



## Student Guide

**W**elcome to the University of Southern Indiana College Achievement Program, a concurrent credit opportunity for high school junior and senior students throughout Indiana. Through CAP, you will earn valuable college coursework experiences that will help build a strong base for your future college career.

I encourage you to visit the CAP web site if you have any questions or concerns or contact me at the telephone number or email address, listed below.

Sincerely,

A handwritten signature in black ink that reads "Ginger Ramsden".

Ginger Ramsden, Director  
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## What is the College Achievement Program?

The University of Southern Indiana's concurrent credit College Achievement Program (CAP) offers college credit for certain advanced level courses in your high school—you can receive both USI and high school credit for the same course. Your high school instructor has attended special training to teach the concurrent credit course and he/she is considered an adjunct faculty member at USI.

## Registration Information

Before enrolling in CAP, you are encouraged to consult with your CAP instructor, high school counselor, and parents to determine if CAP is right for you. It is also your responsibility, prior to enrollment, to determine transferability of the USI course to other institutions you may attend.

### Eligibility

Students enrolling for concurrent credit must have a cumulative high school GPA of at least 2.5 on a 4.0 scale. **The application of any student who has a cumulative GPA below 2.5 will be returned.**

A few of our courses have additional requirements:

- English 101 – Students must meet two of the following three criteria:
  - Rank at or above the 51<sup>st</sup> percentile in the high school class (For example, multiply the number of students in the class by .51 [ $100 \times .51 = 51$ ] and subtract the resulting number from the number of students in the class [ $100 - 51 = 49$ ]. In order to qualify for English 101 enrollment using class rank, the student must rank 49th or higher in his class.)
  - SAT Critical Reading score of 450 or greater (equivalent ACT Reading score of 19 or greater)
  - SAT Writing score of 450 or greater (equivalent ACT English or Combined English/Writing score of 19 or greater)
- Math 111 (College Algebra) or Math 112 (Trigonometry) – Students must show competency by taking an Internet-based Accuplacer placement test. The test is given at the high school prior to the CAP application deadline, so students can determine eligibility.
- To enroll in a CAP foreign language course, students must have an overall GPA of at least 2.5, at least a 'B' average in the language *or* take USI's online placement exam and test into the 203 level of the language. Refer to the Sample Procedures for CAP Foreign Language Courses at the end of this guide and be sure to check with your instructor for details, as they vary among schools.

### Registration Procedures

Registering for CAP is a simple process. At the beginning of the fall or spring semester, a USI CAP representative or your high school instructor will speak to you about the program and distribute applications. CAP tuition fees, enrollment deadlines, application instructions and general questions will be discussed. Complete your CAP application, being certain that you, a parent/guardian, and a high school official sign it. You or a teacher will need to include an official copy of your high school transcript, or you may need to make this request using an online service, like Docufide. Be aware that your school may first require your parent/guardian to sign a transcript release form. Submit the application to your high school instructor, along with an official transcript (or make the online request) by the due date he or she specifies, in early September for fall or year-long classes, or late January for spring classes. Your instructor will make arrangements to deliver all CAP registration materials to USI.

Application processing at USI takes about three weeks. When completed, your high school instructor will give you a welcome letter with a personal identification number (PIN) for accessing online library databases, MyUSI, a multi-purpose online portal, and a course survey at the end of the year.

**Do not lose this information! You will need to use MyUSI for the following:**

- To pay your CAP bill
- To access your free USI student email account
- To view your grade at the end of the term
- To complete an online survey about your CAP course and instructor
- To request your transcript to begin the process of transferring credits

You should log into MyUSI right away to be certain you have access to the secure site. You may want to use the free my.usi.edu email address; if not, you should forward the account to one you check regularly, as CAP information is sent to your USI email throughout the year.

