Dear prospective ISI student,

Thank you for contacting Independent Study in Idaho (ISI). We are glad you have chosen to continue your education. ISI was created in 1973 by the Idaho State Board of Education as a cooperative of four regionally accredited Idaho institutions led by the University of Idaho. **Independent Study in Idaho does not grant degrees, but credits earned through ISI may be applied to degree requirements at most colleges and universities.**

Although ISI courses typically are offered online, we have adapted certain courses to be taken by mail by incarcerated students. We mail a record of a student’s progress in a course to the student on a bi-monthly basis. A list of available courses for incarcerated students is included in this packet.

Students may enroll at any time and work at their own pace within limits set by the course instructor on the number of assignments that can be submitted per week. Enrollment is for up to one year; however, plan for a minimum of three months to complete most ISI courses. Idaho residency is not required. **Admission to cooperating institutions is neither required nor provided. You may use the included Course Registration form to enroll in ISI courses.**

Independent Study in Idaho does not offer financial aid or funding to students and ISI courses are not currently eligible for federal pell grants; however, ISI’s per-credit fees are reasonable. Undergraduate courses (100-400 level) are $160 per credit plus a $30 non-refundable administrative fee per course, e.g., for a three-credit course, fees total $510.00. Payment in full of the exact correct amount is required at the time of registration; ISI cannot process incorrect payment amounts. **Registration fees do not include textbooks or software.** Students can purchase course materials from any available retailers; ISI does not sell textbooks or other course materials.

Some courses require a proctor for exams. The Education Officer at your facility may be available to supervise your exams. A Proctor/Exam Request form is included at the end of this packet.

Although Independent Study in Idaho does not participate in the program, we encourage you to explore the Second Chance Pell Grant program for incarcerated students. If you qualify to use the GI Bill, please contact the University of Idaho’s Military and Veteran Advisor, Matthew Barber, at the following address:

- Matthew Barber
  - Veterans Administrative Coordinator
  - 875 Perimeter Drive, MS 2431
  - Moscow, ID 83844-2431
  - Phone: (208) 885-7989
  - Email: mjbarber@uidaho.edu

If you have any questions, please contact the ISI office using the contact information found at the top of the page.

Sincerely,

Independent Study in Idaho Staff
While some of the courses listed below "require Internet access" or other computer access, instructors of those classes have made an exception for incarcerated students. Incarcerated students can word process/handwrite assignments and submit them by mail or have another person email the completed lessons to Independent Study in Idaho.

The following courses are AVAILABLE for incarcerated student enrollment: *See note below

<table>
<thead>
<tr>
<th>Course Name (Credits / Sponsoring Institution)</th>
<th>Course Name (Credits / Sponsoring Institution)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Anth 100: Introduction to Anthropology (3 Cr./U of I)</td>
<td>• Hist 180: Introduction to East Asian History (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Art 100: Introduction to Art (3 Cr./LCSC)</td>
<td>• KIN 370: Motor Learning/Motor Development (3 Cr./LCSC)</td>
</tr>
<tr>
<td>• BLaw 265: Legal Environment of Business (3 Cr./U of I)</td>
<td>• Math 108: Intermediate Algebra (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Bus 321: Principles of Marketing (3 Cr./LCSC)</td>
<td>• Math 123: Math in Modern Society (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Crim 301: Criminological Theory (3 Cr./U of I)</td>
<td>• Math 130: Finite Math (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Econ 201: Principles of Macroeconomics (3 Cr./U of I)</td>
<td>• Math 143: College Algebra (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Econ 202: Principles of Microeconomics (3 Cr./U of I)</td>
<td>• Math 160: Survey of Calculus (4 Cr./U of I)</td>
</tr>
<tr>
<td>• Econ 343: Money and Banking (3 Cr./U of I)</td>
<td>• Math 170: Calculus I (4 Cr./U of I)</td>
</tr>
<tr>
<td>• Engl 101: Writing and Rhetoric I (Pass/Fail) (3 Cr./U of I)</td>
<td>• Pols 101: American National Government (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Engl 102: Writing and Rhetoric II (3 Cr./LCSC)</td>
<td>• Psyc 101: Introduction to Psychology (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Engl 175: Literature and Ideas (3 Cr./LCSC)</td>
<td>• Psyc 305: Developmental Psychology (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Engl 277: American Literature I (3 Cr./LCSC)</td>
<td>• Psyc 385: Research Methods (3 Cr./LCSC)</td>
</tr>
<tr>
<td>• Engl 278: American Literature II (3 Cr./LCSC)</td>
<td>• Psyc 410: Sports Psychology (3 Cr./LCSC)</td>
</tr>
<tr>
<td>• Hist 101: World History I (3 Cr./U of I)</td>
<td>• Psyc 415: History and Systems of Psychology (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Hist 102: World History II (3 Cr./U of I)</td>
<td>• Soc 101: Introduction to Sociology (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Hist 111: United States History I (3 Cr./U of I)</td>
<td>• Soc 230: Social Problems (3 Cr./U of I)</td>
</tr>
<tr>
<td>• Hist 112: United States History II (3 Cr./U of I)</td>
<td></td>
</tr>
</tbody>
</table>

*ISI courses cost $160 per credit plus a $30 non-refundable administrative fee per course. The course fee does not include the cost of any required textbooks for courses. Course textbooks can be purchased online or through the Vandal Store (208-885-6469).

