



ADMINISTRATIVE POLICY GUIDE

Early College Program

2022-2023



Idaho State
University

Program Profile

Welcome to the Early College Program at Idaho State University! The Early College Program allows Idaho State University and Idaho high schools the opportunity to offer college level courses to high school students at a significantly reduced price while earning high school credit at the same time. This in turn will save students money and time. The success of our program is based on the collaborative efforts between the Early College Program and high school instructors, principals, school counselors and the academic departments on campus.

Dual credit in Idaho started with a mandate from the State Board of Education in 1998. However, Idaho State University's Early College Program began as a pilot program in 1994 with only two high schools in Pocatello School District #25 offering dual credit courses. The program has since grown to 43 high schools offering classes for dual credit through Idaho State University's Early College Program, and over 26,000 credits offered to high achieving students each year. Additionally, Students have the opportunity to complete an Associates Degree and/or Basic Language Certificate in Spanish.

Program Benefits

- Allows students to earn college credits while in high school.
- College credits earned are put on an Idaho State University transcript and include a GPA.
- Accelerate student degree completion and thereby lowering the overall expense of college.
- Students learn how to prepare to take college level courses through critical thinking.
- In many instances, ISU courses are easily transferable to other colleges and universities.
- Allows high school teachers the opportunity for professional development as well as instructor credentials.

Early College Program Staff

Chelsie Rauh

Director

Office: 208-282-2633

Email: rauhchel@isu.edu

Suzanne Peck

Senior Dual Credit Coordinator

Office: 208-282-3904

Email: pecksuza@isu.edu

Janelle Fowler

Dual Credit Coordinator

Office: 208-282-4927

Email: janellefowler@isu.edu

Linda Mattson

Administrative Assistant

Office: 208-282-6067

Email: mattlin4@isu.edu

Office Location:

921 S 8th Ave

Liberal Arts Building 4, Room 120

Becoming a Dual Credit Instructor

All academic appointments are made through discipline specific departments at Idaho State University (ISU), including courses offered on a high school campus. First-time applicants must complete and submit the “High School Adjunct and Course Request” form (Appendix A) to the Early College Program office along with their curriculum vitae or resume, official college transcripts, letter(s) of recommendation and a teaching philosophy statement in relation to offering a college level course (Checklist, Appendix B) by the required deadline (see below). Upon approval, high school instructors (adjunct/affiliate faculty) will work with an Idaho State University department liaison to develop an approved syllabus and review textbook guidelines as well as attend a course orientation workshop.

Submission Deadlines

Time Frame	Materials to be Submitted by High School Instructor
Fall - July 1 Spring - Nov. 1	Submit application materials for new instructors/new courses.
Upon Approval of Course	Submit W4, I9 and PARTS Forms

High School Instructor Qualifications

High School instructors must meet the same qualifications as those met by all Idaho State University adjunct faculty members within the academic department. Most academic departments require adjunct faculty members to hold at least a Master’s degree in the content area. For additional information visit our website at <https://www.isu.edu/media/libraries/early-college/Required-Adjunct-Criteria-by-Course.pdf>

High School Classroom Qualifications

Whenever possible, it is recommended that only high school students registered for the ISU course attend the class. While a mixed classroom population is acceptable, Idaho State University’s academic departments are committed to providing students enrolled in ISU courses on the high school campus with an educational experience that approximates, as closely as possible, the experience they would have if taking the same courses on ISU’s campus. It is especially important for all students in a class to have the appropriate prerequisite skills. Students lacking those skills not only do poorly but affect the focus of the class, to the detriment of those who are prepared to learn the higher-level material.

Idaho State University can have course caps and those must be followed. minimum and maximum class limits must be followed. Generally, a minimum of seven students is required for any ISU course offered on a high school campus. The Early College Program and/or the academic department will inform instructors teaching course(s) with an established class maximum.

Adjunct/Affiliate Faculty Information

Instructor Responsibilities:

- New instructors must attend the Early College Program’s Administrative Orientation and Department Course Orientation Workshops prior to teaching their course(s).
- All instructors must participate in annual departmental discipline-specific professional development