## University Status

When you register for the USI College Achievement Program (CAP) you are given “special student” status with the University. Participation in a CAP course establishes your University of Southern Indiana (USI) college transcript, just as your participation in your regular high school work is reflected on a transcript with your high school. Your USI college transcript is a permanent record maintained by the university Registrar and can be forwarded to other institutions at your request, if all financial obligations to USI have been met.

## Benefits of Participation

The greatest benefit to CAP students is being able to use USI’s Rice Library, both in person and online. On your first visit to Rice Library, you should visit the front desk with a valid photo ID to request a special CAP library card for use in checking out books during the period you are enrolled in a CAP course. USI’s extensive online library databases are available only to USI students and faculty; off-campus, visit the library web page (<http://www.usi.edu/library>). Be prepared to enter your MyUSI username and password when prompted.

Another benefit to CAP students is an open invitation to Success Series workshops, sponsored by USI’s Academic Skills department. Success Series workshops are offered on campus throughout the fall and spring semesters and are 45 minutes in length. These interactive sessions cover such topics as improving your reading speed, overcoming test anxiety, note taking, communication skills, time management, anti-procrastination techniques and more. Visit the Academic Skills site for the current schedule: <http://www.usi.edu/acadskil/workshops.asp>

## Tuition

### Fees

CAP students pay a reduced tuition of either **\$80** per credit hour or **\$25** per credit hour for USI credit, which is significantly less than the fee for the same course delivered on campus. For students eligible for free/reduced lunch at the time of CAP enrollment, no fee will be assessed; be sure to indicate eligibility on the student application in #13. Each concurrent credit course is a specific number of USI credit hours, which determines the amount paid for the class. Courses offered for concurrent credit and the corresponding number of credit hours are listed later in this guide.

## **Payment Policy**

The bill for CAP tuition will be mailed to your home about four weeks after the application deadline. You may elect to pay the bill in one payment or in two installments. The bill must be paid in full by the dates listed below, or the payment will be considered delinquent. Students who have outstanding fee balances cannot receive transcripts or enroll in additional CAP or USI courses until the balances are paid. Eventually, unpaid accounts are sent to a collection agency.

## **Acceptable Methods of Payment**

CAP tuition may be paid in one of the following ways:

- Detach the bottom portion of your paper statement and return it to the USI Bursar's Office with a personal or cashier's check or money order, made payable to the University of Southern Indiana. In-person cash payments are accepted as well.
- Log into MyUSI Self-Service, then click on Student, Student Account, View Bills-Pay Online. Paying online with an electronic check will not result in a 2.7% convenience fee but requires that you enter your bank account and routing numbers.
- Log into MyUSI Self-Service, then click on Student, Student Account, View Bills-Pay Online. Online payments with a credit card will be assessed a 2.7% convenience fee. Payments will be accepted only from MasterCard, Discover, or American Express only; VISA credit card payments can no longer be taken.

USI has contracted with a third-party payment processor to assess a convenience fee of 2.7% of the payment amount on credit card payments for student accounts. Due to the limitations imposed by VISA, VISA credit card payments will no longer be accepted for payments made on student accounts. In addition, the University will no longer be able to accept tuition payments over the phone.

## **Billing Schedule**

### **Fall 2011**

October 5, 2011 – Bills for fall semester CAP tuition will be mailed.

November 1, 2011 – Total payment or one-half of the total fall tuition is due.

December 9, 2011 – Second bill for fall semester CAP tuition will be mailed.

January 6, 2012 – Final payment of fall tuition is due.

### **Spring 2012**

February 13, 2012 – Bills for spring semester CAP tuition will be mailed.

March 14, 2012 – Total payment or one-half of the total spring tuition is due.

April 5, 2012 – Second bill for spring semester CAP tuition will be mailed.

May 2, 2012 – Final payment of spring tuition is due.

