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About the Catalog

With regard to academic programs, this catalog is valid for students who first enroll at LeTourneau University in Fall 2014 and Spring 2015 and for students who choose to change to programs within this catalog from an earlier catalog. Students who first enroll in Summer 2015 may be under this catalog or the 2015-2016 catalog, depending on the program in which they enroll. Students are responsible for knowing which catalog applies to them and should discuss this with their advisor or the Office of the Registrar. Policies herein apply to all LeTourneau students, on ground, online, and at any location, unless otherwise specified.

The LeTourneau University catalog is produced by the Office of the Registrar in conjunction with the Office of the Provost and contains general academic and administrative information and specific descriptions of degree programs offered. The electronic version of the catalog is the University’s official version. Any print version will not be considered the official catalog.

Because the catalog is prepared in advance of the academic year covered, some changes will inevitably occur. Every effort is made to provide accurate information regarding course offerings. All courses are offered subject to instructor availability and sufficient enrollment. The University reserves the right to change or update policies without prior notice, including but not limited to tuition, fees, credit hour per course, course offerings, curricula, grading policies, graduation and program requirements, and admission standards.

Published in August 2014, this catalog supersedes all previous catalogs. The policies expressed in this catalog and each subsequent one will be controlling, regardless of any policies stated in a previous catalog received by the student upon admission. This catalog and subsequent ones are supplemented by the rules and regulations stated in institutional publications including the Student Handbook and on the University website. When conflicts exist between any of these sources, the most recent rule, regulation, or policy will be applied.

The student is responsible for meeting all graduation requirements for degrees, concentrations, and specializations in accordance with the catalog. Students must meet the requirements of the catalog in effect when they first attend LeTourneau University except in the following circumstances: 1) students who elect to participate in a program in a catalog published after they matriculate must meet all degree requirements listed in the updated catalog and 2) students who leave the University for one academic year or more must meet the requirements of the most updated catalog upon returning to the University.

Nondiscrimination Statement

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, national origin, or genetic information. Inquiries about this policy should be directed to the Director of Human Resources.
Perspective

LeTourneau University: Highlights

Consistently listed in the top tier of America’s Best Colleges by U.S. News & World Report, LETU offers more than 90 programs that prepare students for success in fields such as aviation, biblical studies, business, communication, criminal justice, education, engineering, nursing, human services, kinesiology, liberal arts, psychology, and science. Graduate programs in business administration, counseling, education, engineering, health care administration, marriage and family therapy, psychology, and strategic leadership have attracted a record number of graduate students.

In every lab, airplane, and classroom, we continue to build on the legacy of our university founder, the legendary entrepreneur and inventor R.G. LeTourneau, by preparing students for a lifetime of faith-filled work and using their careers to develop innovative solutions to global challenges. Our freshmen engineering students build their own 3D printers. Our entrepreneurial-minded business students travel overseas to provide practical training to struggling small business owners. For LETU students, education means something bigger than four walls and a lecture, or an innovative online learning environment—education is an opportunity to build a revolutionary future.

LeTourneau University students benefit from small classes and outstanding faculty dedicated to providing personal attention and collaborative learning opportunities to apply knowledge in practical and powerful ways. Our faculty includes Fulbright Scholars, the former undersecretary to one of the U.S. Joint Chiefs of Staff, and countless industry experts with experience leading top-tier organizations including NASA and Oak Ridge National Laboratory.

We use hands-on training to build a better world. Students in our world-renowned engineering program are building human-powered water pumps for farmers in Senegal and designing livable shelters for the homeless in Haiti. Interdisciplinary student teams are researching ways to improve wheelchair functionality in rough-terrain environments. Teacher Education students are four-time winners of the Texas Student Teacher of the Year award. Our aviation program is a past recipient of the Loening Trophy, which recognizes the most outstanding collegiate aviation program in the nation.

LETU students graduate with the hands-on skills that employers demand, and our placement rates prove it. LETU graduates bring incredible ingenuity and faith into countless nations and workplaces—including John Deere, American Airlines, US Steel, Boeing, Apple, Garmin, countless classrooms, mission fields, and more. LETU graduates include the CEO of PING Golf and the former pilot of Air Force Two.

Our vibrant residential campus community in Longview, Texas, includes 13 intercollegiate athletics teams as part of the American Southwest Conference, NCAA Division III; more than 40 different student organizations from which to choose; a strong intramural program; and local community service opportunities allowing LETU students to volunteer over 58,000 hours annually. Exceptional facilities include the Anna Lee and Sidney Allen Family Student Center, 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—in addition to state-of-the-art laboratories and technologically-oriented classrooms with full multi-media capabilities and wireless networks.
LeTourneau University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500 at http://www.sacscoc.org for questions about the accreditation of LeTourneau University.

Statement of Purpose

Historical Identity

Established in 1946, the University is the result of the work and dreams of R.G. and Evelyn LeTourneau. The University still pursues the great skills, character, and passions of R.G. LeTourneau – Christian engineer, entrepreneur, inventor, businessman, missionary, and leader. LETU is an institution of higher education that is coeducational, interdenominational, and evangelically Christian. Historically, the University is most well-known for providing excellent professional and technical training and expertise paired with personal, hands-on learning experiences throughout a comprehensive slate of academic programs. The University provides a distinctly Christ-centered approach to teaching and learning.

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.

Mission Statement

LeTourneau University is a comprehensive institution of Christian higher education where educators engage learners to nurture Christian virtue, to develop competency and ingenuity in their professional fields, to integrate faith and work, and to serve the local and global community.

Goals

LeTourneau University educates students who:

- Demonstrate competency and ingenuity in their professional fields
- Integrate Christian faith and work: understanding their vocation within the triune God’s grand story of redemption revealed in Scripture
- Engage the local and global community

LeTourneau University is an educational community that:

- Fosters an engaging environment conducive to teaching and learning
- Cultivates Christian virtue
- Contributes to the enrichment and service of the local and global community

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 worldview 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.
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 masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, at http://www.sacscoc.org 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 Engineering Technology Accreditation Commission (ETAC) of ABET, http://www.abet.org.

Federal Aviation Administration (FAA)
The School of Aviation & 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 educator preparation program underwent its first program review and approval from the State Board for Educator Certification in October 1993 and is accredited on an annual basis by the Texas Education Agency.

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.

Academic Policies and Procedures

This section of the catalog contains information critical to a student's progress toward a degree. Information includes definitions of academic terminology, registration policies, information about credit for advanced placement and CLEP testing, and other important topics related to academic policies.
Definitions of Academic Terms

Academic Year

The academic year is divided into two regular semesters, fall and spring, and a summer semester. Fall, spring, and summer semesters have at least 15 weeks, and each semester contains several modules. The University has two types of courses, semester-long courses and module courses. Semester-long courses and module courses have the same rigor and content, however the module courses are compressed into a much shorter timeframe than the semester-long courses. Most residential campus programs occur primarily in fall and spring; most global campus programs occur year round. The University’s academic year begins in the fall and concludes at the end of the following summer semester.

Credit Hour, Carnegie Unit, and Student Engagement

LeTourneau University uses the semester hour as its standard credit hour. A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement. Consistent with the Carnegie unit expectation and university best practices, a 3 semester hour course should require a minimum of 112.5 actual hours of student engagement for a C-level student.

Carnegie definition:
- 15 weeks of instruction x 50 minutes of instruction x 3 classes/week = 2,250 minutes of class time
- 2,250 minutes of class time x 3 = 6,750 minutes divided by 60 min = 112.5 hours of student engagement

Student engagement is defined as the actual time in the classroom plus time spent on activities related to the course, including but not limited to reading, conducting research, writing, and studying. This broad definition applies to all LETU courses, regardless of the length of the course, location of instruction, or instructional format. Credit hour and student engagement definitions are important factors when making academic policy decisions about the credits associated with courses and programs.

At a minimum, an equivalent amount of work is required for academic activities such as laboratory work, internships, practica, research, thesis, and other academic activities that lead to the award of credit hours. Both the amount of work spent during the academic activity and the expected time of student engagement outside the activity will be considered when assigning credit hours to laboratory work, internships, practica, student teaching, research, thesis, and other academic activities.

Global Campus Programs

The University’s global campus programs include those programs offered primarily online, as well as onground programs at educational centers throughout Texas. For global campus programs, each semester—fall, spring, and summer semesters—contains three 5-week modules for undergraduates, one 3-week module for graduate students, two 7-week modules for graduate students, and some undergraduate and graduate courses span the entire 15-week semester. Module courses are compressed into a much shorter timeframe than semester-long courses. Most global programs occur year round.
**Grades, Grade Point Averages (GPA), 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 transferred to LETU 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Recommended Range</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>Poor*</td>
<td>1</td>
</tr>
<tr>
<td>S</td>
<td>Pass</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete for circumstances <strong>beyond the control of the student</strong></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Failed, no credit except by repeating the course</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn, without penalty</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrawn, failing</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>No grade has been reported by the instructor</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
<td></td>
</tr>
</tbody>
</table>

*For undergraduate programs, a grade of D is not considered passing for some courses within a given major. Check program requirements. For graduate programs, a grade of D is not considered passing and will not count toward meeting graduation requirements.

**Incomplete Grades**

When extenuating circumstances beyond the control of the student prevent the completion of all requirements for a given course, an instructor may choose to submit a grade of “I” (incomplete) if the student has completed a majority of the coursework. Students must satisfactorily complete the work before May 1st for fall courses and before December 1st for spring or summer courses. An earlier deadline may be set at the discretion of the instructor. Incomplete grades will be changed to “F” grades if a Change of Grade request is not submitted by the instructor to the Office of the Registrar prior to the May 1st or December 1st deadline.

**Residential Campus Programs**

The University’s residential campus programs are offered primarily on ground at the main campus in Longview. For residential campus students, courses typically span the length of the entire semester. Most residential campus programs occur primarily in fall and spring.

**Semester Honors and Graduation Honors**

Two levels of **semester honors** are recognized for full-time students: the Dean’s List and the President’s List. Full-time students who achieve a semester GPA of 3.50 to 3.99 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 (I) during the semester will not be eligible for
semester honors. For information about graduation honors, see Graduation Requirements.

**Undergraduate Student Classifications**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 - 30 total semester hours earned (includes transfer hours)</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31 - 60 total semester hours earned (includes transfer hours)</td>
</tr>
<tr>
<td>Junior</td>
<td>61 - 90 total semester hours earned (includes transfer hours)</td>
</tr>
<tr>
<td>Senior</td>
<td>91 or more total semester hours earned (includes transfer hours)</td>
</tr>
<tr>
<td>Auditor</td>
<td>Student attending classes for no credit</td>
</tr>
<tr>
<td>Full Time</td>
<td>Enrolled for 12 or more semester hours</td>
</tr>
<tr>
<td>Part Time</td>
<td>Enrolled for less than 12 semester hours</td>
</tr>
<tr>
<td>Regular</td>
<td>Meets all admissions standards and requirements established by the University and enrolled in a degree program. May have been accepted preliminarily or conditionally.</td>
</tr>
<tr>
<td>Visiting</td>
<td>Non-degree student meeting visiting student admissions standards</td>
</tr>
<tr>
<td>Dual Credit</td>
<td>Non-degree student who has not yet completed high school</td>
</tr>
</tbody>
</table>

**Graduate Student Classifications**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>Student attending classes for no credit</td>
</tr>
<tr>
<td>Full Time</td>
<td>Enrolled for 9 or more semester hours</td>
</tr>
<tr>
<td>Part Time</td>
<td>Enrolled for less than 9 semester hours</td>
</tr>
<tr>
<td>Regular</td>
<td>Meets all the admissions standards and requirements established by the University and enrolled in a degree program. May have been accepted preliminarily.</td>
</tr>
<tr>
<td>Parallel</td>
<td>Undergraduate students who have been provisionally accepted into a graduate program in order to take graduate courses that will apply toward undergraduate degree requirements</td>
</tr>
<tr>
<td>Visiting</td>
<td>Non-degree student meeting visiting student admissions</td>
</tr>
</tbody>
</table>

**Undergraduate Admission Requirements**

LeTourneau University seeks to recruit students of academic excellence who complement our mission including outstanding character, leadership, service, and Christian values. Each applicant is evaluated comprehensively using transcripts, test scores, and class rank. Initial admission to LETU 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, an interview may be requested of some applicants prior to admission.

All undergraduate students who are 1) seeking to enroll in classes at LETU for the first time or 2) returning to LETU after having been absent for the preceding semester (excluding summer), must apply for admission under one of the following categories:
Undergraduate students applying to the University must have complete files and must receive official acceptance before enrolling in classes.

The University retains the right to deny admission to prospective students who provide inaccurate or incomplete information on their application.

I. Admissions Procedures for Undergraduate Degree-Seeking Status

All degree-seeking freshmen must have graduated from high school, a home school program, or have completed a GED or HiSET prior to matriculating for their initial semester in college. Freshmen applicants must submit a final official transcript from their high school or home school 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 LETU.

Transfer students are classified as those who have attempted 15 or more credit hours after the date of high school completion or receipt of GED/HiSET. Transfer students must submit official transcripts 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 LETU.

Application Procedure for Freshmen Students

Freshmen are considered those students who have attempted 14 or fewer hours of college credit since the date of high school completion or receipt of GED/HiSET.

To apply for admission to LeTourneau University, freshmen must submit the following:

1. Application for Admission - A completed application for admission must be submitted. Applications are received on a rolling basis, but prospective students are encouraged to apply at least three weeks before the start of classes to ensure adequate time for transcript receipt and acceptance.

2. Official Transcripts - Official transcripts of all high school or college credits must be submitted. Students may be evaluated for provisional admission based on a completed sixth-semester transcript that reflects grades received through the end of the junior year of high school. Applicants must have completed the junior year before their application will be evaluated. Official and final transcripts are required upon graduation.

The University defines official transcript as one received directly from the issuing institution bearing appropriate validation or authentication (signed, printed on security paper, stamped or printed with the university seal) whether on paper or a certified electronic copy through a vendor approved by LETU. Official transcripts may also be transported by the student provided...
that the transcripts bear the appropriate validation/authentication described above and are enclosed within an envelope sealed by the issuing institution with no evidence of tampering. **A cumulative grade point average of 2.0 is required for freshmen admission.**

Students may submit a GED or HiSET score in lieu of high school transcripts. Home school students must submit a transcript detailing courses attempted and grades received by year. This transcript should include the type of curriculum used for home studies and the name of any coordinating organization. Additional information describing the applicant’s extracurricular activities, internships, and other relevant information may also be submitted. The transcript must be signed.

