Idaho State University

ADMINISTRATIVE POLICY GUIDE

Early College Program

2026-2027

Program Profile

The Early College Program at Idaho State University provides Idaho high school students with the opportunity to earn both high school and college credit by taking university-level courses at a significantly reduced cost. By getting a head start on their college education, students can save both time and money while making meaningful progress toward their academic goals. The success of the Early College Program is built on strong partnerships between Idaho State University and participating high schools. Through this collaborative effort, we are able to provide students with a rigorous, high-quality educational experience that prepares them for future success.

Dual credit in Idaho was established through a mandate from the Idaho State Board of Education in 1998. However, Idaho State University's Early College Program began as a pilot program in 1994 with two high schools in Pocatello School District #25. Since then, the program has expanded to serve more than 47 high schools across Idaho, offering dual credit opportunities to thousands of students each year. Today, ISU awards more than 29,000 college credits annually through the Early College Program. In addition to earning college credits, students may also complete an Associate degree and/or a Basic Language Certificate in Spanish while still in high school, providing an even greater head start on their college and career pathways.

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 and instructor credentials.

Early College Program Staff

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Becoming a Dual Credit Instructor

All academic appointments are approved 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 "ECP Dual Credit Instructor 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). The forms can also be filled out electronically on our website at isu.edu/ecp/high-school-instructors/become-a-dual-credit-instructor/. 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.

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/ecp/high-school-instructors/become-a-dual-credit-instructor/

High School Classroom Qualifications

Whenever possible, it is recommended that only high school students registered for the ISU course be in the high school 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 who are in the course, regardless of getting college credit or not, will learn the same materials. There is only one syllabus for every student.

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).
- Communicate to school administration, leadership, and counselors, any eligibility and course pre-requisite requirements.
- 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, and ISU objective information (www.isu.edu/ecp) if applicable. (Syllabus Template, Appendix C)
    - Refer to www.isu.edu/ecp/registration/deadlines for appropriate dates (Appendix E).
- Upload syllabus on ECP website for approval by designated Faculty Liaison at minimum one week prior to starting your course.
- 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).
- Facilitate Early College Program admissions and registration procedures. Students must be registered for your course **prior to the deadline** before each term.
- If teaching a course that requires a prerequisite or test score, students must meet the required prerequisite. Refer to isu.edu/ecp/registration/prerequisite-and-placement-scores. Submit unofficial college transcripts for proof of prerequisite placement to the Early College Program by document upload link on ECP website at isu.edu/ecp/. If not met, students must make arrangements to take the appropriate placement test prior to ECP registration visit.
- **Review class list(s) in both Dual Enroll and MyISU** 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.
- Provide a copy of the class list in MyISU, after the deadline, to your school's Advanced Opportunities liaison so they can make sure funding requests are in for your students.
- Advise ECP students who transfer out of your class of drop/withdrawal procedures.
    - Dropping the high school class does not automatically drop them from the college class. Note: It is best to have them withdraw from ISU prior to the withdrawal deadline to avoid a late withdrawal petition.
- Inform students of mid-term D and F grades, and withdrawal options and deadlines (midterm grades do not need to be recorded in MyISU).
- 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 MyISU (my.isu.edu) by appropriate deadline.
    - See 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 Canvas (optional).
- 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, 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 and assistance.
- Assigned faculty member to serve as a liaison to the high school instructor.
- Offer New Course Orientation and annual professional development.

Idaho State University Curriculum/Syllabus

Course requirements and curriculum for an Idaho State University class taught on the high school campus are 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 through Idaho State University. This complies with Idaho State University Policy and NACEP accreditation requirements.

Textbooks

Instructors need to have course textbooks approved through the individual 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 online 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 (Appendix G) listing all participants must be submitted along with an agenda by the faculty liaison 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. For example: if you are teaching a 3-credit fall semester course and you have 17 students registered, you will receive a $1,020 stipend.

