



Letter of Agreement

Between: Bay de Noc Community College & Part-Time Instructors' Association

Regarding: Direct Credit Courses

Date: 09/16/2026

This Letter of Agreement serves as recognition that Bay de Noc Community College (Bay College) and the Part-Time Instructors' Association enter into an agreement to collaborate regarding direct credit courses offered at area high school districts.

A direct credit course is defined as a class, which is accredited by Bay de Noc Community College, taught in a high school setting by a high school teacher. It is understood that the high school instructor teaching the direct credit course is expected to meet established Higher Learning Commission (HLC) standards as well as Bay College standards.

The high school instructor is expected to utilize Bay College text(s) and assessment mechanisms. In addition, the Dean will collaborate with the appropriate Division Chair to review the syllabi, course schedule, and key assessments to ensure that appropriate content and rigor are being delivered in direct credit courses.

Members of the Part-Time Instructors' Association agree to waive bumping rights as a part of this agreement. (*Master Agreement - 0100.4 section C. Instructor Course Assignments*)

To ensure quality of instruction, the high school instructor will be observed by the appropriate Bay College Dean each Fall semester or first semester of teaching for the College.

New direct credit courses may be added to the course schedule only after consultation between the area Dean and Division Chair.

Signed by:

Matt Hayden

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President

Part-Time Instructors Association

9/24/2026

Date

Signed by:

Nevita Hughes

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President

Bay de Noc Community College

9/24/2026

Date