3. SAT (Scholastic Aptitude Test) or ACT (American College Test) Scores - A composite score of 20 is required on the ACT or a combined score of 950 on the SAT (math and critical reading only). LETU’s SAT code is 6365 and ACT code is 4120. Students who take the writing sections of the SAT and ACT are required to submit their scores. Applicants who have been out of high school for two or more years may request an exemption for the standardized test score requirement.

An admission decision will be made once the Admissions Office receives all required documentation. The University uses a rolling admissions policy in which applicants are evaluated as soon as their admissions file is complete. **After being admitted, students should submit the following:**

**Health Records** - Students attending classes in residence at a building owned or operated by LeTourneau University are required to submit health records prior to matriculation. The information request is available online through MyLETU. The purpose of the health record is to enable the University to assist students in case of emergency. A bacterial meningitis vaccine is required of all new students (Texas HB 4189 took effect January 1, 2010).

- **Tuition Deposit of $100** - Students attending the residential campus are required to submit a tuition deposit of $100 by May 1 for the fall semester or December 1 for the spring semester, or within two weeks after admittance. This deposit—refundable upon request until May 1 for fall applicants or December 1 for spring applicants—confirms the intention to enroll. The deposit is applied to tuition upon registration. Global campus students are not required to submit a tuition deposit.

- **Housing Advance Reservation Fee of $150** - The housing fee of $150 is required of all students desiring housing on campus (including both residence halls and on-campus apartments). The reservation 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. Assignments are made on a first-come, first-served basis.

**Freshmen applicants should 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. Students should complete the Free Application for Federal Student Aid (FAFSA). Applicants will be notified of initial financial aid eligibility after being admitted to the University. Applicants also receive periodic reports on their admissions.
status from their assigned admissions counselor. Admissions status and financial aid information can be reviewed anytime through MyLETU.

**Conditional Admission for Freshmen: Academic Intervention and Mentoring (AIM) Program**

Freshmen students who do not fully meet admissions requirements may be considered for conditional admission into the Academic Intervention and Mentoring (AIM) program. AIM helps ensure a solid beginning to targeted students’ academic careers by providing additional personal and academic support during their first year at LETU. AIM students have been admitted conditionally to the University based on their SAT/ACT scores and/or cumulative grade point averages. Applicants admitted under these conditions are undeclared majors until they complete the AIM Program. Additional fees may apply for students admitted to AIM. For more information on this program, contact the LETU Admissions Office or the Achievement Center.

Students who do not meet the minimum test score and/or cumulative GPA requirements as stated previously, may apply for conditional admission into the AIM program through submitting a letter including the following:

- Discuss specific reasons why your academic performance in high school is below what you expected, including test scores and GPA.
- Explain what (if any) resources you might need to be academically successful in college. Examples might include tutoring, mentoring, quiet study time, etc.
- As you enter college, what specific steps will you take in order to improve your academic performance, compared to your grades and test scores in high school?

**Application Procedure for Transfer Students**

**Transfers** are considered those students who have attempted 15 or more hours of college credit since the date of high school completion or receipt of GED/HiSET.

To apply for admission to LeTourneau University, transfers must submit the following:

1. **Application for Admission** - A completed application for admission must be submitted. Applications are received on a rolling basis, but prospective students are encouraged to apply at least three weeks before the start of classes to ensure adequate time for transcript receipt and acceptance.

2. **Official Transcripts** - Official transcripts of all college credits must be submitted, regardless of whether the student plans to apply the credit to a degree from LeTourneau University. The University partners with a vendor to assist in the electronic request of transcripts. Additional information for this service is available.

The University defines official transcript as one received directly from the issuing institution bearing appropriate validation or authentication (signed, printed on security paper, stamped or printed with the university seal) whether on paper or a certified electronic copy through a vendor approved by LETU. Official transcripts may also be transported by the student provided that the transcripts bear the appropriate validation/authentication described above and are enclosed within an envelope sealed by the issuing institution with no evidence of tampering. A
A cumulative grade point average of 2.0 is required for undergraduate admission and 2.50 for graduate admission.

Students who are enrolled at other colleges or universities at the point of application may send a transcript in progress for admission consideration. A final transcript must be submitted upon completion of all coursework.

For applicants with foreign transcripts, more extensive instructions are provided in the transfer of credit section.

An admission decision will be made once the Admissions Office receives all required documentation. The University uses a rolling admissions policy in which applicants are evaluated as soon as their admissions file is complete. After being admitted, students should submit the following:

- **Health Records** – Students attending classes in residence at a building owned or operated by LeTourneau University are required to submit health records prior to matriculation. The information request is available online through MyLETU. The purpose of the health record is to enable the University to assist students in case of emergency. A bacterial meningitis vaccine is required of all new students (Texas HB 4189 took effect January 1, 2010).

- **Tuition Deposit of $100** – Students attending the residential campus are required to submit a tuition deposit of $100 by May 1 for the fall semester or December 1 for the spring semester, or within two weeks after admittance. This deposit—refundable upon request until May 1 for fall applicants or December 1 for spring applicants—confirms the intention to enroll. The deposit is applied to tuition upon registration. Global campus students are not required to submit a tuition deposit.

- **Housing Advance Reservation Fee of $150** – The housing fee of $150 is required of all students desiring housing on campus (including both residence halls and on-campus apartments). The reservation 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. Assignments are made on a first-come, first-served basis.

Transfer applicants should 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. Students should complete the Free Application for Federal Student Aid (FAFSA).

Applicants will be notified of initial financial aid eligibility after being admitted to the University. Applicants also receive periodic reports on their admissions status from their assigned admissions counselor. Admissions status and financial aid information can be reviewed anytime through MyLETU.
Preliminary Admission for Transfer Students

Transfer applicants may be admitted preliminarily and registered for classes based on their most recent official or unofficial college transcript from a regionally accredited institution. The cumulative GPA reflected on the most recent transcript must be 2.0 or higher. The student will be limited to one semester of enrollment at the University. **The transfer student must meet requirements for full admission status by the end of the initial semester for enrollment in subsequent semesters.** Program Directors or Deans will consider student interaction, performance in LETU coursework, and other required admission documents in making a decision on full admission. For degree programs requiring interviews as part of the admissions process, interviews will be conducted only after a student meets the academic requirements for Regular Acceptance consideration.

**The University reserves the right to require additional information or deny preliminary admission.**

Conditional Admission for Transfers: Academic Intervention and Mentoring (AIM) Program

Transfer students who do not fully meet admissions requirements may be considered for conditional admission into the Academic Intervention and Mentoring (AIM) program. AIM helps ensure a solid beginning to targeted students’ academic careers by providing additional personal and academic support during their first year at LETU. AIM students have been admitted conditionally to the University based on their SAT/ACT scores and/or cumulative grade point averages. Applicants admitted under these conditions are undeclared majors until they complete the AIM Program. Additional fees may apply for students admitted to AIM. For more information on this program, contact the LETU Admissions Office or the Achievement Center.

Students who do not meet the minimum test score and/or cumulative GPA requirements as stated previously, may apply for conditional admission into the AIM program through submitting a letter including the following:

- Discuss specific reasons why your academic performance in college has been below what you expected, including test scores and GPA.
- Explain what (if any) resources you might need to be academically successful at LETU. Examples might include tutoring, mentoring, quiet study time, etc.
- What specific steps will you take in order to improve your academic performance, compared to your previous experience in college?

Readmission of Former Students

Students who have previously been enrolled at LeTourneau University and wish to re-enter after a period of one calendar year of absence must submit the following:

1. **Application for Former Students** - Former students can apply [online](#).

2. **Official Transcripts** - Submit official transcripts of any academic work completed at other institutions since being enrolled at LETU. After an absence of two or more semesters (excluding
summer), students will be subject to the requirements of the most recent catalog.

The University defines official transcript as one received directly from the issuing institution bearing appropriate validation or authentication (signed, printed on security paper, stamped or printed with the university seal) whether on paper or a certified electronic copy through a vendor approved by LETU. Official transcripts may also be transported by the student provided that the transcripts bear the appropriate validation/authentication described above and are enclosed within an envelope sealed by the issuing institution with no evidence of tampering. A cumulative grade point average of 2.0 is required for admission.

3. Admission will be contingent upon approval from the offices of Student Affairs, Office of the Provost, and Student Accounts.

Additional Admission Requirements

Additional Admission Requirements for Undergraduate Engineering Programs
- Students must have a minimum ACT composite score of 24 or a minimum SAT combined score (math and critical reading) of 1110.

Additional Admission Requirements for Undergraduate Nursing Programs
- Completion of the School of Nursing application
- Completion of the HESI A2 entrance exam with a minimum score of 80 on math and reading composite portions. The HESI exam can only be taken once during each enrollment period.
- Submit official transcripts from other institutions.
- Have a minimum cumulative GPA of 2.75. Students must have achieved a “C” or higher in all prerequisite courses.
- Two letters of reference required for transfer students only (form is found in the application)
- Essay on nursing as a career
- Consent to FBI background check through the Texas Board of Nursing. (Background check will be done after acceptance.)
- Consent to drug screen. (Drug screen will be completed prior to beginning any clinical courses.)
- Completion of all pre-requisite courses and within 12 hours of core LETU requirements.

Additional Admission Requirements for Undergraduate Teacher Education Programs
- Admission to the LeTourneau University academic program.
- Verification of oral language skills as evidenced by successful completion of COMM 1113 or COMM 1873.
- Completion of a course sequence and degree plan in conjunction with the major advisor and teacher education advisor.
- An interview with the Chair of Teacher Education or designated faculty member.
- Successful completion of state requirements for demonstration of basic skills in reading, writing, and mathematics. (See the department chair for details.)
- A cumulative grade point average (GPA) of at least 2.5.
- A GPA of at least 2.5 in secondary teaching field(s) or elementary concentration.
• No grade lower than a C in teaching field(s), concentrations, reading courses, technology course, and education courses.
• Recommendations of personal and academic fitness by a major/concentration faculty member, the Chair of Teacher Education, and Student Life.

II. Admissions Procedures for Dual Credit Status

The Dual Enrollment Program is designed for academically eligible high school students who desire to attend LeTourneau University while still enrolled in high school or home school. The University offers dual credit courses in the high school setting, online, and at the Longview campus.

To apply for admission to LeTourneau University, dual credit applicants must submit the following:

1. Application – Dual credit students must submit the Application for Dual Enrollment available at letu.edu/apply.

2. GPA Requirement – Dual credit students must have a minimum cumulative high school GPA of 3.0. Applicants failing to meet minimum GPA requirements may appeal for exemption. The appeal must be submitted to the dean of the school offering the course.

3. Transcript or Roster Verification – Students wishing to take courses online or at the LETU campus may submit a transcript to demonstrate fulfillment of the class standing and GPA requirements. Students taking dual credit courses at partner high schools may meet this requirement through a roster signed by the high school counselor and submitted to LETU. The roster must clearly state each student listed is in high school (9th grade or higher) and has a cumulative GPA of 3.0 or higher.

4. Registration – Students taking dual credit courses at partner high schools will arrange course registration with their high school counselor. The counselor will submit a cumulative roster to the University’s dual credit coordinator. Students taking courses online or at the LETU campus will coordinate registration with the University’s dual credit coordinator.

III. Admissions Procedures for Visiting Student Status (non-degree-seeking students)

Visiting students interested in taking single courses at LeTourneau University must meet the following requirements:

1. Complete a Visiting Non-Degree Seeking Application – Visiting students can apply online and must apply each semester.

2. Submit official transcripts – Visiting students must have earned a high school diploma or equivalent.

The University defines official transcript as one received directly from the issuing institution.
bearing appropriate validation or authentication (signed, printed on security paper, stamped or printed with the university seal) whether on paper or a certified electronic copy through a vendor approved by LETU. Official transcripts may also be transported by the student provided that the transcripts bear the appropriate validation/authentication described above, are enclosed within an envelope sealed by the issuing institution with no evidence of tampering, and are not marked “Issued to Student.” A cumulative grade point average of 2.0 is required for undergraduate admission and 2.50 for graduate admission Those who desire to take a graduate level course must provide an official transcript showing an earned bachelor's or master's degree with a GPA of at least 2.50 from a regionally accredited institution.

3. Meet any prerequisites for the course as identified in the catalog.

Visiting students are responsible for:

- Ensuring the correct course is taken and prerequisites are met
- Being aware that undergraduate students are limited to 15 credit hours as a visiting student. Graduate students are limited to 12 credit hours as a visiting student. If further coursework is desired, the student must apply for regular admission.
- Being aware that visiting students are not eligible for federal financial aid

Graduate Admission Requirements

LeTourneau University accepts graduate students on the basis of their qualifications. Decisions made by the Admissions Committee are based upon predictors of academic success such as previous academic records, professional and managerial work experience, appropriate interpersonal skills, writing ability, and the student's potential to succeed at the graduate level.

In some cases, the Graduate Admissions Committee may assign leveling courses, such as ENGL 5113 Writing with Power and Style for students needing to improve their writing abilities prior to enrolling in graduate-level coursework.

Personal interviews are required for some graduate programs, as specified by program. The University reserves the right to admit only students who hold promise of academic success and whose personal character and ethics are consistent with the institution’s Christian mission. Withdrawal may be required if an applicant intentionally withholds or falsifies pertinent information.

The University retains the right to deny admission to prospective students who provide inaccurate or incomplete information on their application.

To apply for graduate admission:

1. Submit a completed application for admission to the graduate program. Applications are valid for one year.
2. Submit official transcripts of all undergraduate work and any graduate work that has been attempted or completed; send directly to the appropriate admissions counselor designated at the time of application. Failure to provide a complete record of all academic work may result in the student not being accepted at LETU or, if already enrolled, being withdrawn from the University.

3. For regular admission, the applicant must have a bachelor's or master's degree from a regionally accredited college or university with a minimum cumulative grade point average of 2.50 (on a 4.00 scale). Applicants who do not meet the GPA requirements for unconditional acceptance into the graduate program may be allowed to enter on academic probation if the GPA for their last 60 hours is at least 2.50 (on a 4.00 scale) and all other admissions criteria are successfully met.

Applicants to graduate programs who do not meet the GPA requirements for entrance must submit a resume that includes relevant full-time work experience. Upon review of the resume and other admissions materials, the Graduate Admissions Committee may admit the applicant on academic probation or may give the applicant the option of taking the Graduate Record Exam (GRE) to receive further consideration.

4. Applicants whose native language is not English must submit a paper test score of at least 550 or an Internet-based test score of 80 on the Test of English as a Foreign Language (TOEFL), or a test score of at least 590 on the Test of English for International Communication (TOEIC). The English proficiency requirement may also be met by providing a minimum of 6 on the International English Language Testing System (IELTS).