Stipends are determined shortly after the registration deadline, and a stipend notification letter is sent to each instructor via email. This letter will indicate the courses being taught during the term, the amount of the stipend, and the date of payment. Affiliate faculty stipend information will be sent to the instructor's school district. Instructors participating in the STRIPES program do not receive a stipend.

Payment Schedule

High School Term	Compensation Date
First Trimester, Trimester 1/Trimester 2, Fall Semester, Year-Long	December 4, 2026
Second Trimester, Trimester 2/Trimester 3	February 26, 2027
Spring Semester, Third Trimester	May 7, 2027
Summer	July 30, 2027

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 are available to serve as guest speakers.

FERPA

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student education records may be accessed only by Idaho State University faculty and staff who have a legitimate educational interest and require the information to fulfill their official university responsibilities. Access to these records is granted solely for authorized educational purposes, and the information may not be disclosed to any unauthorized individual without the student's written consent, except as permitted by law. For additional information about FERPA and university policies, please visit: www.isu.edu/registrar/facultystaff-resources/ferpa/.

MyISU

MyISU is Idaho State University's secure online portal that provides employees and students with access to personal and academic information. Through My ISU instructors can view class lists and submit final grades while students can access their records and pay for classes not covered by Advanced Opportunities. Access to MyISU requires a username and password. Instructors can obtain their login credentials by contacting the IT Service at 208-282-4357 after their HR paperwork has been processed. Students receive instructions for claiming their ISU account 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 30 GB of storage space and an ISU email address. You can login to your

email account through MyISU 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, you can set up forwarding so that you will receive your important ISU messages. Go to google.isu.edu to find out how.

Grades

All instructors are required to electronically enter grades through MyISU. Instructions for on-line grading can be found at Tiger Tracks – Faculty Grade Entry. Only final grades are required 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 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 grade indicated on contract, usually an "F". The instructor and student must complete a "course completion contract" which can be found at https://www.isu.edu/ecp/high-school-instructors/course-completion-contract/ 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 MyISU 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 Suzanne Peck at suzannepeck@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, Suzanne Peck at 208-282-3904**. 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.

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 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 with syllabi, course content/delivery, and professional development. They will also conduct a site visit to the classroom, on a rotation determined by the department but not to exceed 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 and instructor. Evaluations are conducted via Qualtrics survey instrument. Survey web links will be sent to the course instructor by the Early College Program for distribution to students. After evaluations are compiled, the instructor will receive a copy of the report. Note: evaluations are anonymous.

Student Information

Student Eligibility

In order to enroll in the Early College Program, high school students must have a minimum unweighted 2.7 cumulative GPA and be at least 16 years of age or have completed half of their high school requirements. Students who do not meet the age or GPA requirement may enroll if recommended by a high school official. Consent from a parent/guardian is also required for students under 18.

Student Admission, Registration, and Withdrawal Process

Students dual credit registration is processed through Dual Enroll. Students will go to isu.dualenroll.com to register. If they already have a Dual Enroll account, they will login in. They may already have an account if they had taken a dual credit class from ISU or another Idaho college/university that uses Dual Enroll (CWI, BSU, CSI, U of I, CEI). If a student does not have an account, they will need to create one. Students should only have **ONE** Dual Enroll account! Please see the scenarios listed below and the steps the student needs to take. *If a student is not sure if they have an existing account, they can check with their high school counselor or CCA.*

If students do not have a Dual Enroll account, start here:

1. Create a Dual Enroll Account

1. Go to isu.dualenroll.com and click on **CREATE MY ACCOUNT**.
2. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. Student must provide either an email or cell phone number to create the account. If a cell phone is used, standard text message rates apply.
3. After clicking **Create Account**, student will receive either a text message with an activation code or an email with a link to confirm account. They must confirm account before they can proceed with the application and registration. If using email, check junk or spam folders if they do not receive an email from noreply@dualenroll.com in their inbox.

If students have a Dual Enroll account but have never taken an ISU class, start here:

4. Once successfully logged in, students will complete the application information in Dual Enroll. As they progress through the application the current step will be highlighted orange under the

application steps and will turn green once completed. All required fields are marked with an asterisk. Students need to click the update button to move to the next step. Note: Parent contact information cannot be the same as the student contact information.