- Work with an assigned academic department faculty liaison.
- Submit yearly course syllabus to department liaison/chair for approval prior to starting the course. Include **registration, drop, and withdraw** deadlines (Syllabus Template, Appendix C) as well ISU objective information (isu.edu/ecp/).
- Upload department approved syllabus to ECP department syllabus folder in box.com or by document upload link on ECP website at www.isu.edu/ecp/forms prior to course registration number (CRN) being created.
- Notify Early College Program office of class times including term start and end dates as soon as schedule is set each year/term (Course Timeline, Appendix D).
- Distribute course syllabus to students including **registration, drop, and withdraw** deadlines. Refer to www.isu.edu/ecp/registration/deadlines for appropriate dates (Appendix E).
- Facilitate Early College Program admissions and registration procedures.
- If teaching a course that requires a prerequisite or test score, make sure students have met the required prerequisite. Refer to www.isu.edu/ecp/registration/prerequisite-and-placement-scores. If not met, make arrangements for them to take the appropriate placement test.
- Submit copies of official placement test scores or official high school transcripts with ACT/SAT test scores to the Early College Program via box.com or by document upload link on ECP website at www.isu.edu/ecp/forms prior to ECP registration
- Submit unofficial college transcripts for proof of prerequisite placement to the Early College Program via box.com or by document upload link on ECP website at www.isu.edu/ecp/forms
- Submit high school roster to box.com if you would like us to help track the process of your student application/registration status (see additional information on page 5 under class rosters)
- **Review BengalWeb class list** with students prior to the add/drop deadline to ensure students are registered and in the correct class. Notify ECP staff if you have students listed who are not in your class. Update class roster in box file as necessary.
- Provide a copy of the BengalWeb class list, after the deadline, to your school's Advance Opportunities liaison so they can make sure funding request are in for your students.
- Advise ECP students who transfer out of your class of drop/withdrawal procedures. Just because they drop the high school class does not automatically drop them from the college class.
- Inform students of mid-term D and F grades, and withdrawal options and deadlines (midterm grades do not need to be recorded in BengalWeb).
- Distribute Qualtrics survey link for class evaluations at the end of the course. If you have not received the link at least three-weeks before the end of your course, contact the Early College Program Office.
- Submit final student grades in BengalWeb by appropriate deadline (Important Dates, appendix E).
- Follow FERPA (Family Educational Rights and Privacy Act) guidelines (see www.isu.edu/registrar/student-resources/ferpa/#d.en.14158).

Instructor Benefits:

- Adjunct or Affiliate Credentials.
- Collaborate with Idaho State University faculty on professional projects.
- Explore networking possibilities with other adjunct instructors teaching on a high school campus.
- Access to Idaho State University facilities such as libraries, computer labs, and email.
- Course facilitation through Moodle.
- With sponsoring faculty and/or department approval, authorization to apply to granting agencies in the name of Idaho State University in accordance with regular university procedures.
- Bengal Card – Discounts for Idaho State University events (where available).
- Stipend (where applicable).

High School Administrator Responsibilities:

- Support Early College Program within the school.
- Act as a liaison between high school students, parents, instructors, ECP staff, and the community.
- Recommend courses and qualified instructors.
- Support high school instructors also serving as ISU adjunct/affiliate instructors.
- Oversee ISU courses offered, including guidelines on textbook purchasing, course enrollment and completion of registration forms, and provide support for any required placement testing.
- Collaborate with the Early College Program office to resolve any questions or concerns.

Idaho State University Responsibilities:

- Provide curriculum and instructor support.
- Provide instructor stipend (where applicable).
- Advise students regarding admissions, course selection, and transferability.
- Provide course registration information.
- Assign a faculty member from the academic department to serve as a liaison to the high school instructor.
- Offer Early College Instructor Course Orientation and Professional Development.

Idaho State University Curriculum/Syllabus

Course requirements and curriculum for an Idaho State University class taught on the high school campus is the same as curriculum for the class taught on the university campus. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are also equivalent. Courses are only offered through one higher education institution for dual credit. In other words, the course being offered can only be offered for dual credit at Idaho State University. This complies with Idaho State University Policy and NACEP accreditation requirements.

Textbooks

Course instructors need to have course textbooks approved through the academic department. Most high schools will purchase and provide textbooks to students enrolled in the course. If students are required to purchase textbooks, they can purchase them at the university bookstore or on-line at isu.bncollege.com.

Dual Credit Annual Discipline-Specific Professional Development

All dual credit instructors must participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline. All professional development must be approved by the department. Upon completion of professional development, a tracker form signed by all participants and faculty liaison along with an agenda must be submitted to the Early College Program Office.

Teacher Stipend/Notification Payment

High school instructors functioning as approved Idaho State University adjunct instructors teaching an ISU course on their high school campus will be paid a stipend by Idaho State University. Teachers are paid \$20 per credit times the number of students registered in the course at the time of the deadline. For example: if you are teaching a 3-credit fall semester course and you have 17 students registered on the October 14 deadline you will receive a \$1,020 stipend. You will not receive additional payment for student who have added to your class past the registration deadline.

After stipends are determined, a letter will be sent to each adjunct instructor indicating the amount and date(s) of payment. Stipends are paid at the end of each course term, see payment schedule below. If a course is offered over a period of two or more terms, two compensation payments will be made. Affiliate Faculty stipend information will be sent to the instructor’s school district who will notify them of their payment.

Payment Schedule

High School Term	Compensation Date
First Trimester Fall Semester 1 st payment of year-long or Tri 1/Tri 2 courses	December 9
Second Trimester 2 nd payment of Tri 1 & Tri 2 courses	March 3
Spring Third Trimester 2 nd payment of year-long or Tri 2/Tri 3 courses	May 12
Summer	August 4

Faculty Liaison

Academic support is provided through the corresponding department at Idaho State University. Each instructor is provided with a department faculty liaison that helps with all needs in relation to teaching a college course. Most faculty liaisons will make themselves available as a guest speaker.

