, general fee, residency fee, books, transportation, and an allowance for personal expenses.

You must be enrolled in at least a half time course of study and must be pursuing a degree in order to be eligible for assistance. A financial aid package of grants, loans, employment, and scholarships will be arranged according to your individual need and availability of funds. Applying for assistance as early in the year as possible is to your benefit if you are unable to meet the February 15 priority deadline. Financial Aid Award Letters are emailed beginning in early March.

### **Application Procedure**

If you wish to apply for assistance, you must complete a FAFSA (Free Application for Federal Student Aid) form. You can file on-line at <http://www.fafsa.gov>. The agency will calculate your financial need and transmit the information to all of the colleges that you have listed on the FAFSA. The agency will also send you a Student Aid Report by email.

Your financial aid award will be determined after the Financial Aid Office has received the data from your FAFSA and after you have been admitted to the University. New freshmen and transfer students who have both filed their FAFSA by February 15 and who have been admitted by March 1 will be given maximum consideration for financial assistance. If additional information is required, the Financial Aid Office will ask you to supply it directly.

You must submit a FAFSA each year you wish to apply for financial aid. Returning students must have all completed forms filed in the Financial Aid Office by February 15 to be given maximum consideration for financial assistance for the following academic year. No student will be considered until the proper forms are completed and returned to the Financial Aid office.

## **Student Academic Progress Policy**

Federal regulation requires that a student must be making satisfactory academic progress if they are receiving Title IV aid. That includes financial assistance such as Pell Grants, SEOG, Perkins Loans, Stafford Loans, PLUS Loans and Work Study.

All students enrolled at LeTourneau University who receive financial aid through LETU or the Federal Title IV Assistance Programs must meet the satisfactory academic progress requirements as defined below in order to be eligible for further aid.

Students' satisfactory academic progress (SAP) will be checked annually after each spring semester and will be based on the student achieving both qualitative and quantitative requirements. Students in a two-year, Associates degree program must maintain a CGPA of 2.0 throughout the duration of their program in order to be eligible for Title IV funds.

### **Qualitative Requirements**

The student must have a CGPA of 2.0 and must continue to meet this academic standard through to degree completion.

### **Quantitative Requirements**

The student must pass, as a minimum, 67% of attempted credits per academic year. This is calculated by credit hours earned divided by total hours attempted.

The student must also complete their program measured in credit hours in a maximum timeframe no longer than 150% of the published length of the program.

A transfer student may have earned credits at another school that will count toward his/her degree, but not grade point average, at LETU. Only transfer credits that apply to the student's degree will count as part of the 150% maximum time frame. Non-credit or remedial coursework is not applicable at LETU.

A student pursuing a second degree will have a new maximum time frame.

A withdrawal will be counted as an attempted class that was not successful.

An incomplete will be counted as an attempted class that was not successful.

A repeated course is counted as attempted and successfully completed.

At the end of an academic year, if the student does not meet both the qualitative and quantitative requirements, he/she will be notified and placed on **financial aid suspension**.

### **Appeal Process**

If a student is on financial aid suspension, a letter of appeal may be written to the Director of Financial Aid – Traditional program. The appeal must address why the student has failed to make satisfactory progress, and what has changed in the student's situation to enable the student to demonstrate satisfactory progress at the next evaluation point. Each appeal will be decided on a case by case basis by the Financial Aid Appeals Committee. Students will

be notified in writing regarding the outcome of their appeal. The appeal must be submitted prior to August 1.

If the appeal is approved, the student will be given the following semester to meet the eligibility requirements, or have an academic plan developed that will ensure the student is able to meet the requirements by a specific point in time. This plan will be developed by the Achievement Center and approved by the Associate Provost for Office of the Provost.

If the appeal is denied and the student is still academically eligible, the student may continue to attend LETU without Title IV assistance. A student on Financial Aid Suspension may regain eligibility by meeting Satisfactory Academic Progress requirements.

At the end of the following payment period or the academic plan timeframe, if a student has not met the required standards, the student will be placed on financial suspension from LETU. A second appeal is permitted.

Some examples of mitigating circumstances may include:

1. Death in the family,
2. Serious illness of a family member,
3. Medical complications or prolonged illness of the student, or
4. Serious financial problems requiring excessive hours of employment.

### **Financial Aid Information**

The Financial Aid Office is located on the second floor of the Library, in the Enrollment Services area. You may contact them in person or by telephone from 8:00 a.m. to 5:00 p.m. Central Time. The office phone number is 903-233-4350.

## **Federal Financial Aid Programs**

You are eligible to apply for assistance under various federal financial aid programs if you are a citizen or have permanent residence status in the United States. You only need to complete and submit the FAFSA to be considered for all of the following federal programs.

### **Federal Pell Grant**

Once you have submitted you FAFSA, you will receive a Student Aid Report (SAR) notifying you of your Expected Family Contribution (EFC). The lower the EFC, the higher the award you will receive. For the 2011-2012 school year, awards range from \$976 to \$5,350.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Students selected for this award are among those with the lowest expected family contributions (EFC) and who will also receive a Federal Pell Grant for that year. At LeTourneau University, FSEOG funds are extremely limited, so this program requires an early application for federal aid as most of the money is appropriated to students early in the

aid process. The student must be enrolled full-time to receive FSEOG. Students with a bachelor's degree are not eligible for an FSEOG award.

### **Federal TEACH Grant**

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program, provides up to \$4,000 a year in grant assistance to students who are completing or who plan to complete course work needed to begin a career in teaching. In exchange for the grant, a student must sign an "Agreement to Serve" as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received the grant. TEACH Grant recipients must submit evidence of employment as certified by the chief administrative officer of the school upon completion of each year of teaching service. If the grant recipient fails or refuses to carry out his or her teaching obligation, the amounts of the TEACH Grants received are treated as an unsubsidized Direct Loan and must be repaid with interest.

### **Federal Perkins Loan**

The Federal Perkins Loan program provides low interest loans to assist you in meeting your educational expenses. Those who are eligible for this loan may borrow up to \$5,500 per year. Repayment begins nine months after you graduate or leave school for other reasons. You will be charged 5% interest on the unpaid balance of the loan principal. Perkins Loan funds are extremely limited.

### **The Federal Family Education Loan - Federal Stafford Loans**

Stafford loans (subsidized and unsubsidized) are low interest loans to help eligible students pay for their education. This program enables you to borrow directly from a bank, credit union, savings and loan association, or other participating lender. The loan is guaranteed by a state or private nonprofit agency and is insured by the federal government. You must be enrolled (or have been accepted) as a degree-seeking student for at least a half time course of study to apply for this loan and must show financial need as determined by the FAFSA.

Under this program you may borrow the amount of financial need or up to the maximum eligibility per year. Maximum eligibility for dependent undergraduates is \$5,500 for their freshman year, \$6,500 for their sophomore year, and \$7,500 for the remaining years. Independent students may be eligible for an additional amount in an unsubsidized Stafford loan. Two fees may be deducted from the loan when the loan is funded: a guarantee fee and an origination fee. Maximum rates for both fees are set by Congress.

### **The Federal Direct Loan Program - Federal Parent Loan to Undergraduate Students (PLUS)**

PLUS loans are to help the parents or legal guardians of dependent students pay for post-secondary education. They may be obtained in addition to or in place of Stafford loans. Like Stafford loans, a guarantee and origination fee may be charged.

