

Independent Study in Idaho

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Independent Study in Idaho (ISI) was created in 1973 by the Idaho State Board of Education as a cooperative of four accredited Idaho institutions led by the University of Idaho (UI). Other cooperative members include Boise State University (BSU), Idaho State University (ISU), and Lewis-Clark State College (LCSC). The ISI office is located at the UI North Campus Center in Moscow, Idaho. Each member institution of the ISI cooperative is accredited by the Northwest Commission on Colleges and Universities (NWCCU), the region's accrediting agency.

Independent Study in Idaho delivers over 100 college distance education courses in over 25 subject areas to more than 1,600 students each year. Courses are delivered online and parallel their on-campus counterparts in content and completion standards. People from all walks of life, worldwide, take ISI courses to begin college programs early, resolve on-campus schedule conflicts, satisfy prerequisites, pursue professional development, and for personal enrichment. Courses are self-paced and available anytime, anywhere; students have one full year to complete ISI courses. Idaho residency is not required. Independent Study in Idaho courses carry semester-hour credit from one of the four cooperative institutions. These credits can be applied toward a degree with the approval of the degree-granting institution; they can also be used as transfer credits or for professional development. View courses and syllabi on our Web site.

FOCUS AREAS

Library Science. The University of Idaho, through ISI, sponsors library science courses that are required for the Education Media Generalist Endorsement (K-12), the UI Library Science Teaching minor, and are of interest to those currently working in a library, considering a profession in library science, or working on a library or teaching degree at other institutions. The library science courses are not offered on campus; they are available only through ISI. Certified teachers (with a standard or advanced teaching certificate) interested in school library or media positions may earn an Education Media Generalist Endorsement (K-12) by taking library science courses through ISI. These courses are accepted for the Idaho Education Media Generalist Endorsement (K-12) and may be approved for endorsements in other states. The Idaho endorsement requires 20 semester-hour credits in the general field of educational media (or library science), including at least 3 credits in literature for children or youth. (Courses that fulfill the 20 semester hours are LibS 420, 421, 423, 425, either 419 or 424, and 428 or 429.) University of Idaho students may earn a library science teaching minor, which will qualify them for the Idaho Education Media Generalist Endorsement (K-12). The teaching minor in library science requires 24 credits; at least 12 of these must be in the areas of selection, organization, and administration of library materials.

Education. Independent Study in Idaho courses may be used toward renewing teaching credentials or for recertification. Contact your state department of education to determine if ISI courses are approved for this purpose.

Real Estate. The ISI program offers courses that can be used toward requirements for real estate licensure in the state of Idaho.

COURSE DELIVERY AND SERVICES

Each course must be completed within one calendar year from the registration date. Independent Study in Idaho courses are delivered online and in print and some are supplemented by CDs or other media. After registering, students must purchase the textbook(s), if required. Course guides, which include course procedures, lessons, and policies are accessible online and may also be purchased from the UI Bookstore. The per-credit workload is equivalent to that of on-campus courses. Students can purchase transcripts by sending a written request from the registrar's office of the credit-granting institution.

Administrative Support. Independent Study in Idaho provides assistance to ISI students who have questions about ISI course delivery, policies, procedures, and services.

Instructor Contact. All courses and instructors for ISI courses are approved by the department chairs of the sponsoring institution. Instructors are available to answer questions concerning course content and can be contacted as specified in the *Registration Confirmation Letter* sent to ISI students upon registration.

Lessons. Detailed instructions for submitting completed lessons are outlined in the *Registration Confirmation Letter*. The number of lessons that will be accepted at one time varies by course; students may not submit all the lessons at once. Typically, students send completed lessons directly to the instructor by e-mail or mail, and receive graded lessons within three weeks after the date of receipt.

Exams. All exams require a proctor unless the course guide indicates that an exam is to be self-administered. Independent Study in Idaho sends exams directly to proctors. Students are responsible for finding a qualified proctor who will supervise the exam process and return completed exams to ISI. Exam proctor selection must be approved by ISI; the course instructor and ISI reserve the right to ask the student to select a new proctor. Allegations of academic dishonesty may result if a student submits false proctor information or if either the student or proctor disregards UI policy. Most proctors are: a) faculty or staff at an educational institution or testing center; b) business or military education department personnel; or c) librarian.

Computer Requirements. All ISI course guides are available online and most are also available in print. Internet access is required or recommended for the majority of ISI courses. Many courses also require access to a computer with a DVD/CD drive. E-mail is required for most students for submitting lessons and communicating with ISI staff and instructors.

Disability Support Services. Each of the four ISI cooperative institutions offers academic support services to students with temporary or permanent disabilities. Students requesting disability-related accommodations are advised to contact the sponsoring institution's office of disability services. To view contact information for each of these offices, access the ISI Web site at www.uiweb.uidaho.edu/isi, select *Services*.