Once the application has been completed, the Consent Form will be sent to the parent/guardian via text and/or email. If parent/guardian does not receive the notification, student can visit their registration status page to resend. They can also visit their profile page to change parent's contact information.

If students have a Dual Enroll account and have previously taken an ISU class, start here:

2. Register for Classes

5. Click on the Courses tab to review the list of available courses. The course finder shows which ISU courses are being offered at their school. Use any of the filtering options on the left to narrow down the search. Click on the course name to see the detailed class description and available sections.
6. When they have made a decision on a course and section, click the **REQUEST COURSE** button to start the registration process. If the course they are registering for has a prerequisite that has not been met, Dual Enroll will notify the student by email that they are missing a prerequisite for the course.
7. Student may choose to: Select another course, view registration status, or logout.
8. Student will receive an email and/or text from ISU letting you know when your registration is complete or if we need more information from you.

3. Request Advanced Opportunities Funding

9. Students need to their high school counselor/CCA or visit https://advancedops.sde.idaho.gov

To be fully registered in a dual credit class, students must complete all above steps, including requesting Advanced Opportunities Funding (if applicable). Dual Enroll will send students an email/text to confirm that they have been successfully registered for a course. Students can also ask their teachers or call the ECP office at (208)282-6067 if they are unsure if they have successfully registered.

Once a student has initiated registration, their instructor will need to confirm the registration. Dual Enroll will notify instructors when they receive a new approval request, or they can login to Dual Enroll, and all action items will be highlighted on their home page.

Registration Deadlines

Term	Registration Deadline
• Fall 2026 Semester • 1st Trimester • 1st & 2nd Trimester • Year-long Classes	October 9, 2026
• 2nd Trimester • 2nd & 3rd Trimester	January 8, 2026
Spring 2027 Semester	February 12, 2027
3rd Trimester	April 2, 2027
Summer Classes	June 25, 2027

Advanced Opportunities Deadlines

Term	Student Access/ Data Entry Window	District Submission Deadline
Fall 2026	April 1 – October 9, 2026	November 20, 2026
Spring 2027	November 16 – March 5, 2027	May 21, 2027
Trimester 1- 2026	April 1 – October 9, 2026	November 20, 2026
Trimester 2- 2026	November 16 – March 5, 2027	May 21, 2027
Trimester 3- 2027	February 15 – April 2, 2027	May 21, 2027

Course Prerequisites

Early College Program students who wish to take a college-level Biology, Chemistry, Math, or Physics course need to have completed a prerequisite in order to register for the course. Placement can be satisfied with either the prerequisite course or an ACT, SAT, ALEKS, or iSat test score, as shown below. Passing placement scores need to be submitted to the Early College Program Office in order for registration to be processed.

Placement Scores Chart

Course	ACT Score	SAT Score	ISAT Score	ALEKS	Prerequisite Course
BIOL 1101	17 (Math)	460 (Math)		30	MATH 0025
CHEM 1101	23 (Math)	560 (Math)		46	MATH 1108
MATH 1123	19 (Math)	460 (Math)	3-4 (Math)	30	MATH 1108
MATH 1143	23 (Math)	540 (Math)	4 (Math)	46	MATH 1108
MATH 1144	27 (Math)	620 (Math)		61	MATH 1143
MATH 1147	23 (Math)	560 (Math)		50	MATH 1108
MATH 1153	19 (Math)	460 (Math)	3-4 (Math)	30	MATH 1108
MATH 1170	29 (Math)	650 (Math)		76	MATH 1144 or 1147
PHYS 1111	23 (Math)	540 (Math)		46	MATH 1143 or 1147

**The Write Class is no longer an ENGL requirement for Early College Program students. However, students must complete ENGL 1101 before registering for ENGL 1102.*

Student Drop & Withdrawal Process

Dropped course(s) do not appear on the student's transcript, and tuition charges are subtracted from the student's account and are refundable if completed before the drop deadline. The add/drop deadline for each course can be found under Important Dates (Appendix E) or on our Early College Program website. To drop a course, a student will login to Dual Enroll, find the course, and select "Drop."