PLUS borrowers may receive up to the student's estimated cost of education less other financial aid, including Stafford loan assistance for which the dependent student is eligible. Borrowers will be subject to a credit evaluation. If a PLUS loan is denied, the dependent student may be eligible for an unsubsidized Stafford loan.

Repayment of the PLUS loan will begin within 60 days after the final disbursement, unless the borrower qualifies for deferment. Interest must be paid or capitalized (added to the principal) if payment is deferred.

### **Federal College Work - Study**

For students who wish to earn a part of their educational expenses, this program provides students the opportunity to apply for jobs, most of which are on campus. Students are eligible to apply for work-study if enrolled in the University at least half-time. All students wanting campus employment are encouraged to apply. Wages received under this program are at least equal to the current minimum wage. The University does not guarantee a job or that you will be able to earn the entire amount of your work-study award through campus employment. Your eligibility will be indicated on your financial aid offer.

## **State Grant Programs**

### **Texas Tuition Equalization Grant Program**

Texas residents attending a private college such as LeTourneau University are eligible to be considered for a need-based Tuition Equalization Grant (TEG) from the State of Texas. Grants may be up to \$3,800 per year. Students who have completed the regular financial aid application process will be nominated to the state agency for this grant by the Financial Aid Office. NOTE: As of May 27, 2011, the Texas State Legislature had not approved funding for this program. The Financial Aid Office will notify eligible students once a decision is made by the State of Texas.

### **Other State Programs**

Some states send grants to their students who choose to study at an out of state institution. We advise all students to be sure their home state gets a copy of the completed FAFSA and to let the state know where you plan to enroll.

## **LeTourneau University Programs**

LeTourneau University Programs are limited to students enrolled in traditional programs on the Longview campus. LeTourneau University reserves the right to limit the number and amount of all grant and scholarship awards. Scholarships are awarded when admissions files are complete. Prospective scholarship recipients are encouraged to complete the admissions process as soon as possible.

Academic Scholarships may be renewed for three additional years beyond the year of initial enrollment (for a total of eight semesters – fall and spring only). Students will receive the full amount of the scholarship, provided that they are enrolled full-time and meet the cumulative GPA requirements. Students will not receive an increase beyond the amount of the initial scholarship if their cumulative GPA increases to the level required for a larger scholarship. Academic scholarships are awarded only at the time of entrance into LeTourneau University.

Academic Scholarships which are awarded on the basis of standardized test scores (SAT Critical Reading + Math or ACT composite) will not be increased if the student re-takes the test after a financial aid offer has been made. Any high school student who wishes to re-take a standardized test should do so in the fall of their senior year.

### **Academic Scholarship Reinstatement**

Students whose academic scholarships are discontinued or reduced because their grade point average fell below the minimum required level for continuance may request to have the academic scholarship reinstated to their original or a lesser scholarship level based on their cumulative grade point average at the end of the spring semester. The student is responsible for requesting the academic scholarship reinstatement in writing to the Financial Aid Office. Academic scholarships will not be reinstated at a level beyond the amount of the initial scholarship even if the cumulative GPA increases to the level required for the larger academic scholarship.

### **Presidential, Dean's, and Honors Scholarships**

The Presidential, Dean's, and Honors Scholarships are awarded to entering first-time freshmen for academic excellence and achievement. The average recipients have high school grade point averages that range from 3.00-4.00 and SAT composite scores in the range of 1150-1600. Scholarships and their respective annual award amounts are as follows: Presidential Scholarship \$11,000; Dean's Scholarship \$9,500; and Honors Scholarship \$8,000. The scholarships are renewable for a total of four years (eight semesters). Presidential Scholarships are renewable for continuous enrollment and maintenance of a minimum 3.40 cumulative GPA at the end of each spring semester. The Dean's Scholarship is renewable for continuous enrollment and maintenance of a minimum of 3.20 cumulative GPA at the end of each spring semester. The Honors Scholarship is renewable for continuous enrollment and maintenance of a minimum 3.00 cumulative GPA at the end of each spring semester. Scholarship applications are not required. Selection is based upon your Application for Admission.

### **LeTourneau University Awards for National Merit Scholars**

National Merit Finalists who provide documentation from the National Merit Scholarship Corporation will receive a scholarship four times the amount of tuition their freshmen year. Details and stipulations of the scholarship are available on the financial aid website. The Award for National Merit Scholars is renewable for a total of four years (eight semesters - fall and spring only) for continuous enrollment and maintenance of a minimum 3.40 cumulative GPA at the end of each spring semester. Finalists must submit proof of their accomplishment in order to be considered for this award.

### **Grants for Dependents of Christian Workers**

Grants are available to students who demonstrate financial need and are the dependents of full-time ministers or the dependents of missionaries serving under recognized mission boards. This grant ranges from \$200 to \$1,000 per year. Applicants must submit a letter on official letterhead describing the parent's ministry and responsibility from a senior pastor, board of elders/deacons, supervisor, or mission board.

### **LeTourneau University Church Matching Grants**

LeTourneau University has a program to match scholarship funds provided by an applicant's home church. This matching grant will not exceed \$1,000, and the church must make its financial commitment by submitting a Partnership Agreement form by August 12, 2011. Partnership Agreement forms are available from the Admissions Office. This grant is only available to first time students and must be applied for prior to enrolling at LeTourneau University. Commitments made after the August 12, 2010 deadline will be considered as "Awards from Outside Sources" and will not be matched by the University.

### **LeTourneau Transfer Scholarships**

Students who have completed one or more full-time terms from a regionally accredited two or four year college will be considered for the following awards. Students with a 3.50 or above cumulative transfer GPA are eligible for \$5,000 per academic year. Students with a 3.00 – 3.49 cumulative transfer GPA are eligible for \$3,000 per academic year. Students who are members in good standing of Phi Theta Kappa are eligible for \$500 per academic year. Transfer scholarships are renewable for continuous enrollment and maintenance of a minimum 3.00 cumulative GPA at the end of each spring semester.

### **Revolving Loans**

Students with emergency or special situations may apply for the following short term loan funds after their first year at LeTourneau University: Long Revolving Student Loan Fund and Richardson Emergency Loan Fund. Contact the Student Accounts Office for more information.

### **Employment Opportunities**

A number of jobs are available for students who need work to earn part of their school expenses. Students are employed on-campus in administrative and departmental offices, the library, laboratories, residence halls, maintenance, etc. Placement is made on the basis of need and qualification. Students needing on-campus employment should contact [CampusJobs@letu.edu](mailto:CampusJobs@letu.edu). Campus jobs and applications are posted at [www.letu.edu/CampusJobs](http://www.letu.edu/CampusJobs). Preference in campus work will be given to students who qualify for the Federal College Work Study Program.

In addition to on-campus employment, the University maintains a Student Placement Office to assist you in obtaining work in local businesses and industrial plants. Many of our students have used this method to augment their finances and to obtain on the job experience. Rates, hours, and general conditions are established by each employer. Contact the Student Placement Office after your arrival if you are seeking part time employment off campus.

## People and Organizations

LeTourneau's administration, faculty, and staff are united in their support of the university's mission. When you listen to their stories, you will hear time and again how God called them to their positions at LeTourneau University. This directory lists people who are committed to that calling.