## **Grades**

In most cases, the coursework for a concurrent credit class is the same for all students enrolled, regardless of whether you elect to receive USI credit. And, in most cases the grade given for your USI coursework will be the same as the grade given for your high school work. However, some courses require additional assessments of CAP students that are not required of the rest of the class. For example, if CAP students are required to take the same final exam as given to on-campus students, this may not be an appropriate expectation for students who are not receiving college credit. Some high schools allow students to exempt final exams; a CAP student in this situation would still need to take the final exam, but it would only count toward the USI grade and not the high school grade. In this case, the USI grade may differ from the grade for your high

school course, due to the inclusion of the USI final exam score. CAP instructors will address these issues, if they pertain to your course.

Letter grades indicate the quality of course work completed: A, excellent; B+ and B, good; C+ and C, average; D+ and D, poor. The letter grade assigned for unsatisfactory course work, F, does not result in credit toward graduation being granted. USI does not assign minuses.

### **Grade Point Average - GPA**

The grade point average is a numerical value which is obtained by dividing the number of quality grade points earned by the number of quality hours attempted. This average, often called the index, is computed at the end of each term, both for the term and on a cumulative basis. The grade of A represents four points for each hour of credit; B+ three and one-half points; B three points; C+ two and one-half points; C two points; D+ one and one-half points; and D one point. No points are included for an F, although the hours attempted are included in the computations.

### **Reviewing Grades Online**

The USI Registrar's Office has an online grade system; therefore students do not receive notification of their grades via mail. You can access grades online through MyUSI, using your username and six-digit PIN, distributed in a welcome letter by your CAP instructor after enrollment. If you are enrolled in more than one CAP course, you will receive only one letter.

## **Transferability – Frequently Asked Questions**

### **Do other schools have to take credits from USI?**

It is each college or university's right to accept or decline credits from other institutions. Although the likelihood that a USI CAP course will not transfer is low, it is a possibility you should consider when deciding to participate in a CAP course. In most cases, USI credits transfer to other colleges for comparable courses or as elective hours. You are strongly encouraged to "do your homework" by investigating transferability issues with the colleges and/or universities you are most interested in attending.

Reading the course description for the class (found in the CAP brochure and on the web site – [www.usi.edu/cap](http://www.usi.edu/cap)) will usually provide enough information for the college to determine transferability. When calling another university to check on transferability for the course you might say, "I'd like to get a feel for college coursework and am planning to take a three-hour history class at the University of Southern Indiana. Before I enroll, I want to be sure the credits will transfer to your institution. I can read you a course description..." **Always get the name of the person with whom you speak and request written verification of the credit transfer, perhaps in an email, if a university employee states that the USI credits will transfer.** If you plan to pursue certain specialized programs (such as physical therapy), or have any doubt about transferability of credits, contact the registrar's or credit transfer office of the colleges you plan to attend.

### Public Institutions in Indiana

Public schools within the state of Indiana have established a Core Transfer Library (CTL), as mandated by the General Assembly. Each course included in the list will generally transfer to any public college or university in Indiana if an equivalent course exists and if the student has earned an adequate grade in the course. According to the Transfer IN web site, "All core Transfer Library courses will meet the general education or free elective requirements of

undergraduate degree programs, and a significant majority of CTL courses will also count as one-to-one equivalents to courses taught at your new campus.”

A complete list of USI courses offered through CAP is available on page 9 of this guide as well as on the CAP web site; courses included in the transfer library are indicated. CAP courses not included in the CTL will likely transfer to public institutions in Indiana. Check with your college of choice prior to enrolling in CAP. For more information about the CTL and how courses transfer to schools around the state, visit <http://www.transferin.net/CTL/index.html> .

### Out-of-State and Private Institutions

Most state institutions accept other state institutions’ credits; private institutions often are more selective, but many accept USI credit. Available on the CAP web site (<http://www.usi.edu/extserv/academic/captransfer.ASP>) is a list of colleges and universities which former CAP and other concurrent enrollment students have attended that show how the institution has accepted credits in past years. However, it is important to realize that these transferability issues change year-to-year and that the decision on accepting transfer credit is ALWAYS made by the receiving college. Refunds will not be issued if USI credits are not accepted by another institution.