FERPA

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student educational records are made available to staff and faculty who have a need to know when fulfilling their official responsibilities at Idaho State University. Such education records are released on the condition that they will be used for specified education purposes and officials will not permit any other access to the information without written consent of the student involved. For additional information please visit <https://www.isu.edu/registrar/facultystaff-resources/ferpa/>

BengalWeb

BengalWeb is Idaho State University’s web portal that allows employees and students to view their personal and employment information via the internet, check class lists, enter final grades and for students to register and pay for classes. Employees and students need a username and password to access BengalWeb which can be obtained from the IT Service Desk at 208-282-4357. Instructors can call after their HR paperwork has been processed. Students receive their information via email after they have been admitted to the Early College Program. See steps below for claiming your account. For additional information please visit: [Tiger Tracks - Claiming Your ISU Account](#)

Claiming Your Account

1. You will receive an email from iam@isu.edu

2. Open the email and follow the instructions: copy the Account Claim String and click on the Claim Link
3. Enter your user information: email that you receive the account claim, DOB, Captcha, and submit
4. Review and Accept Terms of Use
5. The Screen will display your username, click next to set up security questions
6. Create and confirm password

Google Apps/Webmail

Your Google Apps at ISU account includes email (Gmail), Google Calendar, Google Docs, and other powerful Google features. You get 7+ GB of storage space, and an ISU email address. You can log into your email account through BengalWeb or by going directly to webmail.isu.edu and entering your username and password. If you already have another email account you would like to keep using, set up forwarding so that you will receive your important ISU messages. Go to google.isu.edu to find out how.

Class Rosters

Box.com – The Early College Program staff have created Excel spreadsheet rosters for you to fill out with the names of your high school students to indicate who is taking the class for dual credit. This roster will help keep track of the student's application and registration progress. If your class requires a prerequisite, the second page of the roster will allow you to indicate how the student is meeting the pre-requisite and if it has been turned into the ECP office. It is not mandatory of you to use the class roster, but can be helpful if you want to know the process of your student's progress. If you want to use the class roster please contact the Early College Program Office for assistance. If you upload a class roster please email our office at ecp@isu.edu so you know to update it for you.

BengalWeb – A class list of registered students is available through BengalWeb by logging in and clicking **Academics**. Class lists can be viewed by clicking the class list icon next to the course title in the **Faculty Grade Assignment** channel. Please visit <http://www.isu.edu/tigeri/bengalweb/Tools.shtml> for additional information. **It is important to review this class list(s) with your students prior to the registration deadline to make sure that the correct students are enrolled in the correct course. Please contact the Early College Program office with any adjustments that need to be made. Keep in mind any adjustments that are needed after the drop deadline may require the student to submit a petition. Please share a copy of your class list with your school counselor(s) and Advanced Opportunities district liaison within 5 days of the course registration deadline.**

Grades

All instructors are required to electronically enter grades through BengalWeb. Instructions for on-line grading can be found at <http://www.isu.edu/tigeri/bengalweb/grading.shtml>. Early College Program only requires a final grade for dual credit classes. These should be submitted on or before the grading deadline. See **Important Dates** (Appendix E) for grading deadlines or visit the High School Instructors/Counselors tab at www.isu.edu/ecp

Instructors will grade students with the standard grading +/- scale A, B, C, D, and F (The grades of A+, F+, and F- are not used). Instructors should grade a student with an "X" grade if they did not attend their course (i.e.: registered under wrong section, perhaps at the wrong high school). When giving an "X" grade the instructor will also need to enter the last date attended. Instructors also have the option to give an Incomplete "I" grade for a course (see additional information below).

When a student is given an “I” they have one calendar year to complete course work, given they are still enrolled in high school. If an “I” is given to a senior, they need to complete the course work before graduation. If not completed, the “I” grade will default to an “F” grade. The instructor and student must complete a “course completion contract” which can be found at <https://www.isu.edu/media/libraries/registrar/CourseCompletionContract.pdf>. Once the course work is completed the teacher will need to submit a change of grade form to the Early College Program Office.

If a grade is entered incorrectly it can be changed, by the instructor, in BengalWeb until grading is closed. After grading has closed please contact the Early College Program for a Grade Change Form.

Substitution or Cancellation of Early College Program Courses

Instructors who, for whatever reason, must be absent from school for more than three consecutive days for a trimester course, five consecutive days for a semester course, or two consecutive weeks for a year-long course need to contact the Early College Program director Chelsie Rauh at rauhchel@isu.edu and their department faculty liaison to ensure a qualified substitute is acquired. **In the event of an emergency, your building administrator must contact the Early College Program Director, Chelsie Rauh at 208-282-2633.** If a qualified substitute cannot be acquired to finish the course or the instructor can no longer teach the course, the Early College Program will cancel the course and refund the students. Stipends will be adjusted accordingly. Courses with low registration are subject to cancellation.

Active/Inactive Status of an Instructor

Once an instructor has been approved to teach a dual credit course they will remain an active instructor for as long as they teach the course or for a period of two-years without teaching the course unless they are no longer employed at the school in which approval was given. If an instructor should transfer to another school they will need to submit a new course request form with the new principal’s signature. If an instructor would like to teach the course after going into an inactive status, they will need to submit a new course request form. After five years of not teaching, the instructor will need to submit a new application.