Please see next pages for course descriptions, lesson submission requirements, and policies not included in the catalog.
ANTHROPOLOGY

ANTH 100: INTRODUCTION TO ANTHROPOLOGY
Basic theories, methods, and findings of human paleontology, prehistory, and culture. UI students: general education - Social Science.
Assignments: 16 graded, Exams: 4 proctored
May submit up to 3 assignments at a time/6 per week.

ART

ART 100: INTRODUCTION TO ART
An interdisciplinary consideration of the historical sequence of art styles; slides, lectures and discussions of architecture, painting, sculpture and other arts are seen from the viewpoints of the philosopher, the artist and the layperson.
Assignments: 7 graded, Exams: 4 proctored
May submit up to 2 assignments per week.

BUSINESS

BUS 321: PRINCIPLES OF MARKETING
Examines the basic elements of marketing theory, terminology and concepts with emphasis placed on analyzing consumer motivation. Prerequisite: LCSC students must have junior standing or higher or permission of the instructor.
Assignments: 4 graded, Exams: 4 proctored
May submit up to 2 assignments per week.

BUSINESS LAW

BLAW 265: LEGAL ENVIRONMENT OF BUSINESS
Law and its relationship to society; legal framework of business enterprises; court organization and operation; private property and contracts as basic concepts in a free enterprise system.
Assignments: 11 graded, Exams: 4 practice, 4 proctored
May submit up to 3 assignments at a time/4 per week.

CRIMINOLOGY

CRIM 301: CRIMINOLOGICAL THEORY
Review and assessment of common explanations of crime, deviant behavior and control. Prerequisite: Crim 101
Assignments: 12 graded, Exams: 2 practice, 2 proctored
May submit up to 2 assignments per week.

ECONOMICS

ECON 201: PRINCIPLES OF MACROECONOMICS
Organization and operation of American economy; supply and demand, money and banking, macroeconomic analysis of employment, aggregate output and inflation, public finance, and economic growth. UI students: general education credit - Social Science. Econ 201 and 202 may be taken in either order. Econ 201 or 202 carry only two credits after 272 [Foundations of Economic Analysis].
Assignments: 10 graded, Exams: 4 proctored
May submit up to 3 assignments per week.

ECON 202: PRINCIPLES OF MICROECONOMICS
Microeconomic principles governing production, price relationships, and income distribution. UI students: general education credit - Social Science. Econ 201 and 202 may be taken in either order. Econ 201 or 202 carry only two credits after 272 [Foundations of Economic Analysis].
Assignments: 16 graded, Exams: 4 practice, 4 proctored
May submit up to 6 assignments per week.

ECON 343: MONEY AND BANKING
Influence of money and banking on economic activity; influence of monetary policies to achieve society's economic goals. Prerequisite: Econ 201 and Econ 202, or Econ 272
Assignments: 14 graded, Exams: 4 practice, 4 proctored
May submit up to 5 assignments per week.

ENGLISH

ENGL 101: WRITING AND RHETORIC I
Workshop on strategies for generating ideas for writing, for planning and organizing material, and for revising and editing; intended to prepare students for the demands of college writing, focusing on reading critically and incorporating source material. Graded P (pass) /N (repeat) /F (fail). UI students: general education credit - English. Corequisite: students with ACT Scores 1-7, SAT verbal scores 200-440, COMPASS scores 1-67, or no standardized test scores must concurrently enroll in ENGL 090 [Developmental Writing]. See Class Placement at www.uidaho.edu/registrar/registration/placement/.
Assignments: 13 graded, Exams: None
May submit up to 2 assignments per week.

ENGL 102: WRITING AND RHETORIC II
A continuation of ENGL 101 with an emphasis on general research techniques with applications to various academic disciplines. Successful students will be able to: 1. Continue to demonstrate competency in the course outcomes for ENGL 101; 2. Locate, identify, and participate in academic discourse; 3. Read critically, synthesize, and evaluate information; 4. Use a variety of research tools (databases, indexes, the Internet, etc.) to locate appropriate information sources (if you are unable to locate sufficient resource materials at your facility please contact Independent Study in Idaho); 5. Develop a focused research topic or project; 6. Conduct a review of the literature for a specific topic; 7. Understand what constitutes evidence in a particular discipline; 8. Use valid evidence to support claims; 9. Understand and use APA and MLA formats for organizing and documenting multiple source papers; 10. Understand and demonstrate the ethical responsibility of the research writer to explore multiple perspectives on a topic and to cite sources and report findings accurately. Writing integrated.
Mandatory Prerequisite: grade of "C" or better in ENGL 101 or satisfactory placement score.
Assignments: 16 graded, Exam: 1 proctored
May submit up to 1 assignment per week.
ENGLISH CONT.

ENGL 175: LITERATURE AND IDEAS
An introduction to reading and understanding world literature. Literary study as a method of thinking critically about historical and contemporary aspects of the human condition. Writing integrated. Pre-requisite: ENG L101 or ENG L109 [College Writing and Research].
Assignments: 14 graded, Exams: 1 proctored
May submit up to 2 assignments at a time/3 per week.

ENGL 277: AMERICAN LITERATURE I
Literary history of America, from the Colonial period to the Civil War. Writing integrated. Prerequisite: Engl 102 or Engl 109 [College Writing and Research].
Assignments: 6 graded, Exams: 3 proctored
May submit up to 1 assignment per week.

ENGL 278: AMERICAN LITERATURE II
Topics and issues in American literature, from the 1870s to the present. Writing integrated. Prerequisite: Engl 102 or Engl 109 [College Writing and Research].
Assignments: 6 graded, Exams: 3 proctored
May submit up to 1 assignment at a time/2 per week.