Withdraw means the student attempted the course but did not complete any credit. Students can, for medical, academic, or personal reasons, choose to withdraw from an Early College Program course before the withdrawal deadline. When a student withdraws from a class, a "W" will be placed on their transcript. This will not count toward their GPA. However, there is no tuition refund for withdrawn courses, and doing so may affect Fast Forward funding. Students also need to be aware that withdrawing from too many courses can affect their academic standing and future Financial Aid. To withdraw from a course before the deadline, a student will login to Dual Enroll, find the course, and select "Withdraw." Students who need to withdraw after the deadline will need to contact the Early College Program to request a late withdrawal petition. See our Important Dates (Appendix E) for the withdraw deadline for each course.

Taking a Course on an Idaho State University Campus

Students can also take on-campus/online courses taught by Idaho State University professors 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, meet any course pre-requisites, 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 have a campus parking permit. For more information and for a list of classes being offered on-campus or online, please visit isu.edu/ecp/registration/on-campus-dual-enrollment/.

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. That's over $400/credit cheaper than the undergraduate part-time tuition rate. Most students do not have any out-of-pocket expenses for tuition as they are able to utilize their Fast Forward funding which covers up to $4,625 per student.

Bengal ID Card

A Bengal ID Card is a 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 Campus 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 (such as their Driver's License or School 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 has never received a Bengal ID Card), they can request to have the Bengal ID mailed to them by doing the following:

- Upload their Bengal ID photo using Bengal ID online request form
    - The website explains the guidelines for an acceptable ID photo and provides a link to upload a photo and provide the student's name and Bengal number. (Note: The photo needs to be just the student with a solid background).
- When students fill out the form, they will mark themselves as an Early College Program student.

- Students can find their Bengal ID number on the homepage of MyISU or they can use their date of birth for that question.
- Students will receive an email from infodesk@isu.edu to confirm whether or not their photo has been approved.
- Early College Program staff pick up student IDs from the campus connections desk about once a month and mail them out to students. If your student has been waiting for a long time for theirs, please reach out to us, and we will go pick it up to be sent to them.

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. They can also be used for entry into various campus events.

Reed Gym

Early College Program students have the opportunity to use Reed Gym for $60.00 per ISU semester. All users must be registered for at least one Early College Program course at the time of use, be at least 16 years of age, and have signed permission from a parent, per Campus Recreation Policy, before being able to use 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 - Tutoring

ISU's University Tutoring office provides free academic support for current ISU students. There are three main types of tutoring services offered:

Math Center

The Math Center is available for all students, and you do not have to be currently enrolled in an ISU math class to utilize their services. The tutors in the Math Center will even help them with their high school level math.

Pocatello location and hours: REND 324, M-Th 10am-7pm & F 10am-2pm
Idaho Falls location and hours: CHE 220, Monday 11am-12pm & 2pm-4pm, Tuesday 2:30pm-4:30pm, Wednesday 11am-12pm

Additional Zoom and weekend/evening tutoring: Visit isu.edu/tutoring to schedule a Zoom session with a tutor on the Pocatello campus, Monday through Thursday, 10:00am - 7:00pm, and Friday 10:00am - 2:00pm. In addition, video and/or chat-based tutoring from tutor.com for students in 100- and 200-level math classes is available Monday-Friday 9:00 pm - 9:00 am, and 24 hours on Saturday and Sunday. This is a free service available to students, but it must be accessed through the Canvas page for their class.

Writing Center

The Writing Center offers support for any writing assignments that students have in any class. They will also help with scholarship essays and more.

Pocatello location and hours: R

END 327, M-Th 10am-7pm & F 10am-2pm
Idaho Falls location and hours: CHE 220, M-Th 10am-2pm

Written feedback appointments online are also available for any campus. To submit a paper for written feedback, students need to reserve a written feedback time slot by visiting isu.edu/tutoring. After they reserve a time, they will receive a confirmation email with instructions on submitting a paper. A tutor will review their paper and send it back to them with comments, usually within two working days of the reserved time slot.