<b>Contact Us</b>
To apply online to LeTourneau University, go to <a href="http://www.letu.edu/apply">www.letu.edu/apply</a> .
If you would like to schedule a personal visit, go to <a href="http://www.letu.edu/visit">www.letu.edu/visit</a> .
To contact an admissions counselor, call 1-800-759-8811, or send an email to <a href="mailto:admissions@letu.edu">admissions@letu.edu</a> .
To contact Student Accounts, call 903-233-4130.

### LeTourneau Trustees

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**Mr. Joe Nowiczewski**; President, Consulting Services, Texas

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**Mr. Eric McCrory**, Executive Director for Development

**Mr. Fred L. Ritchie**, Dean, School of Aeronautical Science

## Faculty

**Adonyi, Yoni**

**Omer Blodgett Endowed Chair**

**Professor of Materials Joining Engineering**

B.S., Timisoara Polytechnic Institute, 1976; M.S., The Ohio State University, 1986; Ph.D., The Ohio State University, 1989. Registered Professional Engineer, State of Texas. Since 1996.

**Ames, Jimmy R.**

**Professor of Teacher Education**

B.S., Southeastern Oklahoma State University, 1972; M.S., Southeastern Oklahoma State University, 1977; Ed.D., Oklahoma State University, 1982. Since 2001.

**Anderson, Larry A.**

**Chair, Department of Mathematics**

**Professor of Mathematics**

B.S., Wheaton College, 1967; M.S., Purdue University, 1969; Ph.D., Purdue University, 1974. Since 1974.

**Anson, Scott J.**

**Associate Professor of Mechanical Engineering**

A.S., Broome Community College, 1991; B.S., State University of New York, 1993; M.S., Binghamton University, 1996; Ph.D., Binghamton University, 2007. Since 2013.

**Ayers, Stephen R.**

**Professor of Civil Engineering**

**Concentration Coordinator for Civil Engineering**

B.Eng., University of Southern Queensland, 1994; Ph.D., University of Southern Queensland, 2002. Registered Professional Engineer, State of Texas. Since 2004.

**Baas, Brent L.**

**Chair, Department of Computer Science**

**Professor of Computer Science**

B.A., Calvin College, 1985; M.S., Western Michigan University, 1987; Ph.D., Wayne State University, 1993. Since 1992.

**Baggett, Darla L. Underwood**  
**Program Director for Graduate Education**  
**Assistant Professor of Education**

B.A., Education, Baylor University, 1973; Reading Specialist Certificate, Southwestern Oklahoma State University, 1977; M.Ed. with Mid Management Certificate and Supervisor's Certificate, Stephen F. Austin State University, 1981; ESL Certificate, Wayland Baptist University, 1991; Ed.D., Texas Tech University, 2002. Since 2010.

**Ball, Steven L.**  
**Chair, Department of Chemistry and Physics**  
**Professor of Physics**

B.S., Baker University, 1984; Ph.D., University of Kansas, 1989. Since 2001.

**Baliraine, Frederick N.**  
**Assistant Professor of Biology**

BVM, Makerere University, Uganda. 1994; M.Sc. University of Nairobi, Kenya, 1999; Ph.D., University of Nairobi, Kenya, 2005. Since 2012.

**Baney, Richard D.**  
**Associate Professor of Mechanical Engineering Technology**

B.S., LeTourneau University, 1970; M.S., University of Texas at Tyler, 2001. Registered Professional Engineer, State of Oklahoma and State of Texas. Since 1996.

**Batts, Martin**  
**Professor of Literature and Language Arts and Philosophy**

B.A., Calvin College, 1965; M.Div., Trinity Evangelical Divinity School, 1971; S.T.M., Dallas Theological Seminary, 1977; M.A., University of Dallas, 1981; Ph.D., University of Dallas, 1983. Since 1983.

**Bellamy, Emily C.**  
**Assistant Professor of Accounting**

B.B.A., University of Mary Hardin-Baylor, 1988; M.B.A., Texas State University, 1989. Since 2011.

**Bitikofer, Lauren G.**  
**Chair, Department of Flight Science**  
**Professor of Flight Science**

A.S., LeTourneau University, 1975; B.S., LeTourneau University, 1988; M.S., University of Texas at Tyler, 1989; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings; Inspection Authorization, Commercial Pilot with Instrument Airplane and Helicopter, Flight Instructor: Multi-engine, Single Engine and Instrument Airplane, Rotorcraft Helicopter, and Designated Mechanic Examiner. Since 1977.

**Bowman, Bruce A.**  
**Dean, School of Business**  
**Professor of Business**

B.S., Indiana University, 1981; M.S., US Air Force Institution, 1988; Ph.D., Columbia University, 1997. Since 2013

**Bowman, Leslie**  
**Director of Learning Resource Center**

B.S., Indiana University, 1981, C.A.S., St. Thomas Aquinas College, New York, 1997; M.Ed., George Mason University, 2005; M.L.S. Coursework, Southern Connecticut State University, 2011. Degree expected 2013. Since 2013.

**Bradley, Peter D.**  
**Director of Clinical Training, Dept. of Psychology**  
**Professor of Psychology**

B.A., University of Louisiana, 1989; M.A., University of Louisiana, 1992; Ph.D., Virginia Tech University, 1996. Since 2013

**Caldwell, Benjamin W.**  
**Assistant Professor of Mechanical Engineering**

B.S., Clemson University, 2007; M.S., Clemson University, 2009; Ph.D., Clemson University, 2011. Since 2012.

**Carlson, Fredric J.**  
**Professor of Business Administration**

C.P.A.; B.S.B.A., Drake University, 1955; M.B.A., Michigan State University, 1965; Ph.D., Saint Louis University, 1982. Since 1986.

**Castro, Juan R.**  
**Professor of Finance and International Business**

B.S., University of New Orleans, 1993; M.S., University of New Orleans, 1995; Ph.D., University of New Orleans, 2000. Since 2001.

**Chase, Bruce A.**  
**Associate Professor of Flight Science**  
**Assistant Chief Instructor**

B.S., LeTourneau University, 1992; M.S., Embry Riddle Aeronautical University, 2005; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings, Commercial Pilot with Instrument Airplane, Flight Instructor: Multi-engine, Single Engine and Instrument Airplane; FAA Safety Team Representative. Since 1992.

**Compton, Randall D.**

**Professor of Literature and Language Arts**

B.A., Covenant College, 1987; M.A., Angelo State University, 1990; Ph.D., University of North Texas, 1994; M. Div., Reformed Theological Seminary, 1997. Since 2007.

**Cortes, Gustavo**

**Assistant Professor of Civil Engineering**

B.S., University of Puerto Rico-Mayaguez, 2003; M.S., University of Puerto Rico-Mayaguez, 2006; Ph.D., Purdue University, 2009. Registered Professional Engineer, State of Texas. Since 2011.

**Coyle, Phillip A.**

**Provost and Executive Vice President**

**Professor of Psychology**

B.A., University of Memphis, 1981; M.R.E., New Orleans Baptist Theological Seminary, 1984; M.A., New Orleans Baptist Theological Seminary, 2002; Ed.D., New Orleans Baptist Theological Seminary, 1987; Ph.D., New Orleans Baptist Theological Seminary, 1998. Since 2011.

**Cunha, Wilson de Angelo**

**Assistant Professor of Theology**

B.A., JMC Presbyterian Seminary, 2002; Th.M., Calvin Theological Seminary, 2006; Ph.D. Leiden University, 2011. Since 2011.