HISTORY

HIST 101: HISTORY OF CIVILIZATION [BEFORE 1650]
Contributions to the modern world to 1650. UI students: general education credit - Social Science, International.
Assignments: 12 graded, Paper: 1 graded, Exams: 2 proctored
May submit up to 3 assignments at a time/6 per week.

HIST 102: HISTORY OF CIVILIZATION [1650 - PRESENT]
Contributions to the modern world 1650 to present. UI students: general education credit - Social Science, International.
Assignments: 12 graded, Paper: 1 graded, Exams: 2 proctored
May submit up to 3 assignments at a time/6 per week.

HIST 111: UNITED STATES HISTORY I [BEFORE 1877]
Political, diplomatic, economic, social, and cultural history; earliest times to the present, to 1877. UI students: may be used as core credit in J-3-d as a social science, and American diversity. Recommended: An English composition course.
Assignments: 15 graded, Exams: 3 proctored
May submit up to 3 assignments at a time/6 per week.

HIST 112: UNITED STATES HISTORY II [1877 TO PRESENT]
Political, diplomatic, economic, social, and cultural history; earliest times to the present, 1877 to present. UI students: general education credit - Social Science, American Diversity.
Assignments: 17 graded, Exams: 3 proctored
May submit up to 3 assignments at a time/6 per week.

HIST 180: INTRODUCTION TO EAST ASIAN HISTORY
Assignments: 12 graded, Exams: 3 proctored
May submit up to 2 assignments per week.

KINESIOLOGY

KIN 370: MOTOR LEARNING/MOTOR DEVELOPMENT
Provides the teacher, coach, or self-instructing athlete with a comprehensive understanding of the developmental (physical, psychological, and social) processes involved in the learning of sport skills. Explores useful training ideas for all types of performers (beginners-advanced, young-old, male-female) in all types of sports and wellness professionals.
Assignments: 11 graded, Exams: None
May submit up to 3 assignments at a time/6 per week.

MATH

MATH 108: INTERMEDIATE ALGEBRA
Review of algebra including factoring, rational expressions, exponents, radicals, quadratic equations, equations of lines. UI students carries no credit after Math 137 [Algebra with Applications] or 143 [Pre-calculus Algebra and Analytic Geometry]. Does not satisfy general education requirement.
Assignments: 15 graded, Exams: 5 practice, 5 proctored
May submit up to 3 assignments at a time/6 per week.

MATH 123: MATH IN MODERN SOCIETY
Discussion of some aspects of mathematical thought through the study of problems taken from areas such as logic, political science, management science, geometry, probability, and combinatorics; discussion of historical development and topics discovered in the past 100 years. UI students: general education credit – Mathematics.
Assignments: 10 graded, Exams: 5 proctored
May submit up to 1 assignment per week.

MATH 130: FINITE MATHEMATICS
Systems of linear equations and inequalities, matrices, linear programming, and probability. Prerequisite: sufficient score on SAT, ACT, or math placement test; or Math 108 with a C or better. Required test scores can be found here: www.uidaho.edu/registrar/registration/placement/. UI students: general education credit - Mathematics.
Assignments: 10 graded, 1 self-study, Exams: 4 proctored (sent one-at-a-time once appropriate lessons have been graded).
May submit up to 3 assignments per week.

MATH 143: COLLEGE ALGEBRA
Algebraic, exponential, logarithmic functions; graphs of conics; zeros of polynomials; systems of equations, induction.
Prerequisite: sufficient score on SAT, ACT, or math placement test; or Math 108 with grade of C or better. It is recommended that Math 143 be taken within two years of passing Math 108 or its equivalent. Required test scores can be found here: http://www.uidaho.edu/registrar/registration/placement/. UI students: Carries no credit after Math 160 or Math 170; carries 2 credits after Math 137 [Algebra with Applications]; general education credit - Mathematics.
Assignments: 16 graded, Exams: 4 proctored (sent one-at-a-time once appropriate lessons have been graded).
May submit up to 2 assignments per week.
MATH 160: SURVEY OF CALCULUS
Overview of functions, and graphs, derivatives, integrals, exponential and logarithmic functions, functions of several variables, and differential equations. Primarily for students who need only one semester of calculus, such as students in business or architecture.
Prerequisite: sufficient score on SAT, ACT, or math placement test, or Math 143 with a C or better. Required test scores can be found here: www.uidaho.edu/registrar/registration/placement. UI students: carries no credit after Math 170; General education: Mathematics. Recommended: non-graphing calculator
Assignments: 20 graded, 8 self-study, Exams: 5 proctored (sent one-at-a-time once appropriate lessons have been graded). May submit up to 2 assignments per week.

MATH 170: CALCULUS I
Functions, limits, continuity, differentiation, integration, applications, differentiation and integration of transcendental functions. Primarily for students in engineering, mathematics, science or computer science. Prerequisite: Math 143 (with a grade of C or better) and Math 144 [Analytic Trigonometry] (concurrent enrollment in Math 144 is allowed although it is recommended that students complete Math 144 before enrolling in Math 170); or demonstrated proficiency through a sufficiently high score on the ACT, SAT, or math placement test. Required test scores can be found here: www.uidaho.edu/registrar/registration/placement. UI students: general education credit - Mathematics; Carries 2 credits after Math 160.
Assignments: 12 graded, Exams: 4 proctored (sent one-at-a-time once appropriate lessons have been graded). May submit up to 2 assignments per week.