5. Meet additional admissions requirements, if required by the program. Programs that currently have additional admissions requirements are:

- **School of Business**
  - Master of Business Administration (MBA)
  - Master of Engineering Management (MEM)
  - Master of Science in Healthcare Administration (MHA)
  - Master of Strategic Leadership (MSL)
  
  **Additional Requirements:** Provide a two-page professional resume that includes your employment history and job responsibilities, as well as volunteer positions held in your community and church.

- **School of Engineering and Engineering Technology**
  - All graduate engineering programs
  
  **Additional Requirements:** See below.
School of Education
- Master of Arts in Counseling
- Master of Arts in Marriage and Family Therapy (MAMFT)

Additional Requirements: See below.

6. Applicants must be supportive of the Christian mission of LeTourneau University through the integration of the Christian faith with learning.

7. The decision of the Graduate Admissions Committee will be final.

Provisional Acceptance: Parallel Enrollment of Undergraduate Juniors

Undergraduate juniors may apply for admission to master’s degree programs through the Office of Admissions. If the student meets all entrance requirements other than degree completion, the student will be accepted provisionally into the program. Undergraduate students accepted provisionally will be allowed to take graduate courses during their final 3 semesters and will be limited to the number of credit hours in the graduate program as designated by their major. Following the posting of the undergraduate degree, the student’s status will be changed to regular admission status if all requirements are met.

Additional Admissions Requirements for All Graduate Engineering Programs

1. For regular admissions status, the applicant must have a bachelor’s degree in engineering or a closely related field from a regionally accredited college or university at the time of attendance with a minimum cumulative GPA of 3.0 (on a 4.0 scale). An applicant with a GPA below 3.0 will be reviewed by the Graduate Admissions Committee for Engineering, which will consider admitting the applicant on academic probation.

Students currently enrolled as undergraduates must apply for admission into the program and be accepted provisionally before registering for the graduate version of any course.

2. A satisfactory score on the verbal and math portions of the Graduate Record Exam (GRE) is required for admission into the graduate program. An applicant whose combined GRE score is below 1100 or Analytical Writing score is below a 3.5 will be reviewed by the Graduate Admissions Committee for Engineering, which will consider whether the applicant may be admitted on academic probation.

For current LETU undergraduate engineering students and alumni who have graduated in the last five years, the GRE score will be waived.

3. Provide a well-written, two-page essay. Content, writing mechanics, style, and clarity will be considered in the admission decision.

4. Two letters of reference, preferably from a supervisor or instructor, must be provided by the applicant.

For current LETU undergraduate engineering students and alumni who have graduated in the last five years, the letters of recommendation will be waived.
5. **The decision of the Admissions Committee will be final.** The Graduate Admissions Committee for Engineering will consider all indicators of success from the above criteria when making admissions decisions.

**Additional Admissions Requirements for M.A. in Counseling and M.A. in Marriage and Family Therapy (MAMFT)**

1. **Applicants who meet initial admission requirements must complete a successful interview with a faculty member or faculty committee.**

2. **Students seeking provisional admission (ability to complete dual enrollment courses) must meet the same admission requirements as those seeking regular admission.**

3. Students seeking **preliminary admission** may be admitted to LeTourneau University. Once the student has met all of the admissions requirements for the program, the student will be evaluated for admission to the M.A. in Counseling. Students may not continue in the program beyond the first semester without being admitted to the M.A. in Counseling.

4. **Other Requirements:**
   - **Provisional students in the MAMFT** program may complete up to 15 credit hours in the graduate program. Students may apply for provisional admission once they have completed 60 hours of undergraduate credit toward the bachelor’s degree.
   - **Applicants to Counseling programs** who have not completed at least 12 hours of undergraduate psychology coursework (or 9 hours of undergraduate psychology coursework and 3 hours of statistics) with a grade of C or higher will be required to enroll in PSYC 5003 Introduction to Counseling.
   - **Applicants to Counseling programs** who have not completed Abnormal Psychology with a grade of C or higher will be required to take PSYC 5013 Advanced Abnormal Psychology and earn a grade of C or higher prior to enrolling in PSYC 5043 Psychopathology.
   - **Applicants to Counseling programs** who have not completed Elementary Statistics with a grade of C or higher will be required to take PSYC 4603 Statistics and Research Methods I and earn a grade of C or higher prior to enrolling in PSYC 5053 Research Methods.

**Preliminary Admission for Graduate Students**

Graduate applicants may be admitted preliminarily and registered for classes based on an official or unofficial transcript from the institution granting their baccalaureate degree, provided all other requirements for admission have been met. The cumulative GPA reflected on the most recent transcript must be 2.5 or higher. The student will be limited to one semester of graduate enrollment at LeTourneau University. The graduate student must meet requirements for full admission status by the end of the initial semester for enrollment in subsequent semesters. Program Directors or Deans will consider student interaction, performance in LETU coursework, and other required admission documents in making a decision on full admission. For degree
programs requiring interviews as part of the admissions process, interviews will be conducted only after a student meets the academic requirements for Regular Acceptance consideration.

**Academic Success and Support**

LeTourneau University works toward the success of all students who are admitted to our graduate programs. We provide mentoring and resources to ensure this success, and we also hold students accountable to our high standards. At the determination of the faculty member or Dean, any student who demonstrates a need for more direct academic support or who fails to make satisfactory progress toward a degree may be required to engage in academic support services or leveling courses, including:

- **LETU 5000: Graduate Orientation.** This orientation to graduate work introduces the history and culture of the university and highlights important policies and procedures. Students explore the writing skills and library resources needed to undergird a successful graduate experience. Students utilize online course management tools and become familiar with Blackboard by completing a practice exercise in the course discussion forum area, safe assignment area, and completing an assessment quiz. This course takes approximately 12 hours to complete. Depending on the program, students may be required to complete this orientation within the first semester of enrollment at LeTourneau University. Students who need academic support may also be required to complete this seminar as a condition for continuance in their respective programs.

- **Achievement Center.** The LeTourneau University Achievement Center provides a wide range of support services for graduate students. Students are encouraged to take advantage of these resources. Students who need academic support may be required to interact with the Achievement Center as a condition for continuance in their respective programs.

- **ENGL 5113: Writing with Power and Style.** Communication skills are of paramount importance for success in graduate school. Students who perceive a weakness in this area are encouraged to consider taking ENGL 5113 as a way to supplement writing skills. Students who need academic support in the area of writing skills may be required to successfully complete ENGL 5113 as a condition for continuance in their respective programs.

**The University reserves the right to require additional information or deny preliminary admission.**

**International Students**

**Undergraduate Admissions:**
Please submit the following items:

1. Application
2. Resume
3. Academic Documents
4. Proof of English Proficiency
5. Proof of Financial Resources
6. Proof of Immunizations
7. Copy of Passport Picture Page
Step 1: Application
Submit the traditional student Application for Admission.

Step 2: Resume
Submit a recent resume that highlights your education, experience, merits, qualifications, and activities.

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 (ECE – www.ece.org) or World Education Services (WES – www.wes.org) in order to gain credit for those courses at LETU.

Students that apply from one of LETU’s partner universities may not be required to have their transcripts evaluated by ECE or WES.

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 an approved English as a Second Language (ESL) program for conditional admission to LeTourneau University. These are the minimum scores necessary for full admission to LeTourneau University undergraduate programs: 80 on the Internet-based version (iBT) of TOEFL, or 525 on the paper-based version (PBT). The English proficiency requirement may also be met by providing a minimum of 6.0 on the IELTS.

LeTourneau University’s English placement test may be given for students who have obtained a 60 or better on the TOEFL iBT or a 4.5 on the IELTS. These students may be required to participate in the LeTourneau University part-time ESL program for one semester.

LeTourneau University offers apart-time ESL program for students already at an intermediate or advanced proficiency level in English (60 on TOEFL iBT or 4.5 on IELTS). Students may enroll in 6 hours per semester. 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.

Students that do not meet the English language requirements may enroll in an approved ESL program. LETU has formal agreements with ECI (www.eciprograms.com) and ELS (www.els.edu) and offers students in these programs conditional admission.
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 the Office of International Studies.

On your I-20, the total cost of attendance including tuition, room and board, and insurance will be about $38,770 (without scholarships). More detailed information about tuition and fees can be found at 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. The Office of International Studies can also give students an immunization form to take to their local doctor in order to receive the needed vaccines.

Step 7: Copy of Passport Picture Page
Submit a copy of your passport picture page. All of your documents issued by LETU will use this as the primary resource for the spelling of your name. Please make sure that your name and birthdate are correct on your passport before sending a copy to LETU.

Mail all documents to:

Office of International Studies
LeTourneau University
2100 S. Mobberly Ave.
Longview, Texas 75602
USA
Credit Applied Toward a LeTourneau University Degree

LETU is committed to ensuring the quality of a LeTourneau education and takes responsibility for all courses applied toward a degree granted by the University. The University has instituted policies designed to ensure the quality of credits applied toward a degree, while recognizing the value of learning that takes place at other institutions and outside of the University setting. Credit earned through means other than coursework at LETU will be recorded on the transcript and will indicate the name of the institution or other venue at which the coursework was earned.

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. Transferred courses, if accepted, appear on the transcript with the title of the course from the transferring institution and the credit hours of the course from the transferring institution or LETU, whichever is less. No grade is recorded, and no grade points are applied.

Credit by Examination

LeTourneau University recognizes that many students have gained academic achievement in certain subject areas prior to entering an institution of higher education. The 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. Refer to the complete list of approved exams, minimum scores, and additional requirements.

AP examinations, IB 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 may be awarded for service related experiences such as those evaluated in the Guide to the Evaluation of Education Experiences in the Armed Services. Military students should refer to the complete list for additional sources of prior credit for military students.

Advanced Placement (AP)

LETU participates in the Advanced Placement (AP) Program of The College Board. Credit awarded for AP tests will be treated as transfer credit.

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 Office of the Registrar and the department chair or program director for the program in which the course is taught.
International Baccalaureate (IB) Degree Credit

Official IB transcripts must be sent directly from the IB Office to the LETU Office of Enrollment Management for review. The University will accept up to 24 hours of IB credit. In some cases a student may be required to submit a course syllabus. Courses for the major are subject to departmental review.

Institutional Exam

Credit for a limited number of courses as determined by each department is available through a departmental examination. Credit may be awarded for department examinations if the student earns a grade of C or higher. The student must receive 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 before the examination will be administered. Results will be reported to the Office of the Registrar. The examination for a given course may be taken only once.

Transfer of College and University Credit

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 the final decision about the transfer equivalency.

LETU only accepts official transcripts for transfer of credit.

The University defines official transcript as one received directly from the issuing institution bearing appropriate validation or authentication (signed, printed on security paper, stamped or printed with the university seal) whether on paper or a certified electronic copy through a vendor approved by LETU. Official transcripts may also be transported by the student provided that the transcripts bear the appropriate validation/authentication described above, and are enclosed within an envelope sealed by the issuing institution with no evidence of tampering.

LETU only accepts undergraduate transfer credits that carry a grade of at least a “C” or its equivalent. Graduate courses must carry a grade of “B” or better to be considered for transfer. Courses and grades transferred from other institutions are not included in the calculation of 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 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 LETU 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. (ECE) before sending to LETU. International transcripts may also be evaluated by World Education Services (WES) or SpanTran Educational Services. Credit is accepted based on the U.S. letter grade equivalent for the post-secondary grading method used. At LETU’s discretion on a case-by-case basis, other upper level exams and tests, such as A-levels, French Baccalaureate, and other well-established measures, may be considered for acceptance of credit by the Office of the Registrar 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-level and sophomore-level courses that are common between two or more member institutions. The common course identifiers appear in an index in the back of this catalog. Courses earned with a C or better that match the common course numbering list and are applicable to the student’s degree plan are acceptable for transfer credit.

**Class Attendance**

Students are expected to attend and actively participate in all classes and assignments. Participation requirements 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 LETU. While exemption from taking the course may be earned in this manner, students will not receive college credit. The department chair will determine if this type of exemption will be allowed. Students may replace such exempted hours with electives approved by their advisor.

Declare or Change Major

General Information for Undergraduate Students

The candidate for any degree should carefully study all course and other requirements for that degree and for graduation. Each student is responsible for all requirements as stated, and careful attention to the program will result in completion of the requirements for graduation in the minimum time.

The minimum requirement for an LETU undergraduate degree is 124 semester hours including at least 30 semester hours of 3000 or 4000 level courses; however, some degrees require more than these minimums.

Approximately the first 64 hours required for the bachelor’s degree are devoted to general or introductory study in diverse fields. This diversification is intended to give breadth of view and to assist students in selecting a field of specialization.

Majors

The degree audit, a computer-generated report outlining the student’s academic progress toward completion of a specified degree program, is available via MyLETU. The student can access a current degree audit by the first semester, and the student is expected to monitor the degree audit each semester until graduation. University requirements for the major, such as minimum hours, residence, advanced work, and GPA, are listed under the “Degree Requirements” for each academic unit.

Concentrations

A concentration is a specialized course of study for undergraduate degrees. Some undergraduate majors include a built-in concentration, for others a concentration must be selected. The number of hours in the concentration varies by program. Concentrations are linked to specific majors. See degree requirements for additional information.

Students who complete all requirements for two or more concentrations and who also meet the minimum number of required resident hours will be granted those concentrations. Students should contact the Registrar's Office for assistance with understanding the presentation and order of these concentrations on transcripts and diplomas.
Specializations

A specialization is a specialized course of study for graduate degrees. Some graduate degrees include a built-in specialization, for others a specialization must be selected. The number of hours in the specialization varies by program. Specializations are linked to specific degrees. See degree requirements for additional information.

Students who complete all requirements for two or more specializations and who also meet the minimum number of required resident hours will be granted those specializations. Students should contact the Registrar's Office for assistance with understanding the presentation and order of these specializations on transcripts and diplomas.

Minors

A student may elect a minor consisting of a minimum of 18 semester hours in a designated area of study, which may be from a different school than the major field (at least 12 hours in residence). At least 9 hours must be at the 3000 or 4000 level. Specific requirements for the minor, as designated by the academic units, are listed with “Degree Requirements” and in the department and institute sections of this catalog.

Change of Majors

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

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

- The courses must have been taken at LETU prior to or during the semester in which the student changes majors
- The courses in which the student received a grade of D, F, or WF, and are courses that are not in the course requirements or are courses that may not be substituted for course requirements as listed in the appropriate catalog of the new major. General education courses and general electives are not eligible for this provision.
- The grades that have 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.
- Students must notify the Office of the 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.
- This policy may only be used once at LETU.
- Graduation honors will be determined by considering the full cumulative GPA of all course work attempted at the University, including any courses with grades that have been deleted from the cumulative GPA when changing majors.
Majors, Minors, and Degrees: Dual and Second

Dual Minors

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

Dual Degrees

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

- 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.
- 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.
- 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.