Non-Compliance Policy

All approved Early College Program instructors (adjunct and affiliate faculty) must comply with policies and procedures of Idaho State University and the Early College Program. Instructor appointments are done on a yearly contract basis. Instructors are in non-compliance when any of the expected instructor responsibilities are not met. Should an instructor’s status be changed to non-compliant, they are not eligible to teach dual credit courses starting the next academic year, per Idaho State University policy. Each instructor in non-compliance of university policies and procedures will be handled on a case-by-case basis.

Course Assessment and Evaluations

Faculty Liaison Observation

Faculty liaisons are responsible for ensuring that the Idaho State University department curriculum is being taught. They are available to instructors for help in regards to syllabi, course content/delivery, and professional development. They will also conduct a site visit to the classroom every two to three years. A site visit will also be held the first year an instructor is approved to teach dual credit.

End of Course Evaluation

NACEP accreditation and program policy requires all students have the option to evaluate their course at the end of each course. Evaluations are conducted via Qualtrics survey instrument. Survey web links will be sent to the course instructor by the Early College Program and should be proctored by a third party. After evaluations are compiled, the instructor will receive a copy of the report. Note: evaluations are anonymous.

Student Admission, Registration and Withdrawal Process

Student Eligibility

In order to enroll in the Early College Program, high school students must have a minimum 2.7 cumulative GPA, be at least 16 years of age or have completed half of their high school requirements, and have consent from a parent/guardian. Students who do not meet the age or GPA requirement may enroll if recommended by a high school official.

5-Step Registration Process

For a student to be fully registered in a dual credit class they must (1) apply to the university as an Early College Student, (2) complete the Dual Credit Student-Parent/Guardian Consent Form via DocuSign, (3) get their username and password via email the student applied with, (4) register for dual credit courses, (5) request Fast Forward funding if applicable (Appendix F).

Admission-Steps One and Two

In order for a student to take Early College Program classes, they must be admitted to the university as an Early College Program (non-degree seeking) student. They can apply online at isu.edu/apply (Step One). After submitting an on-line application, students must also submit a Dual Credit Student-Parent/Guardian Consent Form found on our website at www.isu.edu/ecp/forms/ (Step Two, Appendix G). Note: Students who are non-citizens will also need to submit a green card or permanent resident card in order to be admitted. Once the completed application and consent form are received by the Early College Program office, the student will be admitted and emailed information about claiming their account. Application instructions and permission forms are available at www.isu.edu/ecp

Registration Process-Steps Three and Four

The Early College Program will contact each instructor at the start of their course to schedule a visit to help students register. Students must be admitted to the Early College Program in order to obtain a username and password to log into BengalWeb (Step Three) and register for classes (Step Four). In order for a student to register for English, math, and most science courses, they need to have submitted, to the Early College Program office, the appropriate placement scores (see chart below) or unofficial college transcript showing proof of grade for pre-requisite course taken. Should a registered student decide to no longer take a course for dual credit, they may drop the course up to the registration deadline without penalty and will not be assessed a fee for the course. If a student decides to drop the course after the deadline it is considered a withdrawal (see withdrawal policy below).

Registration Deadlines

- Fall semester, 1st trimester, 1st & 2nd trimester, & year-long classes is **September 30**
- 2nd trimester and 2nd & 3rd trimester classes is **January 13**

- Spring semester classes is **February 17**
- 3rd trimester classes is **March 31**
- Summer classes is **June 23**

Placement Scores

Course	ACT Score	SAT Score	ALEKS	The Write Class™
BIOL 1101	19 (Math)	500 (Math)	30	NA
CHEM 1101	23 (Math)	560 (Math)	46	NA
ENGL 1101	NA	NA	NA	200
ENGL 1102	NA	NA	NA	300
MATH 1143	23 (Math)	560 (Math)	46	NA
MATH 1144	27 (Math)	640 (Math)	61	NA
MATH 1147	23 (Math)	560 (Math)	50	NA
MATH 1153	23 (Math)	560 (Math)	46	NA
MATH 1170	29 (Math)	680 (Math)	76	NA
PHYS 1111	27 (Math)	640 (Math)	61	NA

Request Fast Forward Funding-Step 5

Students in grades 7-12 attending public schools in Idaho have an allocation of \$4,125 to use towards the cost of overload courses, dual credits, and college credit bearing exams. In order to request funding a student will need to create a Fast Forward Account and turn in an Advanced Opportunities Participation Form to their school district. For additional information go to <http://www.sde.idaho.gov/student-engagement/advanced-ops/>. Once an account has been set up, the student (or in some cases the school district representative) will need to request funds for each course the student is taking. NOTE: If a student fails to earn credit for any course for which Fast Forward funds were used, the student must pay for and successfully earn credit for courses taken the following semester before they can access additional Advanced Opportunity funding.

Advanced Opportunities Deadlines

Term	Student Access/ Data Entry Window	District Submission Deadline
Fall 2022	April 04-September 30	November 18, 2022
Spring 2023	November 21-March 03	May 12, 2023
Trimester 1- 2022	April 04-September 30	November 18, 2022
Trimester 2- 2022	November 21-March 03	May 12, 2023
Trimester 3- 2023	November 21-April 7	May 12, 2023

Student Withdrawal Process

Students who for medical, academic, or personal reasons can choose to withdraw from an Early College Program course before the withdrawal deadline. Students withdraw from a course by logging into their BengalWeb account and clicking the add/drop classes link under Academic Tools. A screen will come up that lists each course being taken in that semester. The student will select “withdraw” from the drop-down box for the respective course, and click submit changes. When a student withdraws from a class a “W” will be placed on their transcript and will not count toward their GPA. However, students will still need to pay

for courses in which they have withdrawn from and it may affect their Fast Forward funding. Students who need to withdraw after the deadline will need to contact the Early College Program to request a late withdrawal petition.