PSYC 305: DEVELOPMENTAL PSYCHOLOGY
Conception through late adolescence; genetics, anatomy, physiology, biological changes during development, learning, socialization, cognition, and personality. Prerequisite: Psyc 101 or EDCI 301 [Learning, Development, and Assessment].
This course covers conception through death.
Assignments: 11 graded, 4 self-study, Exams: 4 proctored May submit up to 3 assignments per week.

PSYC 385: RESEARCH METHODS
Develops students' ability to design an empirical study within the ethical constraints of human research and to understand the results of research in professional journals. Specific research designs covered include archival research, experimental designs, naturalistic observation, participant observation, quasi-experimental designs, single subject designs, and survey research. Integrates (1) analytical and evaluative thinking, (2) descriptive, explanatory, and critical writing, and (3) basic knowledge of the theory and application of qualitative and quantitative research design. Pre-requisite: ENGL 102 or ENGL 109 [College Writing and Research] and a total of 24 credit hours in the General Education Core, or instructor permission. Cross-listed with SS-385.
Assignments: 12 graded, 5 self-study, Exams: 4 proctored May submit up to 3 assignments at a time/3 per week.

PSYC 410: SPORTS PSYCHOLOGY
Application of the principles and methodologies of psychology to athletics. Topics include individual philosophies of sport, motivation, personality of coaches and athletes, recreational sports for children, psychological testing, training and learning principles, mind/body relationships, and the effects of anxiety, arousal, and relaxation on performance and current research in the field. Prerequisite: Psyc 101 or Psyc 205 [Developmental Psychology], or permission of instructor and Sophomore Standing. LCSC students: cross-listed with KIN 410 [Sports Psychology].
Assignments: 10 graded, Projects: 2 graded, Exams: 3 proctored May submit up to 3 assignments at a time/6 per week.

PSYC 415: HISTORY AND SYSTEMS OF PSYCHOLOGY
History of psychology as a field of scientific inquiry; overview of development of schools of thought, prominent figures, and key theories. Recommended preparation: two upper-division psychology courses. Prerequisite: Psyc 101. UI students: general education credit - Senior Experience.
Assignments: 11 graded, 4 self-study, Exams: 3 proctored May submit up to 6 assignments per week.

MATH 109: COLLEGE ALGEBRA
Overview of functions, and graphs, derivatives, integrals, exponential and logarithmic functions, functions of several variables, and differential equations. Primarily for students who need only one semester of calculus, such as students in business or architecture.
Prerequisite: sufficient score on SAT, ACT, or math placement test, or Math 143 with a C or better. Required test scores can be found here: www.uidaho.edu/registrar/registration/placement. UI students: carries no credit after Math 170; General education: Mathematics. Recommended: non-graphing calculator
Assignments: 20 graded, 8 self-study, Exams: 5 proctored (sent one-at-a-time once appropriate lessons have been graded). May submit up to 2 assignments per week.

POLITICAL SCIENCE
POLS 101: INTRODUCTION TO POLITICAL SCIENCE AND AMERICAN GOVERNMENT
This class will introduce students to the fundamentals of the American political system. UI students: general education credit Social Science, American Diversity.
Assignments: 14 graded, 14 self-study, Exams: 3 proctored May submit up to 3 assignments at a time/6 per week.

PSYCHOLOGY
PSYC 101: INTRODUCTION TO PSYCHOLOGY
Intro to psychology topics, including sensation and perception, learning and thinking, motivation, personality and adjustment, social processes, psychological testing; emphasis on fundamental principles. UI students: general education credit - Social Science.
Assignments: 11 graded, Paper: 1 graded, Exams: 4 proctored May submit up to 3 assignments at a time/6 per week.
**SOCIOLOGY**

**SOC 101: INTRODUCTION TO SOCIOLOGY**
Basic theories, concepts, and processes involved in scientific study of society; includes socialization process, social inequality, the family, religion, deviance, population, the environment, and social change. **UI students: general education credit - Social Science, American Diversity.**

*Assignments: 12 graded, Exams: 3 proctored*

*May submit up to 4 assignments per week.*

**SOC 230: SOCIAL PROBLEMS**
Contemporary social issues and personal deviations; crime and delinquency, poverty and wealth, drugs, sexual variations, racism, sexism, and the environment. **UI students: general education credit - Social Science, American Diversity.**

*Assignments: 12 graded, Exams: 3 proctored*

*May submit up to 4 assignments per week.*
ISI Textbooks/Course Materials

ISI does not sell textbooks or other course materials. Course materials may be purchased from any available retailers. Please see the list below for required and optional course materials for each course:

**Anth 100: Introduction to Anthropology (3 Cr./U of I)**

**Art 100: Introduction to Art (3 Cr./LCSC)**

**BLaw 265: Legal Environment of Business (3 Cr./U of I)**

**Bus 321: Principles of Marketing (3 Cr./LCSC)**

**Crim 301: Criminological Theory (3 Cr./U of I)**

**Econ 201: Principles of Macroeconomics (3 Cr./U of I)**

**Econ 202: Principles of Microeconomics (3 Cr./U of I)**

**Econ 343: Money and Banking (3 Cr./U of I)**

**Engl 101: Writing and Rhetoric I (Pass/Fail) (3 Cr./U of I)**

**Engl 102: Writing and Rhetoric II (3 Cr./LCSC)**

**Engl 175: Literature and Ideas (3 Cr./LCSC)**
Engl 277: American Literature I (3 Cr./LCSC)
- Cooper, James Fenimore. *The Last of the Mohicans* (a library copy or paper edition).