Second Majors

Second majors offer students the opportunity to earn one degree in one program supplemented by a rich intellectual experience in a second field of specialization outside of that primary program. The second major offers students the option of studying two subjects from two different programs while earning a baccalaureate degree in the first major without the requirement of earning a second baccalaureate degree in the second major. General requirements for coursework and progression standards for primary majors also apply to secondary majors.

This option allows a student from one degree program to earn a second major from a participating department within a different program by fulfilling the requirements set forth by that participating department but without requiring students to enroll in the additional courses that comprise that other program's core curriculum. Through the second major option, upon graduation a student earns one degree from LETU (through the fulfillment of all requirements from the student's primary program). Although the student will not be awarded a second degree, the student's transcript will reflect that the student earned a second major in that second area of study.

Students should consult the departmental sections within this catalog to determine specific requirements for second majors. Additionally, students must contact the secondary department as early in their undergraduate studies as possible to determine if a second major is available and to receive advising.
Second Degrees

Students may qualify for a second, and different, bachelor’s degree at LETU by completing a minimum of 30 semester hours (60 hours if the first degree was obtained elsewhere) after the first degree has been awarded. These hours must include all major requirements pertaining to the second degree that were not included in the first degree program. All courses must be completed in residence. The major for the second degree must differ from the first and must include at least 12 hours of additional 3000 or 4000 level courses.

Students seeking a minor on a second degree must choose a different field from the major or minor on the first degree and must include a minimum of 9 additional hours taken in residence beyond the hours in that field taken on the first degree. At least 6 hours of the additional 9 hours must be advanced. All of the basic requirements for all minors also apply.

Students already possessing a bachelor’s degree may choose to receive a second degree, in which case the following conditions apply:

- The student must successfully complete all required work for the second degree.
- A minimum of 30 semester hours must be completed in residence work at LETU above that necessary for the degree requiring the greater number of hours and not applied towards a previous degree.
- 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.
- 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.
- 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’s degree programs may be exempt from final examinations in 15-week courses in which they participate in the graduation ceremony if they have a cumulative GPA of 3.00 and a B in the course, except in courses required for FAA certification and those required by the faculty member or academic program. 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. Eligibility for this benefit will be verified by the Office of the Registrar. 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 LETU 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 LETU 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 the University, including the GPA for the previous LETU 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:

- 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.
- 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.
- If the decision of the dean is not acceptable to the student, a 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**

**Required Assessment for Graduating Students**

Assessment of student outcomes is an integral accreditation requirement for LeTourneau University. The methods of assessment will be determined by the faculty teaching in the major and may include requirements in addition to coursework. Graduating students may be asked to participate in one or more assessment activities which may include nationally normed academic achievement tests, by discipline, administered by departments, schools, or the University in general.

**Upper Division/ Level Requirements**

For conferral of a bachelor’s degree, students must successfully complete a minimum of 30 upper level credit hours, and 21 hours of upper level credit must be in the major.
Residency Requirements

The University holds to the principle that a LETU degree is symbolic of a LeTourneau University education and of the principles for which LETU stands. To this end the University insists on a significant residence period as a degree requirement. Students must meet residency requirements prior to graduation, which are:

- **Undergraduate students** must successfully complete no less than 25% of the total semester hours required for their undergraduate degree through LeTourneau University unless otherwise specified by the program. At least 18 semester hours of the major must be completed through the University.
- **Graduate students** must complete 75% of the total semester hours required for a graduate degree through LETU unless additional hours are specified by program.

**Individual programs may have specific requirements.** Refer to major requirements for additional details.

Graduation Application and Attendance Requirements

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

- **Graduation in spring** - Application must be made no later than February 1 of the graduation year.
- **Graduation in summer** - Application must be made no later than June 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. The graduation application and graduation fee must be submitted at the time of application. A candidate who does not graduate on the expected date must submit a new application during the regular application filing period and pay an additional fee.

Degrees are 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. Graduating students may participate in a subsequent graduation ceremony upon payment of an additional graduation fee. Graduates may petition to the Office of the Registrar to participate in an earlier graduation ceremony if they are 6 credit hours or less short of their degree and there is a significant need to do so.

**Candidates for graduation who have transfer credit from another institution must submit official transcripts to the University within 30 days of their scheduled diploma conferral date.** If the transcript submissions do not meet this timeframe, the student’s graduation date will be delayed until the next scheduled university graduation 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 LETU may qualify for graduation honors for outstanding scholarship and merit. Graduation honors will be determined by considering the total GPA of all course work attempted at the University, including any courses with grades that have been repeated or replaced in the calculation of the cumulative GPA.

Three possible distinctions may be awarded:

- **Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of between 3.40 and 3.59, inclusive.
- **Magna Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of between 3.60 and 3.79, inclusive.
- **Summa Cum Laude** is awarded to students who achieve a full cumulative GPA of all course work attempted at LETU of 3.80 or higher.

Catalog Governing Requirements

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 Office of the Registrar to graduate under a later catalog. A Request to Change Catalog form must be submitted. Students failing to complete graduate or undergraduate degree requirements within 8 years may forfeit any right to graduate under the catalog in effect at the time of entrance. Individual programs may have specific requirements.

Normally a student will fulfill the degree requirements as listed in the catalog of the year of initial, continual enrollment. The student may choose the requirements as listed for any other specific academic year in which the student is enrolled. However, the University reserves the right to make any changes in requirements that LETU may consider necessary and desirable by due notice in this catalog.

The catalog year begins with the opening of the fall semester. Students who first enroll in summer may be under the catalog for that academic year or for the upcoming academic year, depending upon the program in which they enroll.

Students returning after discontinuing studies for two consecutive semesters (excluding summer) will re-enter the University under the requirements of the most recent LETU catalog.

Academic Exception

Students may petition for exceptions to academic policy or to make changes to their program of study. For exceptions to catalog policy the petition should be directed toward the Office of the Provost; petitions for exceptions to program of study should be directed to the department or school.
Honors College

The Honors College is a Christian community of learning in pursuit of wisdom. The Honors College challenges academically talented, community-oriented, and highly motivated students to engage their college experience in a way that seeks intentional intellectual, social, and spiritual formation. Honors College students ask the kinds of big questions that connect their majors to issues of vocation and place as they explore together what it means to undertake – in their own particular locations – the significant work of participating in God’s restorative plan in every facet of their life and work.

Honors College students pursue challenging ideas within an active learning environment that fosters ingenuity in independent and collective problem solving. Interdisciplinary work, critical thinking, and creativity are the norm, and these habits of thought enable students to relate faith, living, and learning to experiential practice. This work is rigorously intellectual and intentionally formational, aimed at the development of the whole person.

Participation Requirements

Participation in and completion of the Honors College program requires no additional fees and the College is available to qualified residential campus students regardless of their chosen major. Honors students complete a shared common core that focuses on issues of vocation and place as well as a variety of Honors electives. This course of study is comprised of 19 credits (12 credits of common core; 1 three-hour general education elective; 4 one-hour Honors seminars taken during the freshman, sophomore, junior, and senior years). Honors students are not limited to these credits and may take additional Honors courses.

The Honors experience is specifically tailored for students in the School of Engineering through an Honors Engineering Track. This track requires a total of 27 hours of Honors courses and seminars (12 credits of common core, 3 one-hour Honors Seminars, and 12 hours of Honors Engineering courses). During the freshman year, students will be enrolled in the Honors Intro to Engineering Practice II course (Civil Engineering students will take an alternate course). All other Engineering courses taken for Honors credit will be selected by the student and the teaching faculty, giving students the opportunity for mentored research and greater hands-on work with significant projects.

All Common Core Honors courses meet and replace General Education requirements that are necessary for all LETU students. The Honors College student and the academic advisor will choose from honors courses offered each semester.

Upon completion of the Honors College, student diplomas will reflect this achievement, and students will be recognized at commencement. Additionally, the students' permanent academic records at the University will reflect participation in the Honors College.

In addition to the academic requirements, Honors College students participate in various social events and service opportunities, mentored research with faculty members, and interaction with visiting scholars. All first-year Honors students are required to live in the Honors Commons, in Davis Hall, fostering a rich sense of community and accountability.
**Honors College Admission**

A select number of students are admitted to the Honors College each fall. The selection process is competitive, considering outstanding academic achievement and community involvement, as well as potential for future academic achievement and community involvement. Applicants should enjoy thinking deeply about ideas and participating in lively classroom discussions.

**Name Change**

LeTourneau University maintains educational records of current and former students under the student's full, legal name at the most recent date of enrollment. A student’s legal name is the name that appears on the Social Security card or international visa. Official documents and transcripts will be issued only under this name.

The Office of the Registrar will only update the name on student records after presentation of the Social Security card bearing the new name. Current students may change the name on their permanent academic record by presenting a signed request and Social Security card bearing the updated name to the Office of the Registrar. Former students who return to the University under a different name will be required to present their Social Security card so that their records will be updated to their legal name.

**Privacy of Student Records**

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

- **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 Office of 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 will advise the student of the correct official to whom the request should be addressed.

- **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 the record 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 the 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.

- **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, 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 approved University tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

- **The right to withhold disclosure of directory information.** Directory information includes: student's name, address, telephone listing, email 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 no written notification made on the part of the student to specifically request the withholding of categories for directory information indicates individual approval for disclosure.

- **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:

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

Additional information about LETU's 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 GPAs 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:

- Repeat courses in which a grade of F was received if the failed courses are offered on the semester schedule.
- Attend special academic assistance sessions.
• Enroll in a reduced number of credit hours.
• Other recommendations at the discretion of the Committee

**Academic standing for students whose initial enrollment at the University was 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 LETU. 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. Participation in some organized extracurricular activities may be limited to those students who are enrolled full-time and pursuing a degree program.

**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 a cumulative GPA of 3.00 is still possible, 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 cannot 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.

**The responsibility for submitting add/ drop forms to the Office of the Registrar before the deadlines rests entirely with the student.** 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.
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 Office of the Registrar. If a student stops attending a course without formal withdrawal through the Office of the Registrar, the student will automatically receive 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 (after approximately 75% of the course), students may not drop a course without receiving a failing grade of F. In the case of extenuating circumstances an exception may be approved by the Office of the Provost.

Auditing Courses

Courses may be audited with the approval of the Office of the Registrar and the dean of the school in which the course is taught. Auditors must register and pay 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, and auditors cannot 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

Undergraduate 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:

- Only courses taken at LETU 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.
- The exact course name and number is repeated at LETU.
- 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.
- If a course is repeated in which a grade of D was previously earned, the student must submit a Declaration of Course Repeat Form to the Office of the Registrar prior to the beginning of the course that is being repeated to ensure that the previous D grade for the course will be removed from the cumulative GPA.
- 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.
- Graduation honors will be determined by considering the full cumulative GPA of all course work attempted at LETU, including any courses with grades that have been deleted from the calculation of the cumulative GPA as stated above.
Graduate students may repeat courses in which a grade of C or lower has been earned, but students will receive credit only once toward fulfillment of degree requirements. The course name, original grade, and all repeated grades will remain on the student’s transcript. The prior grade will not count toward hours attempted, hours completed, or total grade points.

Students may repeat a course and have the prior grade removed from the calculation of the cumulative GPA if the following guidelines are met:

- A course in which a grade of C or lower has been earned may be repeated twice.
- No more than 20% of the required hours for a program may be replaced.
- A Declaration of Course Repeat form should be submitted to the Office of the Registrar prior to the start of the repeated course to ensure correct GPA calculation.

Study Abroad

As a student at LeTourneau University, studying abroad provides numerous opportunities to put into action “Every Workplace, Every Nation.” LETU strongly encourages all residential and global students to pursue an opportunity to study abroad during their time at the University. Study abroad programs are rigorous academic programs that combine academic credit with cultural experience and education.

There are four types of study abroad programs:

- **Semester Abroad** through an exchange with a partner university or a third-party program provider
- **Faculty-Led Trips** led by LETU faculty and often occurring for 2-3 weeks in May
- **Global Service Learning** led by LETU faculty
- **Summer Programs** through an exchange with a partner university or a third-party program provider

The following information covers all LETU degree-seeking students who register for an academic study abroad program:

- **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 can apply.** Students must meet the admissions criteria as set forth by the LETU catalog. Strong preference will be given for students who have maintained at least a 2.5 GPA. Students are encouraged to study abroad in their sophomore or junior year. Students studying abroad with another university for a semester will also be considered officially enrolled at LETU for credit and/or transfer purposes.

- **All students must obtain approval from the Study Abroad Coordinator in the Office of Global Initiatives before applying to any study abroad program.** Students must first meet with the Study Abroad Coordinator to learn about the available programs.

- **Students can apply to a study abroad program after completing one full year at LETU.** Incoming students are encouraged to learn about the study abroad programs as much as possible. The first available opportunity for a study abroad experience will be the spring term of a student’s second year at LETU. Exceptions may apply for student athletes. Transfer students must complete one full year at LETU before participating in any study abroad program. Transfer students should meet with the Study Abroad
Coordinator and with the Office of the Registrar to ensure they are meeting all resident credit requirements. Students who will be classified as a senior during any semester they seek to study abroad should first meet with the Study Abroad Coordinator and the Office of the Registrar to ensure all residency requirements are being met.

**Application to Study Abroad**

Students must first meet with the Study Abroad Coordinator before applying to any study abroad program. The student must submit a completed study abroad application and related documents to the Study Abroad Coordinator before applying to any study abroad program. Following approval from the Study Abroad Coordinator, the student may apply to the desired study abroad program.

**Student Responsibilities**

The student is responsible for making all study abroad program arrangements, including contacting the program directors or coordinators; arranging travel, room and board; arranging visas and passports; and any other related matters. The Study Abroad Coordinator and the Office of Global Initiatives are available to provide guidance to parents and students if any problems or questions arise.

Students must attend at least one briefing regarding study abroad and cultural competence the semester before their departure. The briefing topics include safety, health, procedures, communications, cultural sensitivity, and emergencies. Students are also required to meet with the Study Abroad Coordinator upon return from the study abroad experience.

**Participation**

Students may participate in one semester-long academic program during their tenure at LETU for a maximum of 18 credit hours. This also includes summer programs where the student seeks to transfer credit back to the 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. Under certain circumstances, there is the possibility for two semesters abroad, transferring up to 36 hours.

**Study Abroad Scholarship**

LETU has a travel assistance fund to help students pay the costs associated with travelling internationally while studying abroad. Information regarding this scholarship may be obtained from the Study Abroad Coordinator. Students are eligible to receive one study abroad scholarship award during their tenure at the University. Incomplete applications or applicants who do not meet the minimum qualifications will not be considered. Award decisions are final and not subject to appeal. Scholarship recipients 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 LETU.
Financial Aid

The only Study Abroad program that financial aid may be applied to is a semester exchange program in which the student pays LeTourneau University tuition while studying at a partner university. Students are encouraged to meet with the Study Abroad Coordinator and an LETU financial aid representative early in the process to discuss what other aid options may be available through federal, state, and private venues. All students are encouraged to seek outside scholarships and/or grants for their trips.