Content Area Tutoring

Content Area Tutoring is offered for specific ISU classes that students are currently enrolled in. Tutors are hand-selected by professors at ISU, and they are students who have recently taken the class and excelled. A list of courses with tutors can be found at isu.edu/tutoring/tutor-for-that-class/. If there is not a tutor for a specific class, students can call the tutoring office at (208)282-3662 and request one. To create a content area tutoring appointment, please visit isu.edu/tutoring/make-a-tutoring-appointment/.

University Tutoring Email: tutoring@isu.edu
University Tutoring Phone Number: (208) 282-3662

ADA/Disability Services

Idaho State University is committed to providing equal access and opportunities in education for all students. Early College Program students may be eligible for accommodations through Idaho State University's Disability Services office. Students who have a diagnosed disability or believe they have a disability that may require reasonable accommodation in their ISU course(s) may apply for accommodations at isu.edu/disabilityservices/.

Phone: (208) 282-3599
Email: disabilityservices@isu.edu

If a student has a 504 Plan or IEP at their high school, this does **NOT** automatically transfer over to ISU. To get accommodations, students MUST reach out to Disability Services.

Some common accommodations include extra time for testing, reduced distraction testing, captioning services, reader software/e-text, Lifescribe pens, interpreting services, and more.

Eligibility

- ISU students who have a disability, have a record of a disability, or are perceived as having a disability that substantially limits one or more major life activities
- Persons who are blind, deaf, have mobility impairments, or diseases such as diabetes, asthma, or cystic fibrosis
- Individuals with learning or psychological disabilities, among others
- Student Responsibility
- Self-identify to Disability Serves
- Provide current, valid documentation of disability by a licensed physician or psychologist
- Schedule an appointment with Disability Services to discuss accommodations

Privacy Reminder: Information regarding the nature of an individual's disability is held in strict confidence.

Advising and Degree Maps

A Degree Map is a semester-by-semester list of courses which a student needs to take in order to obtain a particular degree. A Degree Map suggests courses to complete each semester in order to be "on track" to graduate by taking the right courses in the right order. If a student knows what they might be interested in studying once they get to college, they can meet with an Early College Transition Advisor, who will walk them through the Degree Map for any program offered at Idaho State University. If the student is undecided, an Early College Transition Advisor can also help them explore programs that ISU offers to figure out what would be a good fit for them, as well as offer academic advising for General Education Objectives. Once a student knows what classes they'll need to take for a specific degree, they can begin taking some of those courses as an Early College Program student.

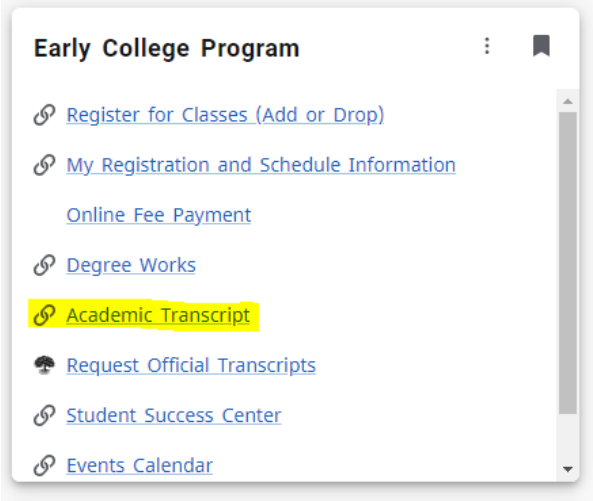
Students Attending Idaho State University after Graduation (Degree Seeking)

Students planning to attend Idaho State University after high school graduation will need to fill out an Undergraduate Application (degree-seeking). **Students are not automatically admitted to ISU after being an Early College student, and they will have to complete a separate application.** This online application can be found at isu.edu/apply/undergraduate/. Students will need to submit a high school transcript or GED at the time of their application, and their FINAL high school transcript is required after high school graduation. The $50 application fee is waived for graduates of Idaho high schools. SAT and ACT scores are **not** required for admission, but students are still encouraged to submit them for course placement. In order to be considered for scholarships, students will need to apply by the July 1 deadline. Students will be notified via email of their admission status.