Engl 278: American Literature II (3 Cr./LCSC)

Hist 101: World History I (3 Cr./U of I)

Hist 102: World History II (3 Cr./U of I)

Hist 111: United States History I (3 Cr./U of I)

Hist 112: United States History II (3 Cr./U of I)

Hist 180: Introduction to East Asian History (3 Cr./U of I)
KIN 370: Motor Learning/Motor Development (3 Cr./LCSC)

Math 108: Intermediate Algebra (3 Cr./U of I)

Math 123: Math in Modern Society (3 Cr./U of I)

Math 130: Finite Math (3 Cr./U of I)

Math 143: College Algebra (3 Cr./U of I)
- Texas Instrument TI-30X IIS 2-Line Scientific Calculator ONLY. No other calculators allowed for test-taking.

Math 160: Survey of Calculus (4 Cr./U of I)
- Texas Instrument TI-30X IIS 2-Line Scientific Calculator ONLY. No other calculators allowed for test-taking.

Math 170: Calculus I (4 Cr./U of I)

Pols 101: American National Government (3 Cr./U of I)

Psyc 101: Introduction to Psychology (3 Cr./U of I)

Psyc 305: Developmental Psychology (3 Cr./U of I)

Psyc 385: Research Methods (3 Cr./LCSC)
Psyc 410: Sports Psychology (3 Cr./LCSC)

Psyc 415: History and Systems of Psychology (3 Cr./U of I)

Soc 101: Introduction to Sociology (3 Cr./U of I)
- **Required Course Materials**
  - To buy a soft or hardcover:
    - Hardcover ISBN for OpenStax Introduction to Sociology 3e is 978-1711493985
    - Softcover ISBN 978-1711493978
    - Order hardcover/softcover copies on Amazon.com or directly from XanEdu: email: Textbookorders@xanedu.com or call: (800) 218-5971, then dial 5 on the main menu.
  - eBook (access online or download and print for FREE)
    - Access for free at [https://openstax.org/books/introduction-sociology-3e/pages/1-introduction](https://openstax.org/books/introduction-sociology-3e/pages/1-introduction)
    - You may download a pdf of the textbook and print out the required chapters at home.
- **Suggested Course Materials**

Soc 230: Social Problems (3 Cr./U of I)
General Information

ABOUT ISI
Independent Study in Idaho (ISI) was created in 1973 by the Idaho State Board of Education as a cooperative of four regionally accredited Idaho institutions led by the University of Idaho. Other cooperating members include Lewis-Clark State College, Idaho State University and Boise State University. The Northwest Commission on Colleges and Universities (NWCCU) accredits all the cooperating member institutions.

REGISTRATION
Students can register for ISI courses without applying for admission to any of the cooperating schools. Admission to any of these institutions is not granted by registering for an ISI course.

Most Independent Study in Idaho (ISI) courses are not on a semester calendar, so students can begin anytime and take up to one calendar year from the date of registration to complete a course. Students should plan for a minimum of three months to complete most ISI courses. Students work at their own pace within limits set by instructors. Instructors will grade assignments within three weeks from the date of receipt but are not required to grade faster than the maximum number of assignments per week listed in the Course Rules page in your course packet. Students must complete all assignments and exams to be eligible for a final course grade. Exams require a proctor. Submit the Exam Proctor Request form a minimum of two weeks before you plan to take your first exam.

GRADES & TRANSCRIPTS
Students must submit all assignments and exams at least one month before they need a final grade in the course to allow for processing. Transcripts can be purchased from the credit-granting institution's Registrar after the student receives their course completion letter. Transcripts are not available through the ISI offices. To determine the credit-granting institution (U of I, LCSC, or ISU), refer to the abbreviation listed next to the course. To determine how your ISI course will appear on the transcript, check with the credit-granting institution's Registrar. For contact information, see the last page of this guide. Please note that many colleges and universities have transfer credit limitations. If you plan to transfer credits earned through ISI to another school, please check with the Registrar before you sign up for a course through ISI.

COSTS AND FEES
ISI courses cost $160 per credit plus a $30 non-refundable administrative fee per course. The course fee does not include the cost of any required textbooks, software, or lab fees for courses.

Refund Schedule
Courses dropped within 45 days of registration qualify for a course credit fee refund minus $25 for each assignment/exam submitted and the $30 non-refundable administrative fee. You will qualify for a full refund if you drop within 21 days from your registration date. If you drop between 22 and 45 days from your registration date, you will qualify for a 50% refund. During the first 45 days after registration, you may also request a course exchange minus $25 for any assignments or exams you have submitted. Please note that an additional $30 non-refundable administrative fee is required before a course exchange can be processed.

FINANCIAL AID
ISI accepts most tuition assistance payments. ISI does not offer financial aid. 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.
Independent Study in Idaho Policies & Procedures

**ACADEMIC INTEGRITY**
Independent Study in Idaho (ISI) students and instructors are responsible for maintaining high academic standards and integrity as defined in the sponsoring institution's policy. For detailed policies, contact the appropriate sponsoring institution's Student Affairs or Dean of Students.