Off-Campus Semester and Summer Programs

LeTourneau University encourages students to participate in off campus semester and summer study programs. These programs have valuable cross cultural and internship experiences offering a unique opportunity for students to make the world their classroom, going beyond the confines of the traditional classroom. As a member of the Council of Christian Colleges and Universities, LeTourneau University participates in Best Semester study abroad programs. LeTourneau University also has several partner programs with universities around the world. For information concerning the programs, a student should contact the Study Abroad Advisor in the Office of International Studies.

These interdisciplinary learning opportunities are available to sophomore, junior and senior students who have been enrolled at LeTourneau for at least one year. The student should consult with his or her academic advisor to determine the applicability of the credit earned towards his or her major. The student must be enrolled at LeTourneau University during the semester spent at each of these off-campus programs. LeTourneau University students who participate in off-campus study programs will be assessed a $350 fee per semester to cover administrative costs of dual enrollment incurred by the University.

American Studies

The American Studies Program (ASP), located in Washington, DC, is designed for juniors and seniors and is sponsored by the Council for Christian Colleges and Universities. ASP is an intensive fall or spring semester, blending seminars and hands-on internships. Combining theory with practice, each of the three seminar classes focuses on specific domestic and international policy topics. Creative internships are individually arranged to be pre-career work experiences to accommodate diverse majors or areas of interest. Students may earn 15-16 hours of credit through this interdisciplinary program.

Australia Studies

The Australia Studies Centre (ASC) is a partner program through the Council for Christian Colleges and Universities. ASC students are encouraged to think through their role as kingdom builders in a Western world that is increasingly secular—both intellectually and culturally. Designed to provide undergraduates of all majors and career interests with opportunities to participate in Sydney’s art culture, the program educates students in Indigenous affairs and Australia’s role as a global economic power. Students engage in courses and chapel at Wesley Institute, regularly participate in service projects in conjunction with Wesley Mission, travel throughout Australia to parks and population centers that influence public discourse in the country, and reside in the Drummoyne area, near Sydney’s harbor.
**China Studies**

Students are offered an opportunity to discover the richness of China through a unique living/learning semester abroad sponsored by the Council for Christian Colleges and Universities. The China Studies Program (CSP) encourages students to wrestle with the critical issues facing China in the light of biblical truth. Students explore the complex past of one of the world’s oldest cultures; experience the economic, political, and social realities of contemporary China; and study China’s challenges as a rapidly emerging world power. Students live in the beautiful seaside port of Xiamen, and the curriculum incorporates travel and visits to well-known sites throughout the country such as Beijing, Fujian, Shanghai, Xi’an, and Hong Kong.

**Contemporary Music**

This Council for Christian Colleges and Universities’ off-campus study program, located in Nashville, Tennessee, provides a curriculum and community designed to speak to the heads, hearts, and souls of young musicians and aspiring music executives. In addition to seminars, lectures, and practicum experiences, great attention is given to the actual creation and marketing of original music. Designed as an artists’ community, the program seeks to develop artists and music executives with a Christ-centered vision for music content, production, and delivery.

**Focus Leadership Institute**

The Focus Leadership Institute is a one-semester journey of study through the hows and whys of the Christian faith. Student leaders from both Christian and non-religious universities come to explore a unique academic approach to leadership in the areas of marriage, family, church, society and comparative worldviews. Assumptions are challenged. Hands-on learning cements new ideas gleaned from primary sources. Top-notch teaching flows seamlessly into intentional community as staff and students share life together, working out in practical ways what it means to live every aspect of one’s life to the glory of God alone.

**Handong Global University**

An articulation agreement with Handong Global University (HGU) allows LeTourneau University students with a minimum GPA of 2.5 an opportunity to spend a fall or spring semester studying in South Korea. While living in the International House dormitory alongside many English-speaking students with vastly different backgrounds, participants can earn 12 hours of course credit. This program may appeal especially to students in the areas of Engineering, Physics, TESOL, Education, Political Science, and Business. Until confirmed schedules are received, students will be enrolled in the course, HDGU 9999, Study in Korea - 12 hours.

**India Studies Program**

The ISP curriculum is designed to be attractive to North American students while offering a variety of perspectives and windows on India and building on the BACAS’s academic strengths. Building on two core courses, each BACAS academic department designed a course that could be offered each semester specifically for the ISP program. These courses are designed to offer a comprehensive view of the Indian context, have academic credibility and relate to students' major areas of study on the home campus at least as elective courses. The BACAS faculty have also outlined and integrated service opportunities and travel components for each course and across all courses, including a two week travel component at the end of the semester.
Jerusalem University College

Jerusalem University College (JUC) offers an opportunity for fall or spring semester studies in the ancient city of Jerusalem. A choice of several course offerings is available, particularly in the area of biblical studies. Students have the opportunity to study Scripture in context, view biblical sites, understand the Arab-Israeli conflict, and experience modern and ancient cultures. This program provides a basic understanding of the land and people of the Bible and of the Middle East. Availability of the program is dependent upon review of current security conditions.

Until confirmed schedules are received, students will be enrolled in the course, JMUC9999, Holy Land Studies/Israel - 17 hours.

Latin American Studies

This semester program based in San José, Costa Rica, is offered through the Council for Christian Colleges and Universities. In addition to the standard program of language and seminars (both semesters), the Latin American Studies Program (LAS) offers four concentrations: Advanced Language and Literature (offered both semesters); Environmental Science and Sustainable Development (offered spring semester); International Business: Management and Marketing (offered fall semester); and Latin American Studies (offered both semesters). All students study the Spanish language and become immersed in the rich culture and history of the Latin American people. Students reside in the homes of Costa Rican families, engage in service projects, and travel within Central America.

Students select a concentration area in Advanced Language and Literature, Environmental Science and Sustainable Development, International Business: Management and Marketing, or Latin American Studies.

- **Advanced Language and Literature Concentration**

This concentration focuses on the social, cultural, political, economic and religious issues of Latin America in the target language. Students examine how Latin Americans view their neighbors to the north and around the world through conversations, conferences and related literature. This concentration is designed to: (1) expand students’ Spanish language skills through a seminar taught exclusively in Spanish, a practicum with a Latin American organization, and the daily use of Spanish while living with a Costa Rican host family; (2) examine Latin America through its literature, using it as a means to examine society and culture; (3) meet and interact with prominent literary figures in the region; (4) take part in work/service opportunities; and (5) attend local theatrical and film productions.

- **Environmental Science and Sustainable Development Concentration**

Participants in this concentration explore the natural sciences in a tropical setting and study their influence on the process of sustainability. Students are immersed in a variety of ecosystems: dry forests, lowland rain forests, mountain cloud forests, volcanic regions and beautiful reefs. Costa Rica serves as a natural laboratory. Students of the Environmental Science Concentration will: (1) aid in longitudinal research projects ranging from ecology to ecotourism; (2) examine sustainable development and management of Costa Rica’s protected natural areas; (3) investigate the general ecology of several tropical biomes, including highland cloud forests, mangrove forests, coral reefs, lowland rain forests and dry forests; and (4) study from the perspective of an informed Christian steward of the Creation.
International Business: Management and Marketing Concentration

Business concentration students spend an intense five weeks addressing the fundamentals and application of international business. Business concentration students are exposed firsthand to the political, social and economic realities of Latin America and must constantly answer the question: “What should the role of Christians be in the face of these realities?” Throughout this concentration, students will: (1) meet Latin American business and government leaders; (2) visit plantations, cooperatives, maquilas, and the Bolsa de Valores [the Costa Rican stock exchange]; and (3) participate in a hands-on case study project.

Latin American Studies Concentration

This concentration is interdisciplinary by design. Students are challenged in a seminar that includes diverse perspectives, broad readings and group presentations that respond to scenarios drawn from the contemporary scene. Participants also gain valuable first-hand experiences in related service opportunities. In recent semesters, these have been organized in neighboring countries throughout Latin America. Entitled “Uniting Faith and Practice in Latin America,” the concentration is designed to: (1) introduce students to several perspectives on faith and practice in the context of Latin America; (2) consider the historical development and current character of multiple religious perspectives in Latin America [Protestant, Catholic, Maya, etc.] and the major issues the Christian church now confronts, including liberation theologies; (3) help students gain an understanding of the approaches to Third World development and the associated policies, especially those of para-church agencies; and (4) challenge students to reflect biblically on the above-mentioned faith perspectives and development theories in order to more fully develop their own Christian approaches to the dilemmas of Latin America. Course content is adapted to changes in Latin American society.

Liebniz University of Hannover, Germany

LUH offers many engineering courses for exchange students; however most lectures are given in German. In this age of a global economy, students with a working knowledge of German will have an advantage by furthering their studies at Liebniz University of Hannover. Their website is http://www.uni-hannover.de/en/index.php.

Los Angeles Film Studies

The Los Angeles Film Studies Center (LAFSC), located adjacent to Burbank, California, provides a values-based education for skills acquisition and on-the-job training for students interested in the various aspects of the film industry. Serving as a fall or spring semester extension campus for the Council for Christian Colleges and Universities member colleges, the LAFSC incorporates a semester-study program with internship experiences to equip students to be positive Christian presences in the film industry. Students take four courses: FSC 305, 330, and 492; one elective course is chosen from: FSC 325, 312, or 360. Applicability to a major must be determined in advance by the department.

Middle East Studies

The Council for Christian Colleges and Universities sponsors a Middle East Studies Program (MES) in Cairo, Egypt. Junior and senior students are exposed to the vast resources of Cairo during the 15-week fall or spring semester. Students are exposed to the complex issues behind
regional conflict, gain an awareness of the people and culture of the Middle East, and are educated on the global dimension of the Islamic faith. The program includes travel to Israel/Palestine, Lebanon, Jordan, Syria, and Turkey, dependent upon regional conditions. Involvement in a local service project is an important component of the program.

**Scholars Semester in Oxford**

The Scholars’ Semester in Oxford (SSO) is a partnership with the Council for Christian Colleges and Universities. SSO presents an opportunity to learn about literature, the classics, history, theology, philosophy and more in this city dedicated to scholarship. Through work with academic tutors, students hone their skills and delve into the areas that interest them most. As a visiting student of Oxford University, participants earn 17 credit hours as a member of Wycliffe Hall. Due to Oxford’s intense academic environment, a minimum GPA of 3.50 is required.

**St. Petersburg Christian University**

An articulation agreement with St. Petersburg Christian University allows LeTourneau University the opportunity to spend a fall or spring semester studying in St. Petersburg Russia. Students can earn 12-17 hours of credit in Russian as a Foreign Language, Russian History, Russian Fine Arts, Russian Literature, Christian Theology from a Russian Perspective, and Theology.

Until confirmed schedules are received, students will be enrolled in the following course, SPBC 9999 - 17 hours.

**Trinity Christian College, Semester in Spain**

The department of modern languages participates in the Semester in Spain program of Trinity Christian College. In this program, students earn up to 16 hours of credit while studying with faculty members who are natives of Spain. Living with families in Seville also enhances language and cultural understanding. The city’s theatres, galleries, museums and 400-year-old university provide many opportunities for cultural activities. Students also visit Córdoba, Toledo, Granada, the small pueblos outside Seville.

Until confirmed schedules are received, students will be enrolled in the following course, SISP 9999, Study in Spain - 17 hours.

**Uganda Studies**

The Uganda Studies Program (USP) is a partner program through the Council for Christian Colleges and Universities. Set on the outskirts of the capital city Kampala, this rapidly growing institution brings USP students together with the Uganda Christian University Honours College. Courses taught by local faculty in the English tutorial tradition immerses students in a uniquely African education. Topics such as Christianity and Islam in Contemporary Africa, Africa Literature and East African History will present many insights into African life because of the guidance of faculty who live in and love Uganda and East Africa. Home stays, travel, service learning and daily interaction with Honours College students form the backbone of the USP experience. In addition to the core experiential course, students will choose from an approved selection of courses from the UCU Honours College to earn up to 16 hours of credit.
Until confirmed schedules are received, students will be enrolled in the course, UGAN 9999, Study in Uganda - 17 hours.

**University of Highlands and Islands, Scotland**

UHI offers many aviation classes and the experience of the Scottish Highlands. Students will find themselves surrounded by history and beautiful landscapes in this semester-long experience. See more on their website: [http://www.uhi.ac.uk/en](http://www.uhi.ac.uk/en)

**University of Southern Queensland**

An articulation agreement with University of Southern Queensland in Toowoomba, Australia allows two LeTourneau University students per year with a minimum GPA of 3.0 an opportunity to spend a fall or spring semester studying in Australia. Students can earn 15 hours of credit. This program may appeal especially to students the areas of Engineering and Business. Until confirmed schedules are received, students will be enrolled in the course, USQT 9999 - 15 Hours.

**Washington Journalism Center**

The Washington Journalism Center (WJC) is a semester-long study program in Washington, D.C., created for Council for Christian Colleges and Universities’ students interested in the field of journalism. While in Washington, students earn 16 hours of credit focusing on their personal writing skills and on the history and future of the media and how it relates to the public. These classes, combined with an internship at a top news publication, help students learn to integrate their faith in a journalism career. Students also participate in service learning opportunities as part of the WJC experience.

**Students with Disabilities**

**Admission**

The standard admissions criteria also apply to students with disabilities who are interested in attending LETU. Untimed SAT and ACT tests will be accepted. A student may choose to self-disclose a disability in the application for admissions. If self-disclosed, the disability will not enter into the admissions decision.

**Academic Program**

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. LETU has no specific programs for students with disabilities; however, the University provides students with disabilities reasonable accommodations in order to provide all students equal access to academic programs and the university experience. The University is unable to lower program requirements; provide individualized supervision; or make modifications or substitute courses if the modification or substitution would fundamentally alter the nature of the educational program. Additionally, requirements that are essential to earning a degree cannot be waived.
Financial Aid

All financial aid including federal, state, or private grants; scholarships; and loans will be administered without discrimination to all students, regardless of disability, who is admitted to LeTourneau University. For all LETU students, the amount of financial aid awarded is affected by a reduced course load; students with disabilities who choose a reduced course load should be aware that financial aid is affected.

Self-Identification

Students with disabilities are encouraged to self-identify after admission and provide required documentation to the Director of Student Support Services. 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. Students who need facility adjustments must notify the Director of Student Support Services.

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. Documentation must be no more than three years old. 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 psychoeducational 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 LETU.