**Davis, Robert L.**

**Assistant Professor of Kinesiology**

**Men's Basketball Coach**

B.S., Midland Lutheran College, 1971; M.Ed., Colorado State University, 1981. Since 2005.

**DeBoer, Gary D.**

**Professor of Chemistry**

B.A., Calvin College, 1986; Ph.D., University of Iowa, 1998. Since 1998.

**DeLap, Ronald A.**

**Dean, School of Engineering and Engineering Technology**

**Professor of Electrical Engineering**

B.S., Michigan Technological University, 1983; M.S., Michigan Technological University, 1986; Ph.D., University of Michigan, 1994. Since 2011.

**Demko, Jonathan A.**

**Associate Professor of Mechanical Engineering**

B.S., Texas A&M University, 1986; M.S., Texas A&M University, 1980, Ph.D., Texas A&M University, 1986. Since 2012.

**Dittenber, David B.**

**Assistant Professor of Civil Engineering**

B.S., LeTourneau University, 2007; M.S., West Virginia University, 2010; Ph.D. West Virginia University, 2013. Since 2013

**Elliott, Andrée F.**

**Chair, Department of Biology**

**Associate Professor of Biology**

B.S., Louisiana Tech University, 1980; M.S., Texas Woman's University, 1999; Ph.D. Texas Woman's University, 2005. Since 2003.

**Farrell, P. Andrew**

**Associate Professor of Applied Aviation Science**

B.A., Moody Bible Institute, 1988; M.A., Embry-Riddle Aeronautical University, 1997; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings and Designated Engineering Representative; FCC General Radiotelephone. Since 2001.

**Feezell, John T.**

**Professor of Business Administration**

B.A., Point Loma College, 1969; M.A., Claremont Graduate School, 1972; Ph.D., Claremont Graduate School, 1978. Since 1992.

**Fernand, Vivian E.**

**Assistant Professor of Chemistry**

B.A., University of Suriname, 1994; B.S., University of Suriname, 1998; M.S., Louisiana State University, 2003; Ph.D., Louisiana State University, 2009. Since 2012.

**Fortier, Sean M.**

**Associate Dean, School of Aeronautical Science**

**Chair, Department of Applied Aviation Sciences**

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B.S., Moody Bible Institute, 1991; M.S., Louisiana State University at Shreveport, 1998; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings, Private Pilot, and FCC General Radiotelephone. Since 1994.

**Foulk, Jerry L.**

**Assistant Professor of Applied Aviation Sciences**

B.S., LeTourneau University, 1975; M.S., Embry-Riddle, 2011; Certificates: Certificated Mechanic, Airframe and Powerplant Ratings and Designated Mechanic Examiner. Since 2003.

**Frazier, Larry J.**  
**Dean, School of Arts and Sciences**  
**Professor of Theology**

B.A., East Texas Baptist University, 1990; M.A., Southwestern Baptist Theological Seminary, 1994; Ph.D., Baylor University, 2002. Since 2011.

**French, Jesse J.**  
**Assistant Professor of Mechanical Engineering**

B.S., Rose-Hulman Institute of Technology, 1995; M.S., The University of Tulsa, 2007; Ph.D., The University of Tulsa, 2010. Since 2010.

**Green, Matthew G.**  
**Associate Professor of Mechanical Engineering**

B.S., Texas A&M University, 1998; M.S., University of Texas at Austin, 2001; Ph.D., University of Texas at Austin, 2004. Since 2005.

**Haesecke, Matthew S.**  
**Instructor of Kinesiology**  
**Men's Soccer Coach**

B.A., Moody Bible Institute, 1995; M.S., University of Wisconsin-Whitewater, 2001. Since 2009.

**Halupa, Colleen**  
**Director of Curriculum Design and Technology**  
**Associate Professor of Education**

B.S., Southern Illinois University, 1989; M.S., Central Michigan University, 1995; Ed.D., University of West Florida, 2003. Since 2011.

**Hamilton, Edward L.**  
**Assistant Professor of Physics**

B.S., Calvin College, 1997; Ph.D., University of Colorado at Boulder, 2003. Since 2012.

**Harriss, Robin G.**  
**Assistant Athletic Director**  
**Instructor of Kinesiology**  
**Men's Baseball Coach**

B.A., Texas Tech University, 1995; M.S., Northeastern State University, 2003. Since 2006.

**Hathaway, Bruce A.**  
**Professor of Chemistry**

B.S., University of Texas at Austin, 1976; Ph.D., Purdue University, 1980. Since 2010.

**Hilburn, Jodie L.**

**Instructor, Teacher Education**

B.S., Northeast Louisiana University, 1990; M.Ed., Northeast Louisiana University, 1992.  
Since 2001.

**Hood, Michael S.**

**Vice President for Finance and Administration**

**Professor of Accounting**

M.B.A., Wichita State University; C.P.A., State of Missouri. Since 2009.

**Hudson, Robert W.**

**Vice President and Dean of the Graduate School**

**Professor of Education**

B.A., Southern Nazarene University, 1967; M.A., The American University, 1971;  
Ed.D., University of Houston, 1977. Since 1994.

**Iordache, Marian V.**

**Associate Professor of Electrical Engineering**

B.S., Polytechnic University of Bucharest, Romania, 1996; M.S., Polytechnic University  
of Bucharest, Romania, 1997; M.S., University of Notre Dame, 1999, Ph.D., University  
of Notre Dame, 2004. Since 2004.

**Jacobs, Karen C.**

**Assistant Dean, School of Business**

**Assistant Professor of Business**

B.B.A., Stephen F. Austin State University, 1986; M.B.A., Stephen F. Austin State  
University, 1988. Ph.D. Northcentral University, 2011. Since 2010.

**Jacobs, Wayne J.**

**Dean, School of Education**

**Professor of Kinesiology**

B.S., Stephen F. Austin State University, 1985; M.Ed., Stephen F. Austin State  
University, 1988; Ph.D., Texas A&M University, 1994. Since 2001.

**Johnson, Jeffrey D.**

**Instructor of Design Technology**

B.S., LeTourneau University, 1994. Since 2010.

**Johnson, Robert A.**

**Chair, Department of History and Political Science**

**Associate Professor of History**

B.A., Southwest Texas State University, 1986; M.A., University of Texas at San Antonio,  
1994; Ph.D., Texas Christian University, 2001. Since 2001.

**Jonah, Mark A.**

**Assistant Professor of Christian Ministries: Worship Arts**

B.R.E., Briercreech Bible College, 1986; B.A., Honours Music, University of Waterloo, 1991; M.T.S., Tyndale Seminary, 2001; D.W.S., Robert E. Webber Institute for Worship Studies, 2009. Since 2010.

**Kim, Joonwan**

**Professor of Electrical Engineering**

B.S., Daegu University, Korea, 1993; M.S., University of Alabama in Huntsville, 1998; Ph.D., University of Alabama in Huntsville, 2003. Since 2003.

**Kim, Seunghyun**

**Assistant Professor of Electrical Engineering**

B.S., University of Suwon, Korea, 1998; M.S., University of Alabama in Huntsville, 2003; and Ph.D., University of Alabama in Huntsville, 2004. Since 2010.