**ISI Student Responsibilities**
- Cite all materials used from other sources (books, e-publications, journal articles, newspapers, websites, etc.).
- Submit original work on papers, reports, projects and exams.
- Display academic integrity by not sharing final course work with other students.
- Know the instructor's expectations for each course as outlined in the *Course Rules* on BbLearn (included in the course packet sent to incarcerated students upon class enrollment).
- Read and understand the academic honesty policies and disciplinary processes of the course-sponsoring institution.
- Read and understand ISI's policies and procedures.
- Maintain professionalism in communications with ISI instructors, staff and proctors.

**DISABILITY SUPPORT SERVICES**
Each of the ISI cooperating institutions offers academic support services to students with temporary or permanent disabilities. For information about the services available and request disability-related accommodations, contact the course-sponsoring institution's disability services office. Note the abbreviation listed in the course description in the catalog to determine the course-sponsoring institution. *Note: exam accommodation documentation is specific to a course and is not retroactive.*

**LANGUAGE REQUIREMENTS**
Good command of the English language is essential to completing ISI courses. Therefore, it is recommended that students whose primary language is not English read the appropriate institution's language requirements policy.

**ASSIGNMENTS**
Assignment details and instructions for submitting completed assignments are available in the BbLearn courses site under *Course Rules* (included in the course packet sent to incarcerated students upon class enrollment). The maximum number of assignments that can be submitted at one time and per week is set by the instructor and listed in the *Course Rules* and directly after each course description in this packet. Students may not submit assignments that are partial, incomplete, or over this number. Instructors will grade assignments within THREE (3) weeks (21 days) from the date of receipt but are not required to grade faster than the maximum number of assignments per week listed in the *Course Rules*. Students must complete all assignments, papers, projects, and exams to receive a final grade in a course.
Contact Sponsoring Institutions

University of Idaho

Dean of Students
Teaching and Learning Center, Room 23
2875 Perimeter Dr., MS 2431
Moscow ID 83844-2431
Phone: (208) 885-6757
Fax: (208) 885-9494
Email: askjoe@uidaho.edu
www.uidaho.edu/student-affairs/dean-of-students
Academic Integrity:
https://catalog.uidaho.edu/general-requirements-academic-procedures/
General Requirements and Academic Procedures, Academic Appeals Process

Registrar
Bruce M. Pitman Center, Room 119
875 Perimeter Dr., MS 4260
Moscow ID 83844-4260
Phone: (208) 885-6731
Fax: (208) 885-9061
Email: registrar@uidaho.edu
www.uidaho.edu/registrar/

Transcripts
www.uidaho.edu/registrar/transcripts
Fax: (208) 885-9061
When your class is finished and you have received a Course Completion Letter from ISI, wait at least one business day for your grade to be recorded with the Office of the Registrar. Once recorded, you may submit an online transcript order through the Office of the Registrar. Transcript requests made before the grade is recorded cannot be processed.

Idaho State University

Student Affairs
Pond Student Union, Hypostyle Room 204
921 S. 8th Ave., Stop 8123
Pocatello ID 83209-8123
Phone: (208) 282-2794
Email: studentaffairs@isu.edu
www.isu.edu/studentaffairs/
Academic Integrity:
https://www.isu.edu/deanofstudents/student-conduct/
Grade Appeals:
http://coursecat.isu.edu/graduate/generalinfo/policies/appealsanddismissals/

Registrar
921 S. 8th Ave.,
Stop 8196 Pocatello ID 83209-8196
Phone: (208) 282-2661
Fax: (208) 282-4231
Email: reginfo@isu.edu
www.isu.edu/registrar/

Transcripts
transcripts.isu.edu
Wait at least one business day after receiving a final grade before contacting the ISU transcripts office. List the ISI courses to be included on the transcript.

Center for Disability Access and Resources (CDAR)
Bruce M. Pitman Center, Suite 127
875 Perimeter Dr., MS 4257
Moscow ID 83843-4257
Phone: (208) 885-6307
Fax: (208) 885-9404
Email: cdar@uidaho.edu
www.uidaho.edu/current-students/cdar

Disability Services
Rendezvous Complex, Room 125
921 South 8th Ave., Stop 8121
Pocatello ID 83209-8121
Phone: (208) 282-3599
Fax: (208) 282-4617
Email: disabilityservices@isu.edu
www.isu.edu/disabilityservices/

Disability Services
Reid Centennial Hall, Room 111
500 8th Ave., Lewiston ID 83501
Phone: (208) 792-2211
Toll-free: (800) 377-3599 ext. 2218
Fax: (208) 792-2453
Email: accessibilityservices@lcsc.edu
www.lcsc.edu/accessibility-services/

English Language Proficiency
https://www.uidaho.edu/admissions/international/admissions-requirements/language-requirements

Lewis-Clark State College

Student Affairs
Reid Centennial Hall, Room 112
500 8th Ave., Lewiston ID 83501
Phone: (208) 792-2218
Toll-free: (800) 933-5272 ext. 2218
Fax: (208) 792-2314
Email: studentaffairs@lcsc.edu
www.lcsc.edu/student-affairs
Academic Integrity:
https://www.lcsc.edu/student-affairs/student-code-of-conduct
Grade Appeals:
https://www.lcsc.edu/student-affairs/student-grievance/

Registrar
Reid Centennial Hall, Room 108
500 8th Ave., Lewiston ID 83501
Phone: (208) 792-2223
Toll-free: (800) 377-3599
Fax: (208) 792-2429
Email: registrar@lcsc.edu
www.lcsc.edu/registrar

Transcripts
www.lcsc.edu/registrar/transcripts/
Wait at least one business day after receiving a final grade before contacting the LCSC transcripts office. List the ISI courses to be included on the transcript.