Academic Support

After appropriate documentation has been provided to the Director of Student Support Services, accommodations 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 the chosen academic program. These services may include liaison with faculty members, promotion of self-advocacy skills, and securing appropriate classroom accommodations. All LETU students have access to study skills counseling and some tutoring.
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 who will notify the appropriate faculty of recommended specific accommodations. The student will then meet with instructors to discuss the accommodation. Students must update their requests for accommodations each semester by completing and returning the update form to the Director of Student Support Services prior to the start of each semester.

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 for notifying the Director of Student Support Services if adjustments are not working well.

**Technology**

LeTourneau University is committed to improving student learning and enhancing student life through the use of technology and provides a current reference for all technology offerings.

Through **LetNet**, users have access to many services including the Internet, University email 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 at all site locations, all academic buildings, and all residence areas. Wired network connections are also available for student use in all residence halls.

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

**MyLETU** provides students with online access not limited to their LetNet accounts, academic information, class schedules, grade reports, complete academic records, and degree audits. Blackboard, LETU's online learning management system, provides a complete course experience including opportunities for collaboration, sharing, and assessment for faculty and students in residential, global, and online degrees and programs.

The **MyFiles** service provides students and faculty access to their personal files from anywhere on campus or across the world via the Internet.

LETU actively promotes the use of technology in the curriculum. All classrooms are equipped with computer presentation systems. 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.

Library collections, electronic journals, and searchable databases are also available.

**Library and Learning Resources**

The Learning Resource Center (LRC), also known as the **Margaret Estes Library**, serves as the center for library services to all faculty and students currently enrolled in undergraduate and
graduate programs whether delivered on ground, online, or in a hybrid format. The library contributes to the educational process by providing access to information resources that support the research demands of the curriculum.

The following services are available:

- **Bibliographic Instruction and Reference** – available for information literacy instruction. Assistance in identifying and locating relevant materials is available, as well as citation, copyright and fair use, and platform assistance.
- **Document Delivery** – full text documents from resources owned by the library can be delivered through email scanned documents, postal service, or fax.
- **InterLibrary Loan** – for materials not available locally, electronic versions of articles can be emailed directly to the student if available from a library in the consortium.
- **Online Databases** – access to training, tutorials, and databases for no cost and fee-based citation, abstract, and full-text articles, books, and information online is available in person or on the [LRC website](#).
- **TexShare Card** – provides access to public and college collections in member Texas libraries located throughout the state. TexShare Cards issued through the University are valid while enrolled in LETU courses.

**Transcripts**

Transcripts provide a record of grades and GPA for all coursework at LETU. Other credit applied toward a degree awarded by the University will also appear on transcripts.

**Ordering Transcripts and Other Records**

LETU reserves the right to deny transcripts or copies of records if the student has an unpaid financial obligation to the University. In order to request a transcript, a student must fill out and submit the online form along with the payment of $5.00 per transcript. Transcript requests are processed in the order received. The transcript system will not accept a transcript request from students with financial holds. After the student removes holds from the student's account, the online request system will allow submission of the online transcript request.

Test scores and transcripts of credits earned in high school or at other colleges are not available for distribution by LETU.

All official and unofficial transcripts—faxed, emailed, or sent directly to the recipient—have a required $5.00 charge. Fees for copying other records will be no more than 25 cents per page. If needed, a transcript or other copies of records can be sent via FedEx. The request must be received by noon for the FedEx item to be sent that same day. The cost for sending a transcript or other records overnight is $25.
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), the student will receive grades of W for 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 for 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.

Programs of Study

General Education Student Learning Outcomes

The General Education program at LeTourneau University provides the foundational skills for a student to be successful. Students receive the communication, mathematic, and scientific skills necessary to succeed in college and in the workplace. Students also develop a Biblical and Theological literacy necessary to integrate their faith and work. An understanding of history and literature provide a foundation and skills needed to be people of ingenuity.

Students that complete the general education outcomes will be able to:

- Demonstrate Critical Thinking Skills
- Communicate Effectively
- Apply Christian Theology and Biblical Knowledge to their lives and vocation
- Critically reflect on literature in order to relate it to their lives
- Use mathematic concepts and formulas in real world situations
- Apply causation and consequences in order to evaluate the past contextually
- Formulate and test hypotheses
- Apply basic scientific knowledge to their lives
### General Education Requirements

**Minimum general education requirements for undergraduate programs**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>A.S.</th>
<th>B.A.</th>
<th>B.S.</th>
<th>Bachelor (Not B.A. or B.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Literature - BIBL 1033</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Theology for Christian Living - THEO 1043</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biblical Engagement Elective – any 2000-level or above BIBL</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Theological Engagement Elective – see list below</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology – may include Kinesiology Activity Elective (KINE 1001-1501) for 1 credit</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Cornerstones of Life and Learning - LETU 1101</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English Composition I - ENGL 1013</td>
<td>3</td>
<td>3*</td>
<td>3*</td>
<td>3*</td>
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<tr>
<td>*Also must pass either the English Proficiency Examination or ENGL 1001</td>
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<tr>
<td>English Composition II - ENGL 1023</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Foreign Language (all the same language)</td>
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<td></td>
<td>12</td>
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<tr>
<td>- 4 semesters with a minimum of 12 credit hours</td>
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<tr>
<td>NOTE: Students in Teacher Education are required only 9 credit hours of Foreign Language.</td>
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<tr>
<td>History Elective</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Social Science Elective</td>
<td>3</td>
<td>3</td>
<td></td>
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<tr>
<td>Additional Humanities and/or Social Science Electives</td>
<td>6</td>
<td>6</td>
<td></td>
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<tr>
<td>Intro to Fine Arts - HUMA 1153</td>
<td>3</td>
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<tr>
<td>Intro to Speech Communication - COMM 1113</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Literature Elective</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics - Must be at the College Algebra level or above</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>NOTE: Students in Aviation and Aeronautical Science may only be required to earn 5 hours of Mathematics dependent upon program.</td>
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</tr>
<tr>
<td>Natural Science Elective</td>
<td>3</td>
<td>8</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Total hours of general education requirements</td>
<td>27</td>
<td>69</td>
<td>45</td>
<td>42</td>
</tr>
<tr>
<td>Minimum hours required for the degree</td>
<td>63</td>
<td>124</td>
<td>126</td>
<td>124</td>
</tr>
<tr>
<td>Minimum hours required in a major field</td>
<td>24</td>
<td>30</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Minimum hours required in a minor field</td>
<td>18</td>
<td></td>
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</tr>
</tbody>
</table>

(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 **residential** 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, and nontraditional Bachelor’s 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

**Biblical Engagement Electives:** Any Bible course numbered 2000-level or above.

**Theological Engagement Electives:** 2000-level or above BIBL; CCLT 3103 Cultural Anthropology; CCLT 3203 Religions of the World; CCLT 4103 Biblical & Strategic Paradigms for Mission; CMIN 3303 Evangelism & Discipleship; CMIN 3403 Ministry of Teaching; CMWA 4103 Worship Arts as Spiritual Formation; THEO 3003 History of the Church; THEO 3063 Christian Ethics; THEO 3203 Christian Apologetics; THEO 4103 Christian Doctrine 1; THEO 49X3 Special Topics classes that engage Theology and specific disciplines.

**Humanities Electives:** Cross-Cultural (CCLT 3203 only); Fine Arts (HUMA); History (HIST); Literature (see above); Philosophy (PHIL); Music (MUSC); 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. Varsity sports can be repeated for credit up to a maximum of four credits, but the student must enroll in the course each semester credit is requested.

**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).
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 the student is not required to select one. A concentration is a specialized course of study for undergraduate degrees. Some undergraduate majors include a built-in concentration, for others a concentration must be selected. The number of hours in the concentration varies by program.

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

**A Bachelor of Science degree may be granted in the following areas:**
- Accounting
- Air Traffic Management
- Air Traffic Management–Professional Flight Concentration
- Aviation Maintenance Science
- Aviation Maintenance Science-Computer Science Concentration
- Aviation Maintenance Science-Design Technology Concentration
- Aviation Maintenance Science-Electrical Technology Concentration
- Aviation Maintenance Science-Maintenance Management Concentration
- Aviation Maintenance Science-Mechanical Technology Concentration
- Aviation Management
- Aviation Management-Air Traffic Control Concentration
- Aviation Management-Maintenance Concentration
- Aviation Management-Professional Pilot Concentration
- Aviation Studies
- Biblical Studies and Ministry*
- Biology
- Business Administration
- Chemistry
- Chemistry–Biological Concentration
- Chemistry–Physical Concentration
- Child Development
- Civil Engineering
- 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
- Electrical Engineering
- 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
Mechanical Engineering
Mission Aviation
Mission Aviation-Flight Concentration
Organizational Development*
Professional Flight
Professional Flight-Aviation Maintenance Concentration
Professional Flight–Management Concentration
Professional Flight–Marketing Concentration
Professional Flight–Military Aviation 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 of Human Services*
Bachelor of Interdisciplinary Studies*
Bachelor of Psychology*

Preparation for Elementary Teaching is provided in the following areas:
Early Childhood–Grade 6
Grades 4-8
Grades 4-8 Social Studies/Language Arts
Grades 4-8 Science/Math

Preparation for Supplemental Certification 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.

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

**Graduate Degrees:**
A specialization is a specialized course of study for graduate degrees. Some graduate degrees include a built-in specialization, for others a specialization must be selected. The number of hours in the specialization varies by program.

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 Engineering Management*
Master of Science in Engineering*
Master of Science in Health Care Administration*
Master of Strategic Leadership*

**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
Flight Instructor Multiengine
Flight Instructor Single Engine
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
# Academic Calendar for Residential Campus Programs

The academic calendar for global campus programs is located in the addendum.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
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<td>August 1</td>
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**Fall 2014 Semester Calendar of Dates**

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<th>Week</th>
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**Fall 2014 Semester Calendar of Dates**