Taking a Course on an Idaho State University Campus

Students can also take on-campus courses for a discounted rate of \$75 per credit. In order to register for an on-campus course, the student will need to be admitted to the Early College Program and submit an Assumption of Liability Waiver (Appendix H), meet any course pre-requisite, and meet with an Early College Program advisor. On-campus courses are subject to on-campus registration and payment deadlines and may have additional fees. Students may also be required to purchase textbooks and a campus parking permit.

Student Benefits

Cost

Courses taught in the high school are \$75.00/credit. Early College Program students can also take courses on the Pocatello, Idaho Falls or Meridian campus for \$75.00/credit.

Bengal Card

A Bengal Card is the student's ISU identification card and is used to gain access to student benefits. Bengal Cards are free for registered students and can be obtained at the Student Union Connections desk in Pocatello and Idaho Falls or at the Health Science Center in Meridian. To get a card, students will need to bring a photo ID and be currently registered for an Early College Program course. If a student is not able to come to campus to get their Bengal Card (and have never received a Bengal ID Card), they can request to have the Bengal ID mailed to them by doing the following:

- Upload your Bengal ID photo using Bengal ID online request form (<https://www.isu.edu/campusconnections/student-bengal-id/>). The website explains the guidelines for an acceptable ID photo and provides a link to upload your photo and provide your name and Bengal number
- When you fill out the form, choose the campus option for Online/Pocatello/Idaho Falls.
- You will receive an email from infodesk@isu.edu to confirm whether or not your photo has been approved.
- When you receive an email that your photo has been approved, reply that you are an Early College Program (ECP) student and provide your mailing address. Your Bengal ID will be mailed from the Pocatello campus within the next 24 hours (longer on weekends). It may take up to 5 business days to receive your ID, depending on your location in Idaho.

Bengal Cards are used for campus activities including usage of Reed Gym, checking out books at the library, or tutoring services through the Student Success Center including the Math Lab and Writing Center.

Reed Gym

Early College Program students have the opportunity to use Reed Gym for \$47.70 per ISU semester. All users must be registered for at least one Early College Program course, be at least 16 years of age, and have signed permission from a parent, per Campus Recreation Policy, before paying for use of the gym.

Memberships are on a per ISU semester basis and can be purchased at the Campus Recreation Office in Reed Gym. For more information please call 208-282-4854.

Student Success Center

Students enrolled in Early College Program courses have access to the Idaho State University Student Success Center. Students can receive free tutoring in writing, math and course specific topics. Please visit their website for additional information at www.isu.edu/success.

Students Attending Idaho State University after Graduation (Degree Seeking)

Students who plan on attending Idaho State University after high school graduation will need to fill out an Undergraduate Application (degree-seeking). This online application can be found at apply.isu.edu. Students will also need to submit an official high school transcript, standardized test score (SAT/ACT), and an application fee. Students will be notified via email of their admission status. In order to be considered for scholarships they will need to apply by the February 15 deadline.

Transcripts/Transferring Credits

All Early College Program credits and grades are listed on an official Idaho State University transcript. Students are encouraged to check with the Registrar's Office at the university or college they are choosing to attend after high school in order to see what that school's transfer policy is, before registering for dual credit courses. The majority of accredited institutions, statewide and nationally, will accept dual credits from Idaho State University toward degree requirements or electives. Official transcripts can be ordered through BengalWeb under Academic Tools or through the national clearinghouse and cost \$10.00 each. Students must send all transcripts to the institution in which they chose to enroll. Failure to do so may result in academic dishonesty. For additional information visit transcripts.isu.edu.

Faculty Liaison Information

Faculty Liaison Responsibilities

- Communicate department information each semester to high school instructors. Include high school instructors in department correspondence, listserv, academic notices, and general information.
- Inform high school instructors of current liaison.
- Visit high school instructors on-site the first year of approval and at least every two to three years following the initial visit or work with teachers in on-campus department meetings.
- Communicate at least once per month via email or phone.
- Be available to give presentation(s) of discipline-specific lectures to Early College Program students.
- Provide guidance concerning grading policies of the department.
- Discuss the college experience with high school students. This may be done when faculty visits the high schools or when high school students visit our campus.
- Supply high school teachers with current sample syllabi, sample exams, and other course materials.
- Supply high school teachers with desk copies of current textbooks.
- Assist high school teachers/school districts in selecting department approved textbooks.
- Request and review course syllabi annually.
- Assist department chair with or hold department Course Orientation Training Workshops for new ECP instructors when applicable.