Disability Services
Reid Centennial Hall, Room 225
500 8th Ave., Lewiston ID 83501
Phone: (208) 332-2429
Toll-free: (800) 332-2429 ext. 2429
Fax: (208) 332-2431
Email: accessibilityservices@lcsc.edu
www.lcsc.edu/accessibility-services/

English Language Proficiency
https://www.isu.edu/academic-integrity/academic-integrity-policies/appealsanddismissals/
http://coursecat.isu.edu/graduate/generalinfo/policies/appealsanddismissals/

English Language Proficiency
https://www.isu.edu/studenta/

English Language Proficiency
https://www.lcsc.edu/studentaffairs/

English Language Proficiency
https://www.lcsc.edu/studentaffairs/student-affairs/student-grievance/

English Language Proficiency
https://www.lcsc.edu/studentaffairs/student-affairs/student-code-of-conduct
Legal Name .......................................................................................................................... Other names (e.g. maiden) ..........................................................
Street or P.O. Box .............................................................................................................. Birthdate (month/day/year)..........................................................................................
City ...............................................................State .................Zip.................................. Email ..........................................................................................
Country.......................................................................................................................... Phone ..........................................................................................................................
U.S. citizen? □ Yes □ No (If no, what country) ................................................................. UI Vandal Number (if applicable) V..........................................
Using Veterans Benefits to pay for the course?: □ Yes □ No
Gender □ Female □ Male
Have you ever attended: □ ISI □ University of Idaho □ Lewis-Clark State College □ Idaho State University □ Boise State University

Allow five business days for registration confirmation and course information email. Confirmation via mail by request (allow 3 weeks).

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>× $160</td>
<td>$160</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>× $160</td>
<td>$160</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>× $160</td>
<td>$160</td>
</tr>
</tbody>
</table>

Add $30 administrative fee per course $
Total due $

ACADEMIC APPROVAL SIGNATURE
It is recommended that university students secure signature approval from their academic adviser before registration to ensure ISI college credits apply to their degree. University of Idaho degree-seeking students are required to obtain this signature approval per the University of Idaho catalog, section B-4. Most colleges and universities have transfer credit limitations.

Credits earned for ISI courses are included in the transcript of the course sponsoring institution (UI, LCSC, or ISU). Students should contact their school’s Registrar to learn how ISI credits are transferred to their institution.

Adviser’s signature ........................................................................................................ Date

STUDENT SOCIAL SECURITY NUMBER ..................................................(required by IRS for 1098T tax reporting of education expenses.)

PAYMENT INFORMATION (Payment is required at registration. Make check payable to UI Bursar)

☐ Check # .......................... ☐ Money Order ☐ Tuition voucher amount .......................... ☐ Cash (walk-in only)

☐ Visa ☐ Mastercard ☐ Discover Credit card # .......................................................... 3-digit pin (back of card) ..........................

Expiration date .......................................................... Amount authorized ..........................................................

Name of cardholder ........................................................................................................ Phone ..........................................................

Billing address ............................................................................................................ Billing Zip Code ..................................

If under 18 years of age, parent or guardian signature .......................................................... Date ..................................
By submitting this registration form, you certify that all information provided is correct, and you agree to follow the policies and procedures specified in the ISI catalog and on the website. Changes in the catalog may occur after this printing. Refer to the ISI website for the most current policies, procedures, course information and refund deadlines.

How did you hear about the ISI program?  
☐ Adviser  
☐ Personal referral  
☐ Website  
☐ U.S. military  
☐ Catalog/print advertising  
☐ Conference/education fair  
☐ Other  

What is your purpose in enrolling?  
☐ Earn credit for degree/diploma  
☐ Earn credit for certification/recertification  
☐ Earn credit for library science certification  
☐ Meet admission requirements  
☐ Professional development  
☐ Personal enrichment  
☐ Other  

RELEASE OF INFORMATION (Optional) (Please print.)  

I, .................................................................................................................................authorize ISI to release the following information about me:

Check all that apply:

ACADEMIC:  
☐ Registration/enrollment  
☐ Grades  
☐ Progress in course

ACCOUNT:  
☐ Charges  
☐ Payments

To the following individual(s) upon their request (please print):

1. Name .........................................................................................................................    Relationship ..................................................

   Street address ...........................................................................................................    Email .............................................................

   City, State, Zip Code .................................................................................................   Phone number ..............................................

2. Name .........................................................................................................................    Relationship ..................................................

   Street address ...........................................................................................................    Email .............................................................

   City, State, Zip Code .................................................................................................   Phone number ..............................................

I understand that this information is considered a student education and/or financial record. Further, I understand that by signing this release I am waiving my right to keep this information confidential under the Family Educational Rights and Privacy Act (FERPA). I certify that my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me in writing at any time, but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to complete and file a new form. The authorization on this form will supersede all prior authorizations for release of my information.

☐ I wish to revoke all consent for release of information

Student’s signature................................................................................................................ Date..............................................
Please review the policies regarding proctor selection and responsibilities below before completing the back of this form.

**INDEPENDENT STUDY IN IDAHO EXAM AND PROCTOR POLICIES**

All ISI exams require a proctor unless the course indicates that an exam is to be self-administered. Each course requires a separate Proctor/Exam Request Form.