Transcripts

All Early College Program credits and grades are listed on an official Idaho State University transcript. Official transcripts from Idaho State University and other institutions can be ordered through the National Student Clearinghouse and cost $16.00 per copy (subject to change) plus any delivery method service charge. 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.

Students also have access to view their **unofficial** ISU transcript for advising purposes. There is no charge to view or print an unofficial transcript. To access their unofficial transcript, students must login to MyISU, bookmark the Early College Program card, and click *Academic Transcript*.



Students should set their Transcript Level to "All Levels" and their Transcript Type to "Advising Transcript." At this point, they can view and print their unofficial ISU transcript.

Transferring Credits

Students should check with the Registrar's Office at the university or college they are choosing to attend after high school, if not Idaho State University, 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 and vice versa. If a student decides to attend Idaho State University after they graduate from high school, all the credits they have taken from ISU while in our Early College Program will already be on their transcript and waiting for them here. To transfer credits among institutions, students should send transcripts using the National Student Clearinghouse as described above.

Students may consult the TES Transfer Evaluation System and the Idaho State Board of Education Transfer Portal websites to see how past coursework has been transferred to ISU. Additionally, our internal Degree Works Transfer Equivalency Self Service is a helpful resource. However, please keep in mind that those can serve as guidelines only. Final transfer of credits is contingent on the receipt of an official transcript of records. For most accurate transfer information, please contact the Registrar's Office at tceinfo@isu.edu or (208) 282-2661. If students have taken AP Exams, they can also check to see what classes they'll get credit for at ISU based on their scores at isu.edu/registrar/credit-by-exam/.

If students would like help looking at transferability among Idaho higher education institutions, please encourage them to schedule a meeting with an Early College Transition Advisor.

Homeschool Student Information

Student Eligibility

Homeschool students who are at least 16-years old and have not yet completed all of their high school requirements can take courses on an ISU campus and qualify for the ECP on-campus rate. Homeschool students can apply and register for courses following the traditional Registration Process (Appendix F).

In order to participate in Idaho State University's Early College Program, homeschool students and their parents will need to complete a Memorandum of Understanding (MOU) Form. This will be sent to both student and parent when they register for courses for the first time in Dual Enroll.

Advanced Opportunities

Advanced Opportunities funding is available for students who are attending a Cognia accredited Idaho nonpublic school. In many cases, homeschool/private school students choose to dually enroll and participate in public school activities as well as homeschool/private school coursework. Many homeschool/private school families have chosen to mix and match the course pathway for their student to include at least one such course, making these funds accessible. Please note that local enrollment policies will apply and vary from district to district. For more information, please visit https://www.sde.idaho.gov/about-us/departments/student-engagement/advanced-opportunities/.

Faculty Liaison Information

Faculty Liaison Responsibilities

The quality of the Early College Program is heavily dependent on the active participation of the faculty liaison. Idaho State University academic department faculty liaisons will receive compensation per high school teacher they work with in providing curriculum oversight and support.

The primary responsibilities of the faculty liaison are as follows:

- Communicate department information each semester to high school instructors. Include high school instructors in department correspondence, listserv, academic notices, and general information.
- Supply high school teachers with current sample syllabi, sample exams, and other course materials.
- Supply high school teachers with desk copies of current textbooks, if available.
- Assist high school teachers/school districts in selecting department approved textbooks.
- Request, review, and approve course syllabi annually, per course.
- Assist in completion of new course orientation training for new ECP instructors and/or annual professional development for continuing instructors, when applicable or as determined by the department. Submit tracking form with agenda and materials for respective training (orientation or professional development) as applicable.
- Visit high school instructors on-site the first year of approval and at least every two to three years following the initial visit, per the department's determined visit cycle.
- Be in communication regularly with high school instructor.
- Submit liaison report forms on each of your assigned instructors to both the Early College Program and your department chair.
- 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 while visiting respective high school classrooms or as students visit campus.
- Assist Early College staff with department tours when teachers/students visit campus.

