

**Memorandum of Understanding  
Hannibal-LaGrange University and Spurgeon College**

MSE Teaching and Learning Track with Initial Teacher Certification Partnership Agreement and Terms  
Spurgeon College, the undergraduate school of Midwestern Baptist Theological Seminary (SC) and Hannibal-LaGrange University (HLGU) seek to partner for the recruitment, proctoring, assessment, and certification of students seeking teacher certification.

1. SC & HLGU agree to partner together to provide a Bachelor of Arts (SC) and a fully online Master of Science in Education (MSE) in Teaching and Learning including coursework leading to initial teacher certification (HLGU).
  - a. SC to offer the BA in Interdisciplinary Studies with necessary support coursework specific to the HLGU Online MSE in Teaching and Learning leading to certification in the one of the following chosen certifications
    - i. MSE in Teaching and Learning with Elementary Education MO Certification.
    - ii. MSE in Teaching and Learning with Middle School Education MO Certification.
    - iii. MSE in Teaching and Learning with Secondary (K-12 or 9-12) Education MO Certification
    - iv. MSE in Teaching and Learning with Special Education K-12 Mild/Moderate MO Certification
  - b. Coursework from the HLGU MSE program will be accepted in reverse transfer to SC to fulfill the remaining minimum hours required for graduation. A minimum grade of B- is required for graduate credit to apply to the MSE.
  - c. HLGU will accept SC students into the programs listed above with the following requirements:
    - i. Earn a minimum of 2.75 CGPA on SC and other transfer work.
    - ii. Complete a minimum of 72 hours of undergraduate coursework.
  - d. Students must pass the MOCA in the chosen certification area before continuing in the HLGU MSE program after graduating at SC. If the MOCA is not passed, students may continue in the MSE in Teaching and Learning but without initial certification.
    - i. The MOCA should be attempted upon completing approximately 90 hours of coursework.
    - ii. HLGU offers a MOCA test preparation course on demand. Students who have not passed the MOCA after two attempts, should sign up for this course.
2. SC students will be allowed to use courses from the HLGU MSE program to complete up to 40 hours of the SC BA program. The graduate level credit will satisfy SC BA remaining interdisciplinary studies major and elective requirements and be applied toward the HLGU MSE.

The classes will be determined based on the current online rotation of the HLGU curriculum and chosen in consultation with HLGU's graduate advisor.

- a. After completing SC BA program requirements, including HLGU hours necessary for reverse transfer, it is the responsibility of the student to apply for graduation at SC.

### 3. Admissions

- a. SC and HLGU shall maintain separate admissions processes and requirements. SC may work with HLGU as needed to ensure both sufficient and efficient processes for students.
- b. SC to encourage students to apply to HLGU MSE program in a timely manner to ensure sufficient time for application processing and acceptance before beginning HLGU courses.
- c. HLGU will be prepared to accept SC students who meet all admissions requirement into the MSE programs listed above and commit to streamline admissions processes where possible to provide a smooth transition between the two programs.
- d. HLGU does not *guarantee* the acceptance of SC students, and reserves the right to refuse students for any reason per standard admissions policies.

### 4. Transcription of Credit

- a. Courses taken through SC will be transcribed by SC, and courses taken through HLGU will be transcribed by HLGU.
- b. Each school shall establish a method for students to give consent allowing the exchanging of transcripts free of charge at the end of each semester of dual enrollment or upon request.

### 5. Financial Aid

- a. Financial aid shall be administered through SC until students are no longer dually enrolled at HLGU. A consortial agreement may be established to allow courses taken at HLGU to count towards the hours needed to be awarded full-time aid through SC.
- b. Upon completion of SC courses and while enrolled only at HLGU, students will be awarded financial aid available to graduate students through HLGU.
- c. Students should be made aware that aid cannot be awarded in overlapping award periods.

### 6. Financial Information

- a. Students taking courses through HLGU while enrolled at SC shall have those courses approved in writing each semester. This document will be used by SC to add additional charges for the courses taken at HLGU. HLGU will use this document to register students for the appropriate courses and generate an invoice for SC as described below.

- b. SC agrees to pay HLGU the SC online undergraduate SBC tuition rate per credit hour per student of coursework taught by HLGU on the SC student's behalf.
- c. HLGU will send SC an invoice reflecting the charges for students dually enrolled.
- d. Payment shall be made within 30 days of receiving the invoice.
- e. Upon students becoming solely enrolled at HLGU, tuition and fees will be charged at the rate currently in effect for the graduate program.

7. Promotions and Recruitment

- a. SC and HLGU agree to advertise, promote, and recruit freely for this arrangement. Each shall allow the use of their name and logos on virtual and printed material to promote the dual credit arrangement. Use of names and logos for any other purpose must receive express permission.

8. Termination

- a. This agreement may be terminated by either party any time and for any reason upon giving thirty (30) days written notice. Termination of the agreement *will not affect* any students currently admitted into the MSE program at the time of terminating, and they *shall be able* to transfer credits and complete their undergraduate degree pursuant to this agreement.
- b. HLGU will work with SC to develop degree completion plans for the programs above.

Signatures:

Date: 2/10/2021

Vice President of Undergraduate Studies,  
Spurgeon College



Date: 2/10/2021

Vice President for Academic Administration,  
Hannibal-LaGrange University