REGISTRATION AND FEES

Students can begin ISI courses anytime during the calendar year. Each course offered through the ISI program is sponsored by one of the cooperating member institutions. Idaho residency is not required. Students can register for ISI courses without applying for admission to any of the cooperating schools; admission to any of the ISI cooperating institutions is not automatically granted upon registering for an ISI course. Visit www.uiweb.uidaho.edu/isi, select *Forms* to access the ISI secure online registration system. Registration is also accepted by mail, by telephone, or at the ISI office.

Fees. Independent Study in Idaho students pay a per-credit fee rather than resident/nonresident fees. There is also an administrative fee for each course. Students residing outside the United States pay an additional fee to cover postage costs. U.S. military and U.S. territory addresses are not subject to additional charges. Payment is required at the time of registration and is accepted by check, money order, Visa, MasterCard, or Discover Card. Tuition vouchers from U.S. military or corporate employers are also accepted. Independent Study in Idaho course fees are subject to change; check the ISI Web site for current fee information at www.uiweb.uidaho.edu/isi, select *Fees*. Current fees are:

College Undergraduate Courses (100-400 level):	\$100 per credit, plus \$25 per course administrative fee
College Graduate Courses (500 level):	\$140 per credit, plus \$25 per course administrative fee

Other Course-Related Costs. In addition to registration fees, ISI students may incur expenses including, but not limited to, the following: textbooks, course guides, supplemental materials, postage to mail lessons and projects to instructors, and international handling and shipping.

Purchasing Course Materials. Textbooks and supplemental materials are available for purchase through the UI Bookstore. If textbooks are purchased from another outlet, carefully note the ISBN number and the required edition. An ISI course guide is required for most courses. Upon registration, a print copy can be purchased from the UI Bookstore or an electronic copy can be accessed online for no additional fee. If ordering course materials, do so promptly after registration to ensure availability.

Financial Aid. Independent Study in Idaho does not offer financial aid. However, federal and state agencies and businesses may offer financial assistance to fund ISI course fees. Financial aid may also be available through student financial aid services and veterans' organizations. College students receiving financial aid are advised to check with their financial aid office to determine the extent of coverage available for ISI courses. Courses taken through ISI do not count toward a student's credit-hour load and cannot be used to establish full- or part-time student status to determine eligibility for financial aid or loan deferment.

Veterans' Benefits. The Office of Veterans' Affairs can help students apply for and receive VA education benefits whether a student is an active duty serviceperson, guardsman or reservist, veteran, or a dependent of a veteran. Veterans' Affairs benefits may be used to pay ISI course fees. Upon approval of benefits, ISI will invoice the appropriate agency. For more information, visit the UI Office of Veterans' Affairs Web site at www.students.uidaho.edu/dos, select *Veterans' Affairs*.

Drops and Refunds. To drop a course, submit the *Drop Course Form* online at www.uiweb.uidaho.edu/isi, select *Forms*, or mail or fax a letter to ISI. The letter must include the date, course name and number, student's name, and

signature. Courses dropped within 21 days of registration qualify for a full course refund, minus the administrative fee and \$15 for any lesson/exam already submitted. Courses dropped within 22–45 days of registration qualify for a 50 percent course refund, minus the administrative fee and \$15 for any lesson/exam already submitted. Refunds will be processed by credit card or check, depending on the original payment method. The course will not appear on an academic transcript, and there will be no permanent academic record at any of the cooperating institutions.

Exchanging Courses. Students can exchange one course for another within 45 days of registration for a nonrefundable \$25 fee plus \$15 for any lesson/exam already submitted. Course exchange requests may be made online, or by mail, telephone, or fax. One exchange per registration is allowed; however, the initial course completion date does not change.

Course Extensions. If a student is unable to complete an ISI course within one calendar year from the registration date, one six-month extension for a fee of \$75 per course may be requested prior to the course completion date. Extension fees are nonrefundable. Submit extension requests online at www.uiweb.uidaho.edu/isi, select *Forms*, or by mail, telephone, or fax.

GRADES AND TRANSCRIPTS

The course completion deadline is one calendar year from the student's registration date. Students who have a personal deadline (e.g., graduation, certification, program admission), must submit all lessons and exams at least one month prior to their deadline to allow for timely processing. ISI courses require completion of a specific number of lessons/exams prior to the student receiving a final course grade. When a final course grade is issued, a *Course Completion Letter* will be mailed to the student. Transcripts may be purchased upon written request from the credit-granting institution. It is the student's responsibility to contact the credit-granting institution to request an official transcript. To see how your ISI course will appear on a transcript, check with the credit-granting institution (UI, BSU, LCSC, or ISU).