**RESPONSIBILITIES OF THE STUDENT**

Students are responsible for finding a qualified person to supervise the exam process, proctor exams and return completed exams to ISI. It is the student's responsibility to provide his/her contact information to the proctor, make exam arrangements and notify the proctor of changes. The student must show government issued picture identification to the proctor before taking an exam (student ID cards are not acceptable). The student is required to follow guidelines outlined in the Course Rules posted on the course BbLearn website.

**PROCTOR SELECTION AND REQUIREMENTS**

Selection of an independent, non-biased proctor protects the student from allegations of academic dishonesty and maintains the standards of the region's accrediting agency. Proctor selection is subject to approval by ISI and the course instructor, and is monitored throughout the duration of the course. *Independent Study in Idaho reserves the right to ask the student to select a new proctor at any time.*

ALL exams for most courses will be sent at the same time, unless otherwise directed in the Course Rules. All exams are paper based. Graded exams are not returned to the student.

Students must recruit a proctor who will:

- Receive all exams directly from ISI and store them in a secure location
- Supervise the exam process in an educational setting or library
- Monitor the student for the duration of the exam
- Return each exam and completed Proctor Instruction Letter to ISI within one week of the exam being completed
- Follow ISI policies throughout the exam process to ensure academic integrity

**UNACCEPTABLE PROCTORS**

- Friends, family members or members of the same household
- Personal or educational mentors, tutors or advisers
- Coworkers, including employers/supervisors
- Athletic coaches, assistant coaches or athletic administrators
- Substitute teachers, retired teachers or current students
- Anyone who does not have a professional email address (Gmail, Hotmail, Yahoo, etc. are unacceptable)

**ACCEPTABLE PROCTORS**

- College/university/K-12 administrators, or instructors
- Official testing center at a college/university
- Educational officers of a corporation, military installation, or correctional facility
- Certified librarians at a library, college/university, or school
- Follow this link to locate a possible proctoring site in 45 states and 3 countries: [http://www.ncta-testing.org/cctc/find.php](http://www.ncta-testing.org/cctc/find.php)

- I certify that I do NOT have any of the relationships with the proctor as specified in the “Unacceptable Proctors” criteria above.

- I certify that I have talked/met with the proctor and he/she has agreed to proctor my exams for the course(s) listed on the reverse side of this form.

Student signature .......................................................................................................................... Date..................................................

This is a two page form.
PROCTOR/EXAM REQUEST FORM

Submit the completed Proctor/Exam Request Form to the ISI office by mail, fax or online at least TWO weeks prior to scheduling the first exam to allow time for processing, delivery. Once your proctor information has been processed, ISI will deliver your course exams directly to the proctor. Exams will not be delivered to residential addresses.

STUDENT INFORMATION (Please print.)

Student name................................................................. V number.................................................................
Street (or P.O. Box)........................................................... Daytime phone......................................................
City............................................................................. Course subjects and numbers.................................
State ............... Zip ............... Country ....................... .................................................................
Email ...........................................................................

PROCTOR INFORMATION (Please print.)

Proctor name .............................................................. Work title..............................................................
Educational institution name ....................................... Daytime phone......................................................
Street ........................................................................ Website...............................................................
City........................................................................... Work email ...........................................................
State ............... Zip ............... Country ....................... .................................................................
Relationship to student ................................................ Number of years known ........................................
Proctor supervisor’s name ............................................
Supervisor’s email/phone................................................

Please include the physical address below if it is different from the mailing address:

........................................................................................................................................................................

Additional notes..................................................................................................................................................
........................................................................................................................................................................

All proctored exams must be administered in an educational setting.

FOR OFFICE USE ONLY

STUDENT INFO
❑ Phone
❑ Email
❑ Need info update
❑ Rcvd ............................................
................................................................................
City, ST
................................................................................
Date

PROCTOR INFO
❖ On file
❖ Name on business website
❖ Address
❖ Work email
❖ Work phone
................................................................................

PROCESSING
❖ Preference on file
❖ Emailed proctor
Response by 8 am............................................... Date

EMAIL RESPONSE
Part 1 #..............................................
Part 2 #1 ❖ Print #2 ❖ PDF
Date sent ..............................................................
CONSENT OF RELEASE OF STUDENT INFORMATION

Independent Study in Idaho
University of Idaho
875 Perimeter Dr. MS 3081
Moscow, ID 83844-3081

Legal name.................................................................................................................. Birthdate.. ...........................................................

Last First Middle

UI Student ID/ V number (if applicable)........................................................................

I hereby authorize ISI to release the following information about me:

Check all that apply:

ACADEMIC:
☐ Registration/enrollment ☐ Grades ☐ Progress in course

ACCOUNT:
☐ Charges ☐ Payments

To the following individual(s) upon their request (please print):

1. Name ................................................................................................................. Relationship .............................................................
   Street address ..................................................................................................................
   Email .........................................................................................................................
   City, State, Zip Code .................................................................................................
   Phone number ........................................................................................................

2. Name ................................................................................................................. Relationship .............................................................
   Street address ..................................................................................................................
   Email .........................................................................................................................
   City, State, Zip Code .................................................................................................
   Phone number ........................................................................................................

I understand that this information is considered a student education and/or financial record. Further, I understand that by signing this release, I am waiving my right to keep this information confidential under the Family Educational Rights and Privacy Act (FERPA). I certify that my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me in writing at any time, but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to complete and file a new form. The authorization on this form will supersede all prior authorizations for release of my information.

☐ I wish to revoke all consent for release of information

Student’s signature ................................................................................................................. Date .............................................................