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<td>January 11</td>
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<td>New Student Orientation (Required of all new Students)</td>
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<td>January 12</td>
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<td>Late Registration</td>
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<td><strong>January 12</strong></td>
<td><strong>Monday</strong></td>
<td><strong>Classes Begin; Meal service begins with Breakfast</strong></td>
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<tr>
<td>January 16</td>
<td>Friday</td>
<td>Last day to Register or Change Registration - Spring</td>
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<tr>
<td><strong>January 19</strong></td>
<td><strong>Monday</strong></td>
<td><strong>Martin Luther King Day - NO CLASSES</strong></td>
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<tr>
<td>January 23</td>
<td>Friday</td>
<td>Deadline for dropping Spring Semester Courses with NO GRADE - NOON</td>
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<td>January 26</td>
<td>Monday</td>
<td>Census Day</td>
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<td>January 26-30</td>
<td>Mon - Fri</td>
<td>Missions Emphasis Week</td>
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<td>February 2</td>
<td>Monday</td>
<td>Last day to apply for Spring/Summer 2015 graduation</td>
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<td><strong>February 16</strong></td>
<td><strong>Monday</strong></td>
<td><strong>President’s Day - NO CLASSES</strong></td>
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<tr>
<td>February 18</td>
<td>Wednesday</td>
<td>Deadline for dropping 1st Half Semester courses with a 'W'</td>
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<tr>
<td>February 23</td>
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<td>Deadline for change of incorrect grades FA 2014</td>
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<td>February 27</td>
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<td>Last day to ADD 2nd half semester courses</td>
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<td><strong>March 2</strong></td>
<td><strong>Monday</strong></td>
<td>Noon- Mid Term Grades Due - Web Grade Enter</td>
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<td><strong>March 2</strong></td>
<td><strong>Monday</strong></td>
<td>2nd Half Semester Courses Begin</td>
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<td>Mar 7 - 15</td>
<td>Sat - Sun</td>
<td>Spring Break - NO CLASSES</td>
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<td>March 23 - 26</td>
<td>Mon - Thu</td>
<td>WebReg Window Opens for Summer/Fall</td>
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<tr>
<td>April 3</td>
<td>Friday</td>
<td>Last day to Drop full semester courses or 2nd half courses with a final grade of &quot;W&quot; - 3 p.m.</td>
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<tr>
<td>April 3</td>
<td>Friday</td>
<td>Last day to withdraw from school with grades of &quot;W&quot; - 3 p.m.</td>
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<tr>
<td>April 3</td>
<td>Friday</td>
<td>Deadline for removal of all Incomplete grades for Fall 2014</td>
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<tr>
<td>May 4 - May 7</td>
<td>Mon - Thu</td>
<td>Final Examinations</td>
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<tr>
<td><strong>May 8</strong></td>
<td><strong>Friday</strong></td>
<td><strong>9:00 AM Final Grades for May 2015 Graduation Seniors due - Web Grade Entry</strong></td>
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<tr>
<td>May 9</td>
<td>Saturday</td>
<td>Spring 2015 Commencement</td>
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<td>May 11</td>
<td>Monday</td>
<td>Final Grades due at 9:00 am - Web Grade Entry</td>
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<tr>
<td>May 14</td>
<td>Thursday</td>
<td>Global Module III and full-semester Grades Due - NOON</td>
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<tr>
<td>May 7</td>
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<td>Registration deadline for 1st Online, 1st five week, 1st seven week and full semester sessions</td>
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<tr>
<td>May 11</td>
<td>Monday</td>
<td>Classes begin for 1st online, five week, 1st seven week &amp; full semester sessions</td>
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<td>May 25</td>
<td>Monday</td>
<td>Memorial Day</td>
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<td>June 11</td>
<td>Thursday</td>
<td>Registration deadline for 2nd five week session</td>
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<td>June 18</td>
<td>Thursday</td>
<td>Final grades for 1st five week session due - noon</td>
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<tr>
<td>June 25</td>
<td>Thursday</td>
<td>Registration deadline for three week session and 2nd online session</td>
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<tr>
<td>June 28</td>
<td>Sunday</td>
<td>End of 1st seven week session</td>
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<td>July 6</td>
<td>Monday</td>
<td>Classes begin for 2nd seven week session</td>
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<td>July 9</td>
<td>Thursday</td>
<td>Final grades for 1st online session due - noon</td>
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<td>July 16</td>
<td>Thursday</td>
<td>Registration deadline for 3rd five week session</td>
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<td>July 20</td>
<td>Monday</td>
<td>Classes begin for 3rd five week session</td>
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<td>July 23</td>
<td>Thursday</td>
<td>Final grades for three week session and 2nd five week session due - noon</td>
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<td>July 24</td>
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<td>Last Day to Withdraw with a Grade of &quot;W&quot; - Full Semester Session only</td>
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<tr>
<td>August 23</td>
<td>Sunday</td>
<td>End of 3rd five week, 2nd seven week; 2nd online &amp; full semester sessions</td>
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<tr>
<td>August 27</td>
<td>Thursday</td>
<td>Final grades for 3rd five week, 2nd seven week, 2nd online and full semester session due - noon</td>
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<th>Date</th>
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<td>August 1</td>
<td>Saturday</td>
<td>Confirmation Deadline</td>
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<td>August 20 - 24</td>
<td>Thu - Mon</td>
<td>New Student Orientation (Required of all new Students)</td>
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<tr>
<td>August 21</td>
<td>Friday</td>
<td>Registration for NEW students</td>
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<tr>
<td>August 24</td>
<td>Monday</td>
<td>Late Registration</td>
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<tr>
<td><strong>August 24</strong></td>
<td>Monday</td>
<td><strong>Classes Begin; Meal service begins with Breakfast</strong></td>
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<tr>
<td>August 28</td>
<td>Friday</td>
<td>Last Day to Register or Change Registration</td>
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<tr>
<td>September 4</td>
<td>Friday</td>
<td>Last Day to Drop with NO GRADE - NOON</td>
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<tr>
<td>September 5</td>
<td>Saturday</td>
<td>Census Day</td>
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<tr>
<td>September 7 - 11</td>
<td>Mon - Fri</td>
<td>Spiritual Emphasis Week</td>
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<tr>
<td>October 1</td>
<td>Thursday</td>
<td>Last day to apply for December 2015 graduation</td>
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<tr>
<td>October 2</td>
<td>Friday</td>
<td>Deadline for change of incorrect grades SP/SU 2015</td>
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<tr>
<td>October 9</td>
<td>Friday</td>
<td>Deadline for dropping 1st Half Semester courses with a 'W'</td>
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<tr>
<td>October 12</td>
<td>Monday</td>
<td>Noon - Mid Term Grades Due - Web Grade Entry 2nd Half Semester Courses Begin</td>
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<tr>
<td>October 19 - 20</td>
<td>Mon - Tue</td>
<td><strong>Fall Break - NO CLASSES</strong></td>
</tr>
<tr>
<td>November 9 - 12</td>
<td>Mon - Thu</td>
<td>Web Reg Window Opens for Spring</td>
</tr>
<tr>
<td>November 13</td>
<td>Friday</td>
<td>Last day to Drop full semester courses or 2nd half courses with a final grade of &quot;W&quot; - 3 p.m.</td>
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<tr>
<td>November 25 - 27</td>
<td>Wed - Fri</td>
<td>Thanksgiving Break - NO CLASSES</td>
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<tr>
<td>December 1</td>
<td>Tuesday</td>
<td>Deadline for removal of all Incomplete grades for Spring &amp; Summer 2015</td>
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<tr>
<td>December 7 - 10</td>
<td>Mon - Thu</td>
<td><strong>Final Examinations</strong></td>
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<td>December 11</td>
<td>Friday</td>
<td>9:00 AM Final Grades for Fall 2015 Graduation Seniors due - Web Grade Entry</td>
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<td>December 12</td>
<td>Saturday</td>
<td>Fall 2015 Commencement</td>
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<tr>
<td>December 14</td>
<td>Monday</td>
<td>Final Grades due at 9:00 am - Web Grade Entry</td>
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<tr>
<td>December 17</td>
<td>Thursday</td>
<td>Global Module III and full-semester Grades Due - NOON</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<tr>
<td>January 1</td>
<td>Friday</td>
<td>Confirmation Deadline</td>
</tr>
<tr>
<td>January 10</td>
<td>Sunday</td>
<td>New Student Orientation (Required of all new Students)</td>
</tr>
<tr>
<td>January 11</td>
<td>Monday</td>
<td>Late Registration</td>
</tr>
<tr>
<td>January 11</td>
<td>Monday</td>
<td><strong>Classes Begin; Meal service begins with Breakfast</strong></td>
</tr>
<tr>
<td>January 15</td>
<td>Friday</td>
<td>Spring Last day to Register or Change Registration</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>Martin Luther King Day - NO Classes</td>
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<tr>
<td>January 22</td>
<td>Friday</td>
<td>Deadline for dropping Spring Semester Courses with NO GRADE - NOON</td>
</tr>
<tr>
<td>January 23</td>
<td>Saturday</td>
<td>Census Day</td>
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<tr>
<td>Jan 25 - 29</td>
<td>Mon - Fri</td>
<td>Missions Emphasis Week</td>
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<tr>
<td>February 1</td>
<td>Monday</td>
<td>Last day to apply for Spring/Summer 2016 graduation</td>
</tr>
<tr>
<td>February 15</td>
<td>Monday</td>
<td>President's Day - NO CLASSES</td>
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<tr>
<td>February 17</td>
<td>Wednesday</td>
<td>Deadline for dropping 1st Half Semester courses with a 'W'</td>
</tr>
<tr>
<td>February 22</td>
<td>Monday</td>
<td>Deadline for change of incorrect grades FA 2015</td>
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<tr>
<td>February 29</td>
<td>Monday</td>
<td>Last day to ADD 2nd half semester courses</td>
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<tr>
<td>March 1</td>
<td>Tuesday</td>
<td>Noon- Mid Term Grades Due - Web Grade Enter</td>
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<tr>
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<td>2nd Half Semester Courses Begin</td>
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<tr>
<td>Mar 5 - 13</td>
<td>Sat - Sun</td>
<td>Spring Break</td>
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<tr>
<td>March 14 - 17</td>
<td>Mon - Thu</td>
<td>WebReg Window Opens for Summer/Fall</td>
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<tr>
<td>April 1</td>
<td>Friday</td>
<td>Last day to Drop full semester courses or 2nd half courses with a final grade of &quot;W&quot; - 3 p.m.</td>
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<td>Last day to withdraw from school with grades of &quot;W&quot; - 3 p.m.</td>
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<td>Deadline for removal of all Incomplete grades for Fall 2015</td>
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<tr>
<td>March 25</td>
<td>Friday</td>
<td>Good Friday - No Classes</td>
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<tr>
<td>May 2 - 5</td>
<td>Mon - Thu</td>
<td>Final Examinations</td>
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<tr>
<td>May 6</td>
<td>Friday</td>
<td>9:00 AM Final Grades for May 2016 Graduation Seniors due - Web Grade Entry</td>
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<tr>
<td>May 7</td>
<td>Saturday</td>
<td>Spring 2016 Commencement</td>
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<td>May 9</td>
<td>Monday</td>
<td>Final Grades due at 9:00 am - Web Grade Entry</td>
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<tr>
<td>May 12</td>
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<td>Global Module III and full-semester Grades Due - NOON</td>
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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.

<table>
<thead>
<tr>
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Texas Common Course Number Index (continued)

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Financial Aid

Financial Planning

The Financial Aid Office encourages inquiry and is available to assist with planning university expenses and ways to meet them. Various combinations of employment, grants, loans, and scholarships may be used to add to funds already available to cover the total cost of a college education. Students should carefully consider the costs of attending college and should apply for financial assistance if the costs exceed the available resources.

How Financial Aid is Determined

Financial aid includes any grant, loan, scholarship, or work-study employment offered to help students meet education-related expenses. Grants and scholarships are gift aid programs and do not need to 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 leaving school. When aid is offered in the form of a job, students 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 that the student and/or the student’s family can provide for an education, based upon a government formula, and the cost of attending LETU. 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, fees, room and board, books, transportation, and an allowance for personal expenses.

Apply for assistance as early in the year as possible. February 15 is the priority deadline. Students are notified regarding financial aid awards in early March. Students must be enrolled in at least a half time course of study and must pursue a degree in order to be eligible for assistance. A financial aid package of grants, loans, employment, and scholarships will be arranged according to individual need and availability of funds.

Application Procedure

Students interested in assistance must complete a FAFSA (Free Application for Federal Student Aid). The agency will transmit the information to all of the institutions of higher education indicated by the student when completing the FAFSA. The agency will also send the student a Student Aid Report by email.

Financial aid awards are determined after the Financial Aid Office has received the FAFSA data and after the student has 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 LETU Financial Aid Office will ask the student to supply the additional information.

A FAFSA must be submitted each year that financial aid is needed. 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 students must make satisfactory academic progress if they receive Title IV aid. Title IV aid includes financial assistance such as Pell Grants, Supplemental Educational Opportunity Grant (SEOG), Perkins Loans, Federal Direct Student Loans, PLUS Loans, and Work Study.

All students enrolled at LETU who receive financial aid through the University or the Federal Title IV Assistance Programs must meet the satisfactory academic progress (SAP) requirements as defined below in order to be eligible for further aid. Students' SAP will be checked annually after each spring semester and will be based on achieving both qualitative and quantitative requirements.

At the end of an academic year, if qualitative and quantitative requirements are not met, the student will be notified and placed on **financial aid suspension**.

All students receiving financial aid should become familiar with the SAP requirements, which are:

- **Qualitative Requirements** – Students must have a cumulative grade point average (CGPA) of 2.0 for undergraduate students or a 3.0 for graduate students and must continue to meet this academic standard through to degree completion.
- **Quantitative Requirements** are:
  - Students must pass, as a minimum, 67% of attempted credits per academic year. This is calculated by credit hours earned divided by total hours attempted.
  - Students must also complete their program measured in credit hours in a maximum timeframe no longer than 150% of the published length of the program.
  - Transfer students may have earned credits at another school that will count toward the 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.
  - Students pursuing a second degree will have a new maximum time frame.
  - Withdrawals are counted as an attempted class that was not successful.
  - Incompletes will be counted as an attempted class that was not successful.
  - Repeated courses are counted as attempted and successfully completed.

**Appeal Process**

Students on financial aid suspension have the option of submitting a letter of appeal written to the Director of Financial Aid. The appeal must address the reason the student failed to make satisfactory academic progress and what has changed in the student’s situation to enable the student to demonstrate satisfactory progress at the next evaluation point. Appeals are reviewed and decided on a case-by-case basis by the Financial Aid Appeals Committee. Students will be notified in writing regarding the outcome of the appeal. For students in residential campus
programs, appeals must be submitted prior to August 1. Students in global campus programs should consult the Office of Financial Aid to discover the submission deadline for their situation.

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. Academic plans are developed by the student’s faculty advisor (residential campus) or academic advisor (global campus) in collaboration with a representative from the Office of the Registrar.

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.

Examples of mitigating circumstances include:
- Death in the family
- Serious illness of a family member
- Medical complications or prolonged illness of the student
- Serious financial problems requiring excessive hours of employment.

Types of Financial Aid

Federal Financial Aid Programs

Students who are U.S. citizens or have permanent residence status in the United States are eligible to apply for assistance under various federal financial aid programs. Eligible students must complete and submit the FAFSA to be considered for all of the following federal and state programs:
- **Federal Pell Grant** – After submitting the FAFSA, the student will receive a Student Aid Report (SAR) that includes the Expected Family Contribution (EFC). The lower the EFC, the higher the award the student will receive.
- **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 LETU, FSEOG funds are extremely limited, so this program requires an early application for federal aid because most of the money is appropriated to students early in the aid process. 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 the 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 with meeting educational expenses. Perkins Loan funds are limited. Eligible students can borrow up to $5,500 per year. Repayment begins nine months after graduating or leaving school for other reasons. Students are charged 5% interest on the unpaid balance of the loan principal.

- **Federal Direct Student Loans** – Federal Direct loans (subsidized and unsubsidized) are low interest loans to help eligible students pay for their education. This program enables students to borrow directly from the federal government. Students must be enrolled (or have been accepted) as a degree-seeking student for at least a half time course of study to apply for these loans and must show financial need as determined by the FAFSA to receive subsidized loans. Under this program students 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 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 help the parents or legal guardians of dependent students pay for post-secondary education. These loans may be obtained in addition to or in place of Federal Direct Student loans. Like student 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 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 additional amount of unsubsidized 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 interested in work-study 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 students will be able to earn the entire amount of the work-study award. Eligibility will be indicated on the financial aid award letter.

- **Texas Tuition Equalization Grant Program** – Texas residents attending a private college such as LeTourneau University can be considered for a need-based Tuition Equalization Grant (TEG) from the State of Texas. Grants may be up to $3,500 per year. Students who have completed the regular financial aid application process will be nominated by the Financial Aid Office to the state agency.

- **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
receives a copy of the completed FAFSA and the home state is informed about the desire to attend LETU.

LeTourneau University Financial Aid Programs

LETU financial aid programs are limited to students enrolled in residential programs on the Longview campus. LETU 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 the 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 retakes the test after a financial aid offer has been made. High school students are encouraged to retake standardized tests in the fall of their senior year.

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 GPA 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 Founder’s Scholarships - The Presidential, Dean’s, and Founder’s Scholarships are awarded to entering first-time freshmen for academic excellence and achievement. The average recipients have high school GPAs that range from 3.00-4.00 and SAT composite scores in the range of 1150-1600. The scholarships are renewable for a total of four years (eight semesters). Presidential Scholarships are renewable for continuous enrollment and maintenance of a minimum 3.00 cumulative GPA at the end of each spring semester. The Dean’s Scholarship is renewable for continuous enrollment and maintenance of a minimum of 2.5 cumulative GPA at the end of each spring semester. The Founder’s Scholarship is renewable for continuous enrollment and maintenance of a minimum 2.5 cumulative GPA at the end of each spring semester. Scholarship applications are not required. Selection is based upon the application for admission. More information can be found on the financial aid web site.

- LeTourneau University Awards for National Merit Scholars - National Merit Finalists who provide documentation from the National Merit Scholarship Corporation will receive a scholarship. Details and stipulations of the scholarship are available on the financial aid web site. 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 3.00 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 Home Church Matching Grants** – LETU 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. Partnership Agreement forms are available online. This grant is only available to first-time students and must be applied for prior to enrolling at the University. Commitments made after the second week in August will be considered as an award from an outside source 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-year or four-year institution of higher education will be considered for awards. Students with a minimum CGPA of 2.5 may be eligible. 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 2.5 cumulative GPA at the end of each spring semester. More information can be found on the financial aid website.

- **Employment Opportunities** – Students interested in working to earn part of their school expenses should become familiar with Campus Jobs. Students are employed on campus in administrative and departmental offices, the library, laboratories, residence halls, and maintenance.

**Fees and Assistance**

Students who desire financial assistance must submit an application for Federal Student Aid (FAFSA). Apply early while financial aid options are numerous. Contact the LETU Financial Aid Office for assistance. The Student Accounts Office can provide guidance on payment plans and other payment options.

**University Costs: Residential Campus Programs**

Residential campus program tuition and fee schedules are assessed annually and any changes are effective with the fall term. The established tuition and fees will remain constant throughout each academic year. University costs information for students in global campus programs is located in the addendum.