**Kintner, Stephen L.**

**Instructor of Applied Aviation Sciences**

B.S., Baptist Bible College of PA, 1975. Certificate, Moody Aviation, 1977; Air Traffic Control Specialist, 1984-2006. FAA Certificates: Certificated Mechanic, Airframe and Powerplant, Airline Transport Pilot, Flight Instructor: Multi-engine, Single Engine and Instrument Airplane, Advanced Ground Instructor, Instrument Ground Instructor, Control Tower Operator, Radar Operator. FAA Safety Team Representative. Since 2010.

**Kirschmann, Stephanie L.**

**Associate Provost for Academic Administration and Quality Assurance**

**Assistant Professor of Education**

B.A., Southern Adventist University, 2000; M.S., Southern Adventist University, 2003; Ed.D, Vanderbilt University, 2011. Since 2011.

**Knouse, Lois E.**

**Associate Professor of Mathematics**

B.A., LeTourneau University, 1967; M.M., University of Tennessee, 1969. Since 1982.

**Koblich, Joel W.**

**Instructor of Electrical Engineering Technology**

A.S., University of the State of New York, 1986; B.S., LeTourneau University, 1993; B.S.W.E., LeTourneau University, 1994; .NET Certificate, University of Illinois, 2005. Registered Professional Engineer, State of Illinois. Since 2010.

**Kubricht, A. Paul**

**Professor of History**

B.A., Greenville College, 1968; M.A., The Ohio State University, 1970; Ph.D., The Ohio State University, 1974. Since 1974.

**Kuecker , Aaron J.**

**Director, Honors College**

**Associate Professor of Theology**

B.A., Central College, 2008; M. Div., Western Theological Seminary, 2004; Ph.D., University of ST. Andrews, Scotland, 2008. Since 2013.

**Kwok, Yipkei**

**Assistant Professor of Computer Science**

B.S., Hong Kong Baptist University, 2000, M.S., California State University, 2005; Ph.D., The University of Texas at El Paso, 2013. Since 2013.

**Leiffer, Paul R.**

**Chair, Department of Engineering**

**Professor of Electrical and Biomedical Engineering**

B.A., State University of New York at Buffalo, 1968; B.S.E.E., State University of New York at Buffalo, 1968; M.S., Drexel University, 1973; Ph.D., Drexel University, 1977. Registered Professional Engineer, State of Texas. Since 1979.

**Liebengood, Kelly D.**

**Director, Global Service Learning Center**

**Assistant Professor of Theology**

B.S., San Jose State University, 1993; M.A., University of Kansas, 1998; M.Div., 2002; Ph.D., University of St. Andrews, Scotland, 2011. Since 2009.

**Lichtenberg, Byron K.**

**Visiting Scholar, Mechanical Engineering**

Sc.B., Brown University, 1969; M.S., Massachusetts Institute of Technology, 1975; Sc.D., Massachusetts Institute of Technology, 1979. Since 2013.

**Low, Darryl D.**

**Assistant Professor of Civil Engineering**

B.S., Texas Tech University, 2004; M.S., Texas Tech University, 2006; Ph.D., Texas Tech University, 2010. Since 2012.

**Mason, Steven D.**

**Associate Provost and Dean of Faculty**

**Associate Professor of Theology**

B.B.A., Baylor University, 1998; Th.M., Dallas Theological Seminary, 2002; Ph.D., University of St. Andrews, Scotland, 2006. Since 2006.

**Matthews, Warren T.**

**Professor of Economics**

B.A., Texas A&M University, 1966; Ph.D., Texas A&M University, 1972. Since 2004.

**Mays, Patrick E.**  
**Chair, Department of Theology**  
**Professor of Theology**

B.S., University of Texas at Tyler, 1983; M.Div., Asbury Theological Seminary, 1989; Th.M., Asbury Theological Seminary, 1994; Ph.D., Asbury Theological Seminary, 1999. Since 2003.

**Morales, Arturo**  
**Associate Professor of Spanish**

B.B.A., Universidad Panamericana, Mexico City, 1997; M.A., Mississippi State University, 1999, Ph.D. (Candidate), Mississippi State University 2012. Since 2003.

**Niemi, Alan D.**  
**Chair, Department of Engineering Technology**  
**Professor of Electrical Engineering Technology**

B.S., Lake Superior State College, 1981; M.S., Illinois Institute of Technology, 1985. Since 2004.

**Olson, Ann Marie**  
**Director, Writing Program**  
**Professor of Literature and Language Arts**

B.A., LeTourneau University, 1993; M.A., University of Texas at Tyler, 1996; Ph.D., Texas Woman's University, 2003. Since 1999.

**Ortiz, Oscar L.**  
**Associate Professor of Electrical Engineering**

B.S., West Virginia University, 1989; M.S., Northeastern University, 1991. Since 2002.

**Ostendorff, Daniel A.**  
**Assistant Professor of History and Political Science**

B.A., John Brown University, 2007; M.A., Queens University of Belfast, 2009; D. Phil, Cross College, University of Oxford, 2013. Since 2013.

**Palacios, Ignacio G.**  
**Professor of Literature and Language Arts**

B.A., Kansas City College and Bible School, 1982; M.A., University of Texas-Pan American, 1988; Ph.D., Indiana University of Pennsylvania, 2001. Since 2007.

**Payton, Karl E.**  
**Associate Professor of Communication Studies**

B.A., Trevecca Nazarene University, 1976; M.A., Western Kentucky University, 1994, Ed.D., Texas A&M University at Commerce, 2011. Since 2002.

**Poelman, Matthias D.**

**Associate Professor of Applied Aviation Sciences**

A.S., Aviation Technology, LeTourneau University, 1978; B.S., Cardinal Stritch University, 2003; M.S., Embry Riddle University, 2007; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings, Private Pilot, Inspection Authorization and Designated Mechanic Examiner. Since 2004.

**Quiett, Jeffrey S.**

**Professor of Psychology**

B.A., Samford University, 1992; M.Div., New Orleans Baptist Theological Seminary, 1995; Ph.D. New Orleans Baptist Theological Seminary, 1999. Since 2013.

**Quiett, Kimberly J.**

**Associate Professor of Nursing**

B.S., Samford University, 1992; M.S., University of South Alabama, 1994; Ph.D., Louisiana State University, 2006. Since 2013.

**Reese, Norman C.**

**Assistant Professor of Mechanical Engineering Technology**

B.S., LeTourneau University, 1991; M.E., University of Colorado, 1997; Registered Professional Engineer, State of Colorado. Since 2010.

**Reynolds, Gregory A.**

**Professor of Mechanical Engineering**

B.S., New Mexico State University, 1977; M.S., Virginia Tech, 1979; Ph.D., Virginia Tech, 1982. Since 2002.

**Rickert, Paul R.**

**Program Director, Criminal Justice and Human Services**

**Assistant Professor of Criminal Justice**

B.S., Liberty University, 1996; M.C.J., Faulkner University, 2009; Ed.S., Liberty University, 2009; Ed.D., Liberty University, 2012. Since 2011.

**Rispin, Karen L.**

**Associate Professor of Biology**

B.S., Pennsylvania State University, 1978; M.S., University of Texas at Tyler, 2003. Since 2003.

**Rispin, Philip D.**

**Assistant Professor of Flight Science**

**Assistant Chief Instructor**

B.S., University of Calgary, 1976; M.S., Pennsylvania State University, 1978; FAA Certificates: Commercial Pilot with Instrument Airplane, Flight Instructor: Multi-engine, Single Engine and Instrument Airplane. Since 2000.