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
Dual Credit Instructor and Course Request Form

To be completed by high school instructor:

Date _____ High School_____

Instructor Name _____

High School Address_____

City_____ State_____ ZIP _____ School's Phone Number_____

Instructor District Email _____

ISU Academic Department _____

ISU course(s) requested _____

Starting Semester (check one): Fall _____ Spring ____ Summer ____ Number of Sections Requested_____

Previously taught dual credit courses: Yes _____ No ____

Courses Offered _____ Institution _____

High School Instructor summer contact address, cell, and email:

Home Address _____ City_____ State_____ ZIP _____

Cell Phone: _____ Personal Email _____

High School Instructor Signature_____

Required:

If first submission please attach additional documents:

1) Letter(s) of Recommendation 3) Teaching Philosophy
2) Academic Transcripts

If current ECP Instructor: An Updated Curriculum Vitae or Resume

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High School Principal:

Name: _____

High School Principal Signature _____

If you have any questions, please contact Suzanne Peck

suzannepeck@isu.edu| (208) 282-3904

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

Idaho State University | Early College Program

Syllabus Template

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 2027)
Please list here if this course meets a General Education Requirement
(ie: partially satisfies ISU Objective 5)
Monday-Friday 5th Period

Important Deadlines for 2026-2027

Registration Deadline = October 9, 2026
Drop Deadline = October 9, 2026
Withdraw deadline = October 23, 2026

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. Chamaign, 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, etc. (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/

Reasonable Accommodations for Students with Disabilities: If you have a disability or think you have a disability (physical, learning, hearing, visual or psychiatric) which may need a reasonable accommodation, please contact the Disability Services Office located in the Rendezvous Building Room 125, 282-3599 and in Idaho Falls in the Bennion Student Union, Room 223.

Evaluation of Course and Instructor: At the end of the course, evaluations will be given to students for feedback on the course and instructor.

TEMPLATE

Appendix D

Idaho State University | Early College Program

High School Instructor Course Timeline

Time Frame	High School Instructor Submits/Facilitates
August	New Instructors must attend the ECP Administrative Orientation and department Course Orientation prior to teaching their course. All Instructors must attend ECP Updates Meeting All instructors must attend annual department specific professional development training before the end of the academic year.
	When requested, 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 pre-requisite. 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 and registration process
	Coordinate registration visits with Early College Program staff
	Review class list through MyISU 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 MyISU. See important dates for appropriate grading times.
May-August	Inform ECP if teaching plans will change for upcoming year.
June - August	Receive copy of liaison report and course evaluations

Appendix E

Idaho State University | Early College Program

Important Dates: High School Year 2026-2027

ISU SEMESTER - FALL 2026						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closes 5:00 PM
Fall Semester	08/24/2026	1/15/2027	**10/09/2026**	10/23/2026	12/11/2026	01/19/2027
Year-long	08/12/2026	06/04/2027	**10/09/2026**	01/15/2027	05/14/2027	06/04/2027
Trimester 1	08/12/2026	11/25/2026	**10/09/2026**	10/23/2026	11/06/2026	12/15/2026
Trimester 1 & 2	08/12/2026	03/05/2027	**10/09/2026**	10/23/2026	02/19/2027	03/09/2027
Trimester 2	11/16/2026	03/05/2027	**01/08/2027**	01/15/2027	02/19/2027	03/09/2027
Trimester 2 & 3	11/16/2026	06/04/2027	**01/08/2027**	01/15/2027	05/14/2027	06/04/2027
Block 1	08/26/2026	10/07/2026	**9/11/2026**	09/18/2026	09/25/2026	10/13/2026
Block 2	10//08/2026	11/18/2026	**10/23/2026**	10/30/2026	11/06/2026	12/01/2026
Block 3	11/30/2026	01/21/2027	**12/11/2026**	12/18/2026	01/15/2027	01/26/2027