- Assist department chair with or hold annual department professional development for all ECP instructors.
- Submit Annual Professional Development tracking form with agenda and materials for all professional development activities provided for ECP instructors to the Early College Program per NACEP requirements.
- Assist Early College staff with department tours when teachers/students visit campus.
- Submit liaison report forms on each of your assigned instructors to both the Early College Program and your immediate supervisor

Liaison Compensation

Idaho State University academic department faculty liaisons will receive compensation for providing curriculum oversight and support to high school instructors. Additional information regarding compensation can be found in the Faculty Liaison Handbook.

Appendix A



Idaho State University Early College Program

High School Adjunct and Course Request Form

To be completed by high school instructor:

Date _____ High School _____

Instructor Name _____

High School Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Instructor Email _____

ISU Academic Department _____

ISU course(s) requested _____

Semester and number of sections requested _____

Previously taught dual credit courses: ___ Yes ___ No

Courses Offered: _____ Institution: _____

High School Principal Signature: _____

If first submission, please attach a curriculum vitae or resume, academic transcripts, letter of recommendation, and teaching philosophy in relation to course being requested.

High School instructor summer contact address and email:

Home Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Submit to:

Early College Program

921 S 8th Ave., Stop 8057

Pocatello, ID 83209-8057

(208) 282-2633

Appendix B



Idaho State University Early College Program

Course Request Application Checklist and Timeline

The Early College Program adjunct/affiliate faculty qualification standard is a Master's degree in the content area of the course requested. Please make sure applications are received in a timely manner for approval. For courses beginning in the fall, **July 1st** is the deadline for submission and for spring courses, **November 1st**. A course request application is considered complete when accompanied by the following:

- ✓ Course Request Form (with signature from building principal)
- ✓ Current Resume' or Curriculum Vitae
- ✓ Personal Teaching Philosophy Statement (College Level Instruction)
- ✓ Letter(s) of Recommendation
- ✓ Transcripts (unofficial are OK until approved, then official needed)

*A syllabus may be requested by the approving department prior to approval, and the Early College Program will let you know if this is requested. However this is not a final syllabus. If approved, you will develop a syllabus based off of the standard department syllabus for your course prior to teaching.

The application will be forwarded to the current department chair within the discipline course requested. Applications are reviewed within 3-4 weeks after receipt. Once a decision is made, the Director of the Early College Program will inform you and your principal by letter. New Instructors are required to attend a Course Orientation Workshop prior to teaching their dual credit course.

All instructors are required to attend an annual Early College Instructor Professional Development Workshop held on the Pocatello campus of Idaho State University. Instructors not attending this workshop, for whatever reason, will be in non-compliance. Please refer to the Early College Program Administrative Policy Guide for more information.

Please do not hesitate to contact us at (208) 282-6067 should you have questions.

Appendix C

Syllabus Template



**Idaho State
University**

**Early College
Program**

Idaho State University-(List the Name of Your High School)

Title of your Course and Semester(s)/Trimester(s)/Yearlong
(ie: BIOL 1101- Biology I, Fall Semester 2022)

Please list here if this course meets a General Education Requirement
(ie: partially satisfies ISU Objective 5)

Monday-Friday 5th Period

Important Deadlines for 2022-2023

Registration Deadline = September 30, 2022

Drop Deadline = October 14, 2022

Withdraw deadline =October 28, 2022

Instructor: (Your name and title here)

Office/Room: (Location)

Office Hours: (whenever you are available to students)

Phone: (if available)

Email: (don't forget you and your students have ISU emails- username@isu.edu)

Name of Text Used: [ie: Behnke, R.S. (2001). *Kinetic Anatomy*. Champaign, IL: Human Kinetics.]

Course Description: (Please take this directly from the course catalog <http://coursecat.isu.edu/>)

Course Objectives: Upon completion of the course, the student should have sufficient knowledge of and be able to: (please work with your department liaison to list approved course objectives) ie:

- Identify that communication and interaction between cells coordinates cellular activity.

●

●

Weekly Agenda: to include assignments, readings, tests and quizzes, ect. (Organized weekly or daily)

Course Expectations: to include, but not limited to information about rigor, study habits and rules for course (ie safety in labs etc.). Spell it all out for them

Course Requirements and Assessments: (what is required of students to complete course)

Grading: (please make sure you add your grading scale for A, A-, B+ etc. and process of how the student's grade is determined, 20% quizzes etc.)

Student Code of Conduct: All Idaho State University students, including Early College students are held to the Student Code of Conduct including academic dishonesty, cheating and plagiarism. Definitions can be found in the Student Code of Conduct Handbook: <https://www.isu.edu/deanofstudents/student-conduct/>