**Ritchey, Fred L., Jr.**  
**Dean, School of Aeronautical Science**  
**Professor of Aeronautical Science**

B.S., LeTourneau University, 1980; M.S., University of Texas at Tyler, 1990; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings; Inspection Authorization. Since 1985.

**Rose, Daniel L.**  
**Assistant Professor of Mathematics**

B.S., LeTourneau University, 1990; M.S., Rochester Institute of Technology, 1991; M.S., Iowa State University, 1994. Since 2013.

**Roudkovski, Melanie B.**  
**Chair, Department of Psychology**  
**Associate Professor of Psychology**

B.G.S., Louisiana State University, 1997; Th.M., MAMFC, New Orleans Baptist Theological Seminary, 1999; Ph.D.; New Orleans Baptist Theological Seminary, 2004. Since 2005.

**Roudkovski, Viktor P.**  
**Associate Professor of Theology**

B.A., Blue Mountain College, 1996; M.Div., New Orleans Baptist Theological Seminary, 1998; Th.M., New Orleans Baptist Theological Seminary, 2003; Ph.D., New Orleans Baptist Theological Seminary, 2004. Since 2008.

**Rouse, Kenneth A.**  
**Associate Professor of Computer Science**

A.A., Christ for the Nations, Dallas, Texas, 1985; B.S., South Dakota State University, 1982; M.S., Tarleton State University, 1998; Ph.D., Auburn University, 2009. Since 2009.

**Scroggins, T. David**  
**Associate Professor of Applied Aviation Sciences**

B.S., Moody Bible Institute, 1991; M.S., University of Texas at Tyler, 1996; FAA Certificates: Certificated Mechanic, Airframe and Powerplant Ratings, Commercial Pilot with Instrument Rating, Designated Mechanic Examiner. Since 1992.

**Sheafer, Vicki L.**  
**Professor of Psychology**

B.S., Union College, 1990; M.A., Miami University, 1992; Ph.D., Miami University, 1994. Since 1994.

**Stephens, Kathy E.**

**Chair, Department of Teacher Education**

**Associate Professor of Teacher Education**

B.S.H.E., Stephen F. Austin State University, 1979; M.Ed., Stephen F. Austin State University, 1989; Ed.D., Texas A&M University at Commerce, 2007. Since 2001.

**Stuckey, Fredna H.**

**Associate Professor of Literature and Language Arts**

B.A., University of North Texas, 1966; M.A., Texas A&M University at Commerce, 1971. Since 2002.

**Tallon, Luke B.**

**Assistant Professor of Theology**

B.A., Pepperdine University, 2001; M.Div., Pepperdine University, 2004; M.A., Pepperdine University, 2005; Ph.D., University of St. Andrews, 2010. Since 2013.

**Taylor, Judy M.**

**Associate Professor of Mathematics**

B.S., East Texas Baptist University, 1976; M.Ed., Texas A&M University at Texarkana, 1990; Ph.D., Texas A&M University, 2006. Since 2001.

**Teel-Borders, Julie K.**

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B.S., Stephen F. Austin State University, 1981; M.Ed., Stephen F. Austin State University, 1984; Ph.D., Indiana University, 2000. Since 2005.

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**Women's Basketball Coach**

B.S., University of North Alabama, 1999; M.S., University of North Alabama, 2002. Since 2007.

**Trogdon, Duane A.**

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B.A., Southwest Baptist College, 1973; M.S., Pittsburg State University, 1974; Ed.D., University of Arkansas, 1985. Since 2004.

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**Instructor of Flight Science**  
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**Warke, Robert W.**  
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**Watson, Melanie G.**  
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**Watson, James D.**  
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A.A., Alvin Community College, 1965; B.A., University of Texas at Arlington, 1972; Th.M., Dallas Theological Seminary, 1977; Ed.D., Texas A&M University at Commerce, 1981. Since 1992.

**West, Charles K.**  
**Director of Graduate Counseling and Marriage and Family Therapy Program**  
**Professor, Psychology**

B.A., Mid America Nazarene College, 1976; M.S., Indiana State University, 1981; Ph.D., FCD/MFT, Virginia Tech University, 1994. Since 2013.

**Wesley, Curtis L.**  
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**Wharton, Robert B.**  
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B.S., Texas A&M University, 1977; M.A., Washington State University, 1980; Ph.D., Washington State University, 1983. Since 2008.

**Williams, Mark R.**

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**Organizational Studies**

Ph.D., State University of New York

**Andrews, Brett**

**Business Administration**

Ph.D., Walden University

**Arnold, Jamie**

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Ph.D., University of Texas at Austin

**Arnott, Dave**

**Business Administration**

Ph.D., University of Texas at Arlington

**Baldwin, Rickie**

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**Berho, Deborah**

**Latin American Studies**

Ph.D., University of New Mexico

**Berho, Benoit**

**Education**

Ed.D., George Fox University

**Black, F. Michael**  
**Education Administration**  
Ph.D., Madison University

**Bourne, Bea**  
**Organizational Leadership**  
D.M., University of Phoenix

**Brown, Allen**  
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**Carl, Harold F.**  
**Theology**  
Ph.D., Historical and Theological Studies, Westminster Theological Seminary.

**Carroll, III, William**  
**Evangelism & Church Growth**  
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**Coleman, Troy**  
**Higher Education**  
Ph.D., University of North Texas

**Collins, Gustina**  
**Electrical Engineering**  
Ph.D., Virginia Tech University

**Connors, Donald**  
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**Coyle, Judith**  
**Marriage & Family Counseling**  
M.A.M.F.T., New Orleans Baptist Theological Seminary

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**Law**  
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**Davenport, Marvin**  
**Philosophy**  
Ph.D., Trinity Theological Seminary

**Dobbs, Jerry**  
**Chemistry**

Ph.D., University of Georgia.

**Driver, Robert**  
**Finance/Management**

Ph.D., The University of Texas

**Duckworth, Allison**  
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Ph.D., University of Southern Mississippi

**Elacqua, Tina**  
**Industrial/Organizational Psychology**

Ph.D., Central Michigan University

**Fitzhugh, Melissa**  
**Law**

J.D., Southern Methodist University

**Fontenot, Linda**  
**Human & Organizational Behavior**

Ph.D., The Union Institute

**Goodie, Grace**  
**Naturopathy**

Ph.D., Clayton College of Natural Health

**Graff, R. William**  
**Electrical Engineering**

Ph.D., Purdue University, Registered Professional Engineer, State of Texas.