ISU SEMESTER - SPRING 2027						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closes 5:00 PM
Spring Semester	01/04/2027	06/04/2027	**02/12/2027**	03/12/2027	05/14/2027	06/04/2027
Trimester 3	03/01/2027	06/04/2027	**04/02/2027**	04/09/2027	05/14/2027	06/04/2027
Block 4	01/22/2027	03/04/2027	**02/12/2027**	02/19/2027	02/26/2027	03/09/2027
Block 5	03/08/2027	04/22/2027	**04/02/2027**	04/09/2027	04/16/2027	04/27/2027
Block 6	04/23/2027	06/02/2027	**05/07/2027**	05/14/2027	05/14/2027	06/04/2027

ISU SEMESTER – SUMMER 2027						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closes 5:00 PM
Summer	06/14/2027	08/20/2027	**06/25/2027**	07/09/2027	07/23/2027	08/24/2027

Appendix F

Idaho State University | Early College Program

Registration Process

If you have previously taken a Dual Enrollment class through another institution that uses Dual Enroll (CWI, BSU, CSI, U of I, CEI, LCSC), you will already have a Dual Enroll account set up. You will need to use Idaho State University's login page: isu.dualenroll.com. Once you are on ISU's page, you can use the same username and password that you have previously used for Dual Enroll. ***Please do not create another account. If you don't know if you have an existing account, please ask your high school counselor or CCA.***

If you do not have a Dual Enroll account, start here:

1. Create a Dual Enroll Account

1. Go to isu.dualenroll.com and click on **CREATE MY ACCOUNT**.
2. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email or cell phone number to create the account. If a cell phone is used, standard text message rates apply.
3. Once you click **Create Account**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the application and registration. If using email, be sure to check your junk and spam folders for the email.

If you have a Dual Enroll account but have never taken an ISU class, start here:

4. Once successfully logged in, Dual Enroll will have you complete an application. Once a step is completed, it will be highlighted green under the Application Steps and the current step will show in orange. Required fields are marked with an asterisk. Make sure to click the update button to move to the next step. Note: Parent contact information cannot be the same as the student contact information.

Once the application has been completed, the Consent Form will be sent to your parent/guardian via text and/or email. Please tell your parent to sign it to complete your application. If your parent/guardian does not receive the notification, visit your registration status page to resend. You may also visit your profile page to change your parent's contact information.

If you have a Dual Enroll account and have previously taken an ISU class, start here:

2. Register for Classes

5. Click on the Courses tab to review the list of available courses. The course finder shows which ISU courses are being offered at your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.
6. When you've made your decision on a course and section, click the **REQUEST COURSE** button to start the registration process. If the course you are registering for has a prerequisite that you have not met, Dual Enroll will email you to let you know the steps needed to complete the prerequisite before the registration deadline.
7. You may choose to: Select another course, view registration status, or logout.
8. You will receive an email and/or text from ISU letting you know when your registration is complete or if we need more information from you.

3. Request Advanced Opportunities Funding

9. Talk to your high school counselor/CCA or visit https://advancedops.sde.idaho.gov

Course Add/Drop Deadlines

Semester High Schools

High School Semester	Registration Deadline
Fall	October 09, 2026
Year-Long	October 09, 2026
Spring	February 12, 2027

Trimester High Schools

High School Trimester	Registration Deadline
1st Trimester	October 09, 2026
Year-Long	October 09, 2026
2nd Trimester	January 8, 2027
3rd Trimester	April 2, 2027

Appendix G

Idaho State University | Early College Program

DocuSign Version Available at isu.edu/ecp/faculty-liaisons/faculty-liaison-resources/

Professional Development Tracker

Date:_____ Start Time:_____ End Time:_____

Total hours spent conducting training: _____ Hours spent preparing for training: _____

Department:_____ Course:_____

Faculty Liaison Representative Name ***(Please Print)***	**Faculty Liaison Signature**
Instructor Name ***(Please Print)***	**High School**

*Attach agenda and return to the Early College Program