Appendix D

High School Instructor Course Timeline

Time Frame	High School Instructor Submits/Facilitates
August	New Instructors must attend Mandatory ECP Orientation Administrative (held the Tuesday before ISU fall semester starts) and department Course Orientation Workshops. All Instructors must attend ECP Updates Meeting the Wednesday before ISU fall semester starts. All instructors must attend annual department specific professional development training.
	Submit course syllabus to Academic Department for approval, make sure add/drop and withdrawal deadlines are on the syllabus. Note: Syllabus must be approved on a yearly basis.
	Submit Approved syllabus to ECP via Box prior to start of course. Course Registration Number (CRN) will not be created until approved syllabus has been uploaded to the box.com folder.
	Submit course times to ECP including semester/trimester and class start and end dates.
First Weeks of Class	English, chemistry, math and physics instructors make sure students have met course prerequisite. Facilitate ALEKS placement testing if needed. Provide copies of official test scores from ACT, SAT or ALEKS; official high school transcript; or unofficial college transcript with prerequisite course for all students registering for college credit.
	Inform new ECP students about application process
	Coordinate registration visits with Early College Program staff
	Review class list through Bengal Web with your students prior to deadlines
Mid-Term	Instructor notifies students with Mid-Term grades of “D” or “F”. Advises students about withdrawal deadlines and procedures in order to avoid low grades on their college transcript.
End of Class	Course and instructor evaluations are completed by students
	Submit student grades through Bengal Web. See important dates for appropriate grading times.
May-August	Inform ECP of plans for next year.
	Submit course times if available.
June - August	Receive copy of liaison report and course evaluations

Appendix E



Idaho State University Early College Program

Important Dates: High School Year 2022-2023

ISU SEMESTER - FALL 2021						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closed 5:00 PM
Fall Semester	08/10/22	01/20/23	10/14/22	10/28/22	12/05/22	1/24/2023
Year-long	08/10/22	06/02/23	10/14/22	01/20/23	05/19/23	06/06/23
First Trimester	08/10/22	11/23/22	10/14/22	10/21/22	11/11/22	12/06/22
First and Second Tri	08/10/22	03/03/23	10/14/22	10/28/22	02/17/23	03/07/23
Second Trimester	11/21/22	03/03/23	01/13/23	01/20/23	02/17/23	03/07/23
Second and Third Tri	11/21/22	06/02/23	01/13/23	01/20/23	05/19/23	06/06/23

ISU SEMESTER - SPRING 2022						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closed 5:00 PM
Spring Semester	01/02/23	06/02/23	02/17/23	03/17/23	05/19/23	06/06/23
Third Trimester	03/06/23	06/02/23	03/31/23	04/21/23	05/19/23	06/06/23

ISU SEMESTER – SUMMER 2022						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closed 5:00 PM
Summer	06/05/23	08/25/23	06/23/23	07/21/23	07/24/23	08/29/23



Appendix F

Idaho State University

Early College Program

5 Step Registration Process

Students wishing to take dual credit courses through ISU need to apply and be admitted as an Early College student and receive their username and password before they can register for dual credit courses. Students need to follow the 5-step process to ensure they are registered for your class.

1. **Apply** - submit an Early College Program application at apply.isu.edu. There is no cost to apply as an Early College student.
2. **Submit** completed Student-Parent/Guardian Consent Form using DocuSign. The consent form only requires the student and parent signature and can be done electronically. After both signatures are obtained, the form will electronically submitted to the ECP office. If a student does not meet the eligibility requirements, a recommendation form will be sent to their high school counselor via DocuSign. A hard copy and Spanish version of the consent form is also available on our website and can be faxed to 208-282-3677 when complete. All consent forms can be found at isu.edu/ecp/forms/.
3. **Claim Account** an email will be sent to student from iam@isu.edu with information about claiming their BengalWeb username and password. They will also have to create some security questions in case they have to reset their password. If they need assistance they can all the IT Service Desk at 208-282-4357.
4. **Register** for ISU courses through BengalWeb (bengalweb.isu.edu), go to Academic Tools, Register for Classes (Add or Drop Classes) or Registration Landing Page under the Registration Tools box. The ECP Office will send you a registration instruction sheet with your course registration information and instructions or it can be found in the ISU class schedule.
5. **Request funding** from Advanced Opportunities to cover the cost of dual credit course(s). www.sde.idaho.gov/student-engagement/advanced-ops/

Course Add/Drop Deadlines

Semester High Schools

High School Semester	Registration Deadline
Fall	September 30
Year-Long	September 30
Spring	February 17

Trimester High Schools

High School Trimester	Registration Deadline
1 st Trimester	September 30
Year-Long	September 30
2 nd Trimester	January 23
3 rd Trimester	March 31



Appendix G
Idaho State University
EARLY COLLEGE PROGRAM

ISU Office Use: Date entered _____ Initials: _____

DUAL CREDIT STUDENT-PARENT/GUARDIAN CONSENT FORM

This required form must be submitted in order to complete the admissions process to Idaho State University and allow a student to register for dual credit courses. Students must also complete an online Early College Program application at apply.isu.edu

Student name (legal name, printed): _____ Date of Birth: m/dd/yyyy)_____

Mailing Address: _____ City, State, Zip Code: _____

Student's Cell Phone Number: (____) _____ Student's e-mail Address: _____

High School _____ Anticipated Graduation Date _____ Unweighted GPA _____

High School Counselor _____ Counselor email _____

Starting Semester: Fall ___ Spring ___ Summer ___ Year: _____ I will be taking classes at: High School ___ ISU Campus ___ Both ___