**Grover, Tomi**  
**Educational Ministries/Social Work**

Ph.D., Southwestern Baptist Theological Seminary

**Hammond, Lois**  
**Management**

D.B.A., Nova Southeastern University

**Hansen, William**  
**Bible**

D. Min., New Orleans Baptist Theological Seminary

**Harlen, Pam**  
**Psychology**  
M.S., Walden University

**Hattaway, Karen**  
**English**  
Ph.D., Rice University

**Hawkins, Frank**  
**Congregational Development**  
D.Min., Seabury-Western Theological Seminary

**Holt, Barbara**  
**Curriculum & Instruction**  
Ed.D., University of Houston

**Holt, Jason A.**  
**Business Law**  
J.D., Baylor School of Law.

**Holt, Roger**  
**Business Administration**  
D.B.A., Nova Southeastern Univ

**Howard, Kenneth**  
**Management**  
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**Hoyt, JoAnna**  
**Philosophy, Old Testament**  
Ph.D., Dallas Theological Seminary

**Hughes, Kevin**  
**Organizational Management**  
Ph.D., Capella University

**Izard, Ernest**  
**New Testament Interpretation**  
Ph.D., Southwestern Baptist Theological Seminary

**Jackson, Kendra**  
**Psychology**  
Ph.D., Walden University

**Jenkins, Sandra**

**Psychology**

Ph.D., Capella University

**Jessen, Richard**

**Mechanical Engineering**

Ph.D., University of Southern California

**Johnson, Richard E.**

**Chemistry & Physics**

Ph.D., Texas A&M University.

**Kennard, Douglas**

**Rural Sociology**

Ph.D., Ohio State University

**Lemler, Bradley**

**Economics**

Ph.D., Indiana University

**Mauldin, A. Chadwick**

**Theology**

Ph.D., The Free University of Amsterdam, Netherlands.

**May, Gary**

**Leadership**

Ed.E., Southern Baptist Theological Seminary

**McClelland, Edward**

**Agricultural Economics**

Ph.D., University of Florida

**McIllwain, Jeffrey**

**Administration of Criminal Justice**

Ph.D., Penn State University

**Michelon, Gianantonio**

**Education**

Ph.D., University of the Incarnate Word

**Modisette, Barbara**

**Special Education**

Ed.D., Texas A&M University at Commerce

**Moebes, Travis**

**Mathematics**

Ph.D., University of Houston

**Morris, Leah Michelle**

**Higher Education**

Ed.D., Texas Tech University

**Nelson, Bret**

**Law**

J.D., South Texas College of Law

**Pardo, Travis**

**Church-State Studies**

Ph.D., Baylor University

**Parker, James**

**Educational Leadership**

Ed.D., Nova Southeastern University

**Parker, Nancy**

**Reading**

Ph.D., Texas Woman's University

**Parnell, John**

**Modern European History**

Ph.D., University of North Texas

**Pervis, Calandra**

**Education/Organizational Leadership**

Ed.D., Nova Southeastern University

**Porter, Stephen**

**Theology**

D.Min., Southwestern Baptist Theological Seminary

**Powers, Kathleen**

**Economics**

Ph.D., University of Houston

**Reeder, David**

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Th.M., Dallas Theological Seminary.

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**Supervision & Curriculum**  
Ed.D., Texas A&M University at Commerce