All programs and policies of the University are under continual review. LeTourneau University reserves the right to change its financial policies at any time without prior notice.
2014-2015 Academic Year

Tuition Charges

Tuition hours are calculated based upon registered and attempted hours.
- Tuition/semester (12-18 credit hours): $13,195
- Tuition 1-6 hours, per credit hour: $480
- Tuition 7-11 hours, per credit hour: $1,053
- Tuition for additional hours beyond 18, per credit hour: $697
- Audit Fee per class (applicable course fees and lab fees apply): $119
- Summer School 2015, per credit hour: $350
- Residential Graduate Fee (dual enrollment in a graduate course), per course: $300

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

Instruction-Related Fees

- Tuition Deposit: $100
- Graduation Fee, Undergraduate: $100
- Graduation Fee, Graduate: $125
- Late Registration Fee: $100
- Transcript (per official or unofficial transcript): $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): $4,650
- Room and Board/semester (private room): $5,150
- Room only/week Summer School 2015: $50
- Married Housing Rent (effective 8/1/2014): $575 per month
- Married Housing Deposit: $225
- General Activity Fee Fall and Spring (students enrolled in 6 or more credit hours): $125
- 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
- Study Abroad Fee (students studying abroad/exchange programs): $350
- Orientation Fee/New Student Fee: $115
- 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
- Wire Transfer Fee (for all wire transfers sent to LETU): $20
**School of Engineering**

All Engineering majors are assessed a per semester program fee:
- Registered in 12 or more credit hours: $1000
- Registered in 1-4 credit hours: $250
- Registered in 5-8 credit hours: $500
- Registered in 9-11 credit hours: $750

**School of Aviation and Aeronautical Science**

Flight fees are approximate for each course and will vary from student to 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. Aircraft charge is based on actual aircraft time and type of aircraft flown. Flight fees must be pre-paid. Students have access to the University's flight training electronic recordkeeping system so that they can actively 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.** When actual flight charges exceed the prepaid flight amount assessed, the student must make financial arrangements for the flight overages. Failure to do so will result in being restricted from flying until the account and charges are brought current. A fuel charge adjustment may be made as fuel prices vary.

Transportation fee for all Aviation and Aeronautical Science students living on campus and taking AERF, AERO, or AVTC courses: $170.00 per semester

- AERF 1111 Primary Flight 1: $7,350
- AERF 1121 Primary Flight 2: $7,775
- AERF 1201 Flight Policies & Standardization: $5,000
- AERF 2311 Advanced/Commercial Flight I, Tailwheel Operations: $6,050
- AERF 2411 Advanced/Commercial Flight II, Multi-Engine Operations: $13,700
- AERF 2421 Commercial Flight II, Missions: $9,950
- AERF 3211 Upset Recovery: $1,800
- AERF 3412 Advanced Flight III/Instrument Flight: $8,950
- AERF 3512 Commercial Flight III, Transport Emphasis: $7,300
- AERF 3522 Commercial Flight III, Missions Emphasis: $9,500
- AERF 4201 High Performance: $1,100
- AERF 4601 CFI Flight Instructor Single Engine: $2,100
- AERF 4602 Flight Instructor Initial Flight, MEI Transport: $9,555
- AERF 4611 CFI II Single-Engine Instrument: $1,500
- AERF 4612 Flight Instructor Initial Flight, MEI Missions: $9,000
- AERF 4632 Flight Instructor Initial Flight, SEL: $9,000
Textbooks

LeTourneau University partners with Tree of Life Bookstores to provide textbook solutions to students. Students may choose to participate in Tree of Life’s Textbook Butler Program, purchase textbooks from Tree of Life directly, or purchase textbooks privately from any vendor of their choosing. Students participating in the Textbook Butler Program can charge the cost of textbooks to their student account. Students are responsible for payment to LETU for all charges that are applied to their student account through the textbook fulfillment options or through any additional charges assessed when rental textbooks are not returned.

Payment Plans

Payment plans must be kept current. Students who become two months delinquent on a payment plan will be removed from the TMS payment plan. If a student is removed from the TMS payment plan for a second semester, the student will no longer be eligible to participate in a payment plan.

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

Payments and Refunds

New Student Tuition Deposit

All new, first-time students must pay a $100 tuition deposit in preparation for registration.

Returning Student Tuition Deposit

Prior to Fall Registration, returning students must pay a $100 deposit toward their fall tuition. Students who do not return must formally notify the Registrar’s Office before the first day of classes in order to be eligible for a tuition deposit refund.

Housing 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. Students must complete the registration process through to confirmation for the fall term by August 1 and for the spring term by January 1. Students not reaching confirmation by the deadline will be withdrawn from their courses for the semester. Students who are withdrawn from their courses will be eligible to register again after payment of the late
registration fee and after satisfying financial arrangements. Registration in the same course is not guaranteed.

For a student’s schedule to be confirmed, tuition must be paid-in-full or a payment plan sufficient to cover the semester must be established before the confirmation deadline (August 1 for the fall term and January 1 for the spring term).

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). Established TMS payment plans must be current by the confirmation deadline. Students with a delinquent payment plan will be unconfirmed and subject to the course removal policies for students who have not reached confirmation by the published deadline.

Payment in full may be made online. Debit and credit cards are accepted (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

All checks, money orders, and credit card payments are subject to final payment by the applicable financial institution(s). The University does not 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 Credit Due to 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, course fees, room and board, and other charges will be refunded to the student's account based on the student's official withdrawal date. Prepaid flight charges will be refunded upon review of the flight activity completed prior to withdrawal.

Percentage credits for tuition, lab fees, course fees, and room and board refunds for the fall and spring semesters are as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>95%</td>
</tr>
<tr>
<td>3</td>
<td>75%</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
</tr>
<tr>
<td>5</td>
<td>25%</td>
</tr>
<tr>
<td>6 and after</td>
<td>no refunds</td>
</tr>
</tbody>
</table>

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Percentage credits for tuition and course fees for the **summer** term are as follows:

**Semester Long Courses**
- Week 1: 100%
- Week 2: 95%
- Week 3: 75%
- Week 4: 50%
- Week 5: 25%
- Week 6 and after: no refunds

**5-Week or 7-Week Courses**
- Prior to Week 1: 100%
- Week 1: 60%
- Week 2: 40%
- Week 3 and after: no refunds

**3-Week courses**
- Prior to Week 1: 100%
- Week 1 and after: no refunds

**Financial Aid Refund Policy (Return of Title IV Funds Policy)**

Return of Title IV funds to the aid program will be required when aid has been disbursed to a student from financial aid funds in excess of the amount of aid the student has earned during the term.

Refunds to the aid source (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 (Federal Direct Loan) Unsubsidized funds
   b. Federal Family Education Loan (Federal Direct 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 tuition credit policy, 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 of Title IV funds must be coordinated with the various lenders, 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 to the student, the refund will be issued to the students' Higher One Refund card. If charges remain due, an invoice will be mailed to the student.

Veteran’s Benefits

For information on veteran's benefits, contact the Registrar's Office. The Registrar's Office certifies East Texas student enrollment with the Veteran’s Administration. Certification for students outside the East Texas area is processed by the Certification Officer located at the Houston Educational Center. The University does not determine eligibility for payment nor the amount of veteran’s benefits. Eligibility and amount of benefits are determined by the Veteran’s Administration.

The student receiving the vocational rehabilitation benefits through the Veteran’s Administration is responsible for notifying the Registrar’s Office or Certification Officer located at the Houston Educational Center within 24 hours when absent from any classes. Students are responsible for notifying the University of any enrollment status or class status change.

Student Financial Responsibility

As the party benefiting from any financial arrangements, the student is responsible for knowing and following LETU policy, including complying with any promise to pay the University in accordance with these policies. Compliance includes payment of all applicable late fees and finance charges.

Students are responsible for adhering to the following:

- Student’s with a delinquent account balance with the University are not eligible to receive transcripts, certificates, or diplomas and are not eligible to enroll for the next semester until the balance has been paid in full. Transcripts will be released upon final payment to the University via cash, cashier’s check, money order, or credit card. Transcripts may be held for up to 30 days to insure the availability of funds when final payment is made by personal or corporate check.
- Students unable to make a payment when scheduled are responsible for contacting the LETU Student Accounts Office prior to the scheduled due date in order to make alternate payment arrangements.
- Students who experience a financial status change that affects the student’s ability to pay tuition and fees as agreed (i.e. payment plan, financial aid, or military) must notify the LETU Student Accounts Office immediately in order to make alternate payment arrangements.
• If the student's account becomes 30 days or more delinquent, the student must contact the LETU Student Accounts Office 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 removed 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.

• Student accounts that become delinquent are reported to professional collection agencies that will process the delinquent accounts and will report the delinquency status to the national credit bureaus. If collection of any tuition and fees becomes necessary, the student agrees to reimburse the University the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, incurred in such collection efforts.
People and Organizations

LeTourneau University administration, faculty, and staff are united in their support of the University’s mission. This directory lists people who are committed to that calling.

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Dr. Steven D. Mason, Associate Provost and Dean of Faculty
Mr. Eric McCrory, Executive Director for Development

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

Ayers, Stephen R.
Professor of Civil Engineering
Concentration Coordinator for Civil Engineering

Baas, Brent L.
Chair, Department of Computer Science
Professor of Computer Science
Baggett, Darla L. Underwood  
**Program Director for Graduate Teacher Education**

**Assistant Professor of Education**  

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

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

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

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

Beck, Zachery G.  
**Assistant Professor of Literature and Language Arts**  

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

Bowman, Leslie  
**Director of Learning Resource Center**  
Bray, Jennifer M.
Assistant Professor of Nursing

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.

Castro, Juan R.
Professor of Finance and International Business

Chase, Bruce A.
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Chief Flight Instructor

Compton, Randall D.
Department Chair, Literature and Language Arts
Professor of Literature and Language Arts

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

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

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

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

Elliott, Andrée F.
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

Fasol, Malinda S.
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Fernand, Vivian E.
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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.
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Assistant Professor of Business

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Associate Professor of Theology

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**Professor of Theology**

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**Professor of Electrical Engineering Technology**

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**Professor of Psychology**

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**Assistant Professor of Criminal Justice**

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Assistant Chief Flight Instructor

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Sheafer, Vicki L.
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Sones, Ronald T.
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Calvin Howe Professor of Business
B.S., Baylor University, 1980; M.B.A., Baylor University, 1984; M.A., University of Richmond, 1989; Ph.D., Virginia Commonwealth University, 2002. Since 2014.

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Assistant Professor of Theology

Taylor, Judy M.
Associate Professor of Mathematics

Teel-Borders, Julie K.
Professor of Education
Coordinator of Field Experience

Tesser, David J.
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Trogdon, Duane A.
Chair, Department of Kinesiology
Professor of Kinesiology

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Watson, James D.
Professor of Literature and Language Arts

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Wharton, Robert B.
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Williams, Mark R.
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B.S., Emporia State University, 1981; M.A., University of Missouri, Kansas City, 1992; Ph.D., Capella University, 2006. Since 2013

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Harman, John
Old Testament
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Holt, Roger  
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**Organizational Management**  
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Izard, Ernest  
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Ph.D., Walden University

Jessen, Richard  
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Johnson, Richard E.  
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**Rural Sociology**  
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Lemler, Bradley  
**Economics**  
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May, Gary  
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McKenzie, Carol  
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Nelson, Bret  
Law  
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J.D., Baylor University

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Ed.D., Argosy University

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

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Child and Youth Studies
Ed.D., Nove Southeastern University

Scholl, John
History
Ph.D., University of California
Scott, David  
Public Affairs  
Ph.D., University of Texas at Dallas

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

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

Tew, E. James  
*Education*  
Ed.D., Nova Southeastern 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 Doren, Alan  
*MCA*, Delta State 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

White, Jeffrey  
**Couple and Family Therapy**  
Ph.D., Drexel University

Williams, Brandon  
M.S. Embry Riddle University

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**

The year indicates when emeritus status was awarded.

**Dr. Stephen Armstrong,** Emeritus Professor of Computer Science. Since 2013.

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

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


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

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.


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

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

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 for Institutional Research
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 Commission on Colleges
Texas Alternative Certification Association
Texas Association for Institutional Research
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

President's Circle

President’s Circle members are individuals committed both financially and spiritually to ensuring all students who want to attend LETU but require financial aid, are able to attend through scholarship support from the Annual Fund. Members commit to praying for the students supported through their financial giving. A minimum annual commitment of $1,000 or more payable monthly, quarterly, or annually is required with giving levels including Member $1,000, Chancellor $2,500-$4,999, Founders $5,000+, and Corporate Scholars (for corporations) $3,000. Membership benefits include invitations to special events, regular updates on campus news and events from the president, appropriate recognition, commemorative gifts, and invitations to special VIP events.

1946 Society

Alumni, parents of alumni, and friends of the University make up this special group of supporters. Each member of the 1946 Society gives selflessly to help offset tuition through gifts to the Annual Fund in support of scholarship financial aid. In recognition of their annual support, members receive benefits that include a subscription to Now Magazine, free access to the campus fitness center, and an 18-month desktop calendar.
The Alumni Association

One of the most valuable groups of supporters that any school possesses is 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 LETU 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 strengthening ties between the University and the community. The Council serves in an advisory and support role to the President, with formal responsibility for two major University Development annual events, the Scholarship Golf Tournament and the Scholarship Gala.

LeTourneau University Parents Advisory Council

The LeTourneau University Parents Council informs parents of available programs and services, stimulates enthusiasm for LETU 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 provides 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 serving as 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.
Department Contact Information

**Achievement Center**
Tutoring, tutorial instructors (TI), math lab, study skills consultants, workshops, peer advisors (PA), and Academic Intervention and Mentoring (AIM)

**Admissions Office**
Information for admission to the University, campus visits by prospective students

**Business Office**
Student accounts, business affairs

**Campus Jobs**
Part-time on-campus student employment

**Center for Faith and Work**
Workshops, online resources, requests for pulpit supply

**Financial Aid Office**
Scholarships, loan inquiries, information and applications for financial assistance

**Office of the Provost**
Recruitment, development, and performance of school deans, faculty, and academic administrators; implementing the University’s strategic plan; SACSCOC accreditation; institutional effectiveness; academic initiatives; integration of faith and learning

**Registrar’s Office**
Transcripts, academic records, evaluations, catalog, degree audits, veteran’s affairs

**Student Accounts Office**
Student billing, payment plan options

**Student Life Office**
Housing, health, requests for musical groups, student life in general

**University Development Office**
Community relations, gifts, donations, estate planning, alumni relations and inquiries, corporate and foundation relations

**University Relations**
Media inquiries, news releases, public information

**Mailing Address**
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P.O. Box 7001
Longview, Texas 75607-7001

**University Main Phone Line**
1-903-233-3000
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