- **Eligibility** – The student understands that he or she meets all student eligibility requirements and will be admitted to ISU as a non-degree seeking ECP student. The student can take dual credit classes at their high school or at one of the ISU college campuses, as long as all prerequisite requirements are met.
- **Registration** – It is the student's responsibility to register for ISU dual credit classes through BengalWeb by the established deadline for the course. It is also their responsibility to drop or withdraw from the course in BengalWeb, by the established deadline for the course, if they no longer wish to receive college credit or their status in the high school class changes.
- **Coursework** – Dual Credit courses are more rigorous and academically challenging than traditional high school courses. Students will be expected to follow the college syllabus, grading scale, assessments, and other required collegiate materials.
- **Grades** - The grade(s) earned for the dual credit course(s) will become a permanent part of the student's post-secondary academic record and may affect the student's eligibility for future financial aid. Grading scales may vary among ISU departments, therefore student's ISU grade and high school grade may not be the same.
- **Credits** – Credits earned under this program will be applicable toward a degree at ISU and are generally transferable to other colleges and universities. It is the student's responsibility to ensure the course(s) taken are transferable to the college/university they will be attending after high school graduation.
- **Cost** – Tuition, fees, and textbooks not covered by Advanced Opportunities are the responsibility of the student. Financial obligations are payable by the student and/or parent/legal guardian if the student is a minor. Any outstanding charges will result in a financial hold being placed on the student's account, which will restrict future enrollment and release of an official transcript.
- **Access** – Once the student is enrolled in a dual credit class they are considered an ISU student. They will have access to ISU support services, Bengal card, ISU email, and all policies affecting ISU students will apply. For additional information refer to the Student Guide at isu.edu/ecp

Release of Student Records:

Family Educational Rights and Privacy Act (FERPA) – Idaho State University is required by law, regardless of age, to keep student records confidential. Without student's permission, we cannot share student records with anyone but them (or appropriate college employees, high school counselors, or dual credit instructors). Initial below if you agree to allow ISU to disclose your student records to your parents or legal guardians, while you are part of the Early College Program. Without your initials, your parents/guardian cannot contact ISU on your behalf. For more information: www.isu.edu/registrar/ferpa/

My signature below certifies that I intend to enroll in dual credit classes, and that I understand my responsibilities as a dual credit student as outlined through the Early College Program at Idaho State University.

Student's Signature: _____ **Date:** _____

(Students who are eighteen years old are not required to submit a parent's signature)

The parent/legal guardian signature below certifies that the student has my permission to enroll in the Early College Program at Idaho State University until they graduate from high school and I understand my responsibility as a parent/legal guardian of a dual credit student.

Parent/Guardian Name: (Please print) _____ Phone Number: _____

Parent/Guardian Signature: _____ **Date:** _____

Please return via: email to: ecp@isu.edu or fax at: (208) 282-3677 or mail to: ISU Early College Program, 921 S 8th Avenue Stop 8057, Pocatello, ID 83209

Appendix H



**Idaho State
University**

Assumption of Risk Agreement Early College Program

Description: The Participant is a minor student, or a student under the care of a Parent or Legal Guardian, who wishes to take courses from Idaho State University (ISU). The Participant's Parent or Legal Guardian represents that the Participant is not yet 18 years of age and/or is still under their care. The Parent or Legal Guardian represents that they are competent to sign this form on behalf of the Participant and both the Participant and the Parent or Legal Guardian agree to the following:

Assumption of Risk: In consideration for the opportunity to participate in the Early College Program, the Participant voluntarily agrees to assume all risks involved in their participation. The Participant understands and acknowledges there are inherent and unanticipated risks that may include but are not limited to: injuries related to slip, trip, and fall incidents, injuries related to class or lab settings, such as cuts, bruises, burns, injuries to the face and head, broken bones, internal injuries, paralysis, risk of negligence from self or other students, risk of negligence of campus visitors or volunteers, risk of lost or stolen personal belongings and other foreseeable and unforeseeable risks of injury or death that may occur that ISU cannot specifically anticipate and list here. The Participant confirms they have reviewed the program description and verify they have no physical or mental condition which would endanger themselves or others by participating in this program. The Participant verifies they have the emotional and intellectual maturity necessary to participate beneficially in the university environment. The Participant agrees to follow all campus and classroom rules, instructions, safety protocols.

The Participant understands that the law and culture of higher education generally presumes that university students are mature adults capable of independently evaluating their environment and independently attending to their needs. The Participant understands that they will voluntarily enter into an adult environment; that ISU will treat the Participant as an adult within that environment; and that the Participant accepts fully the rights and responsibilities of an adult within that environment. In particular, the Participant understands that they will be taking college level courses and that the academic environment will encourage free discussion and open inquiry of sometimes controversial subjects.

The Participant acknowledges ISU does not provide health and accident insurance for participants and agrees to be financially responsible for their own medical expenses. The Participant further agrees that in the event emergency medical treatment becomes necessary and they are unable to communicate, ISU staff or emergency medical personnel may authorize or conduct treatment or care on the Participants behalf as appears reasonable under the circumstances.

Participant: I, the Participant, have read, understand, and agree to the above:

_____	_____	_____
Printed Name of Participant	Signature	Date

Parent or Legal Guardian: I am the parent or legal guardian of the Participant above. I have read this Agreement and voluntarily agree for myself and the Participant to be bound by its terms.

_____	_____	_____
Printed Name of Parent/Guardian	Signature	Date