**Rickert, Michelle**  
**Law**  
J.D., George Mason University

**Ridenour, Jonathan**  
**Psychology**  
Ph.D., George Fox University

**Roinila, Mika**  
**Geography**  
Ph.D., University of Saskatchewan

**Roskoski, Lois**  
**Educational Administration**  
Ph.D., University of Missouri

**Rothra, Keith**  
**History/Political Science**  
D. Min., Covington Theological Seminary.

**Sam, Paul**  
**Organization and Management**  
Ph.D., Capella University

**Sanders, C. John**  
**Law**  
J.D., South Texas College of Law

**Sandlin, Michael**  
**Law**  
J.D., Baylor University

**Scalen, Walt**  
**Counseling**  
Ed.D., Argosy University

**Schneider, Bryan**  
**Health Administration**  
D.H.A., Central Michigan University

**Scott, David**  
**Public Affairs**

Ph.D., University of Texas at Dallas

**Shankle, David**  
**Business Leadership**

Ph.D., Dallas Baptist University

**Shelton, Deena**  
**Community Counseling**

M.A., Stephen F. Austin State University

**Shoemaker, Judy**  
**Child & Youth Studies**

Ed.D., Nova Southeastern University

**Sistelos, Antonio**  
**Curriculum & Instruction**

Ph.D., Indiana State University

**Smallwood, Patricia**  
**Organizational Leadership**

D.M., University of Phoenix

**Smith, Jennifer**  
**Law**

J.D., William Mitchell College of Law

**Smith, Stephen**  
**Law**

J.D., University of Houston

**Smith, William August**  
**Business Administration**

Ph.D. University of Texas at Austin

**Solganick, Harvey**  
**Humanities, Rhetoric & Philosophy**

Ph.D., University of Texas at Arlington

**Spangenburg, Janice**  
**Business**

Ph.D., Regent University

**Staples, Michele**  
**Educational Leadership**  
Ed.D., Texas A & M University

**Strickland, Denise**  
**Educational Leadership**  
Ed.D., Oral Roberts University

**Strong, David**  
**Applied Management**  
Ph.D., Walden University

**Swersey, Richard**  
**Industrial Engineering**  
Ph.D., University of California at Berkley

**Taylor, Charles**  
**History**  
D.A., Middle Tennessee State University

**Templeton, Major**  
**Leadership**  
Ed.D., Liberty University

**Tevis, Jay E.**  
**Computer Science and Mathematics**  
Ph.D., Auburn University.

**Tew, E. James**  
**Education**  
Ed.D., Nova Southeastern University

**Thompson, Jackie Ray**  
**Educational Leadership**  
Ed.D., Stephen F. Austin State University

**Thompson, Judy**  
**Educational Administration**  
Ed.D., Baylor University

**Tilly, Rhonda**  
**Educational Administration**  
Ed.D., Baylor University

**Tocci, Denis**

**Business**

Ph.D., Regent University

**Van Hamme, Jerry**

**Law**

J.D., University of Missouri

**Voges, Linda**

**Educational Administration**

Ed.D., Baylor University

**Waldo, Doug**

**Business Management**

D.B.A., University of Sarasota

**Walsh, Donald**

**Education**

Ph.D., Texas A&M University

**Watwood, Rosie Murlene**

**Vocational Technology**

Ed.D., Texas A&M University

**Webb, Rickey**

**Theology**

D. Min., New Orleans Baptist Theological Seminary

**Williams, Everett**

**Administrative Leadership**

Ed.D., North Texas State University

**Winsted, Don**

**Psychology**

Ph.D., Ball State University

**Woods, Quentin**

**Educational Leadership**

Ed.E., Stephen F. Austin State University

**Zidermanis, Audris**

**Nutrition**

Ph.D., Texas Woman's University

## **PROFESSOR EMERITUS**

**Mr. Richard C. Berry**, Emeritus Professor of Engineering. Since 1989.\*

**Dr. Joy D. Dennis**, Emeritus Professor of English. Since 2001.

**Dr. Kenneth R. Durham, Jr.**, Emeritus Professor of History. Since 2001.

**Mr. S. Roger Erickstad**, Emeritus Professor of Mathematics. Since 2011.

**Dr. Hobert Farrell**, Emeritus Professor of Biblical Studies. Since 2003.

**Mr. Joe Gaiser**, Emeritus Associate Professor of Design Technology. Since 2011.

**Dr. William R. Graff**, Emeritus Professor of Electrical Engineering. Since 2011.

**Dr. Richard E. Johnson**, Emeritus Professor of Chemistry. Since 2009.

**Dr. B. Kyun Lee**, Emeritus Professor of Mechanical Engineering. Since 2011.

**Mr. Joe B. McGraw**, Emeritus Professor of Mathematics. Since 1992.

**Dr. Kenneth Roden, Jr.**, Emeritus Associate Professor of Mathematics. Since 2006.

**Dr. Dannie J. Tindle**, Emeritus Professor of Business. Since 1998.

\* The year in which emeritus status was awarded

## **Institutional Memberships**

Accreditation Board for Engineering and Technology  
Aircraft Electronics Association  
American Association of Collegiate Registrars and Admissions Officers  
American College Personnel Association  
American College of Sports Medicine  
American Council on Gift Annuities (ACGA)  
American Society for Engineering Education  
American Southwest Conference  
Association for Christians in Student Development  
Association of Business Administrators or Christian Colleges  
Association of College Administration Professionals  
Association of Fundraising Professionals  
Association of Performing Arts Presenters  
Association of Texas Colleges and Universities  
Aviation Accreditation Board International  
Aviation Technician Education Council  
Christian Stewardship Association  
Consortium of State Organizations for Texas Teacher Education  
Council for Christian Colleges and Universities  
College and University Personnel Association  
Council for Accelerated Programs (CAP)  
Council for Adult and Experiential Learning (CAEL)  
Council for Higher Education Accreditation (CHEA)  
Council for the Advancement and Support of Education  
Council of Undergraduate Psychology Programs  
Evangelical Council for Financial Accountability  
Helicopter Association international  
Independent Colleges and Universities of Texas  
International Assembly for Collegiate Business Education  
International Association of Missionary Aviation  
National Air and Transportation Association

National Association of College Auxiliary Services  
National Association of Educational Procurement  
National Association of Independent Colleges and Universities  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Business Aviation Association  
National College Athletic Association – Division III  
National Intercollegiate Flying Association  
Southern Association of College and University Business Officers  
Southern Association of Colleges and Schools  
Texas Alternative Certification Association  
Texas Association of Certification Officers  
Texas Association of College Registrars and Admissions Officers  
Texas Association of Colleges for Teacher Education  
Texas Association of Student Financial Aid Administrators  
Texas State Board for Educator Certification  
University Aviation Association  
Women in Aviation International

## **Support Organizations**

Not only is LeTourneau University blessed with a professional staff of teachers and administrators who are paid to serve our student body, but we also have various groups of volunteers who delight in seeing you grow to reach your potential. These groups provide time, energy, and financial backing for special projects at the University.

### **President's Circle**

President's Circle memberships begin with an annual commitment of \$1,000, payable monthly, quarterly, or annually. Chancellor Level membership calls for an annual gift of \$2,500 or more. A donation of \$5,000 or more qualifies one for the Founder Level membership. The benefits of membership include bi-annual updates on campus news and events from the president; invitations to special LETU events; invitations to regional receptions with the President in the fall and spring; recognition in the annual Donor Honor Roll edition of NOW magazine; commemorative items emblematic of your membership; and the University's Annual Report.

### **The Alumni Association**

One of the most valuable groups of supporters that any school possesses is the alumni. Alumni status is available to all graduates and former students who have successfully

completed at least one semester at the University. Membership in the Alumni Association is fee-based and levels include Lifetime, Yearly and Young Alumnus. Many of our alumni return to the campus each year to attend athletic events, seminars, banquets, homecoming, and other activities. Off campus events for alumni are often arranged by state or area alumni chapters to provide fellowship, renewal of friendships, and informative updates about the LeTourneau University of today. Our alumni are often our best sources of prospective students, goodwill, and the financial resources that help the University move forward.

### **LeTourneau University President's Advisory Council**

Members of the LeTourneau University President's Advisory Council are business and community leaders dedicated to preserving the values of private enterprise as they are reflected in independent higher education. The Council serves in an advisory role to the President, actively exchanging ideas and information with the administration, faculty, and students. This group serves to harness the forces of private enterprise in order to strengthen the programs of the University and help us be responsive to current developments in business, industry, and the professions.

### **LeTourneau University Parents Advisory Council**

The LeTourneau University Parents Council informs parents of available programs and services, stimulates enthusiasm for LeTourneau in local churches and communities, and acts as a liaison between parents and the University community. Membership is open to all parents or guardians of current or former students.

### **Center for Faith and Work Advisory Council**

The Advisory Council plays a vital role by offering valuable expertise, recommendations, and visibility to the Center for Faith and Work. Council members are business and community leaders appointed for their leadership, expertise, wisdom, and contacts, to increase the effectiveness of the Center as it becomes a leader in the faith and work movement, nationally and internationally. The Center will provide opportunities for life-long learning and supportive resources for spiritual formation and gospel impact in the workplace to students, church leaders, and the global Christian community.

### **LeTourneau University Alumni Advisory Council**

The LETU Alumni Advisory Council works closely with the Office of Alumni and Parent Relations by providing vital feedback, hosting Homecoming events, hosting events nationwide and being advocates for the university. Nominations are accepted year round and members are elected once a year. LETU Alumni Advisory Council members commit to two (2) annual meetings at LETU for three terms.

## Contact Information

If you have additional questions about specific areas at LeTourneau University, please contact the following offices:

**Admissions Office:** information on admission to the University and campus visits by prospective students. Phone: 800-759-8811 or 903-233-4300 or email [admissions@letu.edu](mailto:admissions@letu.edu).

**Office of the Provost:** faculty appointments. Phone: 903-233-3200

**Achievement Center:** Tutoring, Tutorial Instructors (TI), Math Lab, Study Skills Consultants, Workshops, Peer Advisors (PA) and AIM (Academic Intervention and Mentoring). [www.letu.edu/AchievementCenter](http://www.letu.edu/AchievementCenter)

**Registrar's Office:** transcripts, academic records, evaluations, catalog, degree audits, and veteran's affairs. Phone: 903-233-4370 or 800-759-8811 or email [registrar@letu.edu](mailto:registrar@letu.edu).

**Business Office:** student accounts, business affairs. Phone: 903-233-4136 or 903-233-4130

**Campus Jobs:** Part-time on-campus student employment. [campusJobs@letu.edu](mailto:campusJobs@letu.edu) or 903-233-4473 or 903-233-3140

**Center for Faith and Work:** requests for pulpit supply. Phone: 903-233-3116

**University Development Office:** community relations, gifts, donations, estate planning, alumni relations and inquiries, corporate and foundation relations. Phone: 800-259-5388 or 903-233-3810 or email [UniversityDevelopment@letu.edu](mailto:UniversityDevelopment@letu.edu).

**University Relations:** media inquiries, news releases and public information. Phone: 903-233-3815.

**Financial Aid Office:** scholarships, loan inquiries, information and applications for financial assistance. Phone: 903-233-4350 or 800-759-8811 or email [finaid@letu.edu](mailto:finaid@letu.edu)

**Student Affairs Office:** housing, health, student life in general, requests for musical groups. Phone: 903-233-3120

**Student Accounts Office:** student billing and payment plan options. Phone: 903-233-4130

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**Longview, Texas 75607-7001**  
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**Telephone: 1-903-233-3000**

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Information about fees, expenses, financial aid, and scholarships applies only to the academic year of this catalog. Plans of study, course titles, fees, expenses, and other matters described herein are subject to change at the discretion of the University.

In accordance with applicable provisions of federal law, applicants for employment who are in agreement with the educational mission of LeTourneau University and applicants for admission to educational programs or activities are considered without discrimination on the basis of race, age, sex, handicapping condition, or national origin. Inquiries about this policy should be directed to the Director of Human Resources, (903) 233-4171.