### **How do I initiate the transfer of CAP credits?**

If you enroll at USI as a degree-seeking student upon graduation from high school, you do not need to request a USI transcript to transfer your CAP credits. The courses and grades are already part of your permanent academic record at USI. When meeting with your faculty advisor the summer before you begin classes at USI, you should mention having prior USI credit to be assured of proper placement in freshman-year courses.

If you enroll in another university, you should request an official USI transcript after high school graduation either via MyUSI or using the pdf form available at [www.usi.edu/reg/transcript.asp](http://www.usi.edu/reg/transcript.asp). This transcript must be sent directly from USI to your college or university to be considered an official record. Due to the way in which USI processes spring grades, transcripts are not able to be sent until mid-June; you should keep this in mind when scheduling advising visits and print an unofficial transcript from MyUSI as proof of enrollment in a USI course.

### **Who do I talk to for help with transferability issues after high school graduation?**

If you have difficulty transferring your USI credits to another university or college, a CAP office staff member may be able to assist in persuading the institution to accept the credits. You should call the USI CAP Office, in the Division of Outreach & Engagement at 812/228-5022 or email one of the CAP staff ([cap@usi.edu](mailto:cap@usi.edu)) with the following details: the high school you attended, the name of your high school instructor and the name of the course; the college or university to which you are attempting to transfer the credit; the name of the person at the university or college with whom you have been in contact, along with his/her email address and telephone number. USI CAP staff will make contact with the institution to see if acceptance can be arranged. USI cannot guarantee transferability of CAP courses to other institutions, but our success rate for transferability is high.

## Dropping CAP Courses

It is very important that you and your parents understand that enrolling in a CAP course is a significant academic and financial commitment, and together, you should seriously consider your obligations, prior to enrolling in a USI course through CAP. If you drop the high school dual credit class, you will not automatically be dropped from the USI CAP course, and whether or not you can receive a refund depends on the timing and reason for this request.

If dropping the high school course is caused by circumstances beyond your control—illness, moving, etc., you may request that your CAP instructor initiates the drop process with USI. He or she will contact the CAP office to request a refund, and along with your instructor and counselor, the CAP office will determine if the reason is cause to release you from financial responsibility to the University.

If the reason for the drop from the high school course is within your control, you will continue to be held accountable to your academic commitment for the college course. You will earn a grade at USI, unless you complete withdrawal paperwork within the timeframe established by the USI Registrar and CAP offices. It is important to note that the University will expect payment for the CAP course, and you will not be released from your financial responsibility. For this reason, you should remain in the high school course associated with the CAP credit unless the situation is truly beyond your control.

For specifics, refer to the CAP Withdrawal and Refund Calendar below (adjusted for the high school calendar and the CAP enrollment periods). If you'd like to view USI's Withdrawal and Refund calendar, visit <http://www.usi.edu/reg/withdraw.asp>.

### 2011-2012 CAP Withdrawal and Refund Calendar

#### Withdrawal with 100% Refund/Excusal of Fees (CAP "Grace Period")

- Through the fifth Thursday of USI's semester (9/22/11 and 2/9/2012)
- An emailed or written request to be removed from the course can come through the student, counselor, or instructor, but will be verified with the student, parent and instructor.
- No additional paperwork is required; the course will be struck from the CAP application by USI staff and written request will be filed for future reference.
- The course will not appear on the USI transcript.
- No bill will be sent; the student's academic and financial obligation is excused.

#### Withdrawal with 75% Refund

- Through the end of the sixth week of USI's semester (9/30/2011 and 2/17/2012)
- An emailed or written request for a withdrawal can come through the student, counselor, or instructor, but will be verified with the student, parent and instructor.
- Withdrawal forms are available upon request from the CAP office and will be sent to the counselor or teacher.
- If enrolled in and withdrawing from a single USI CAP course, the student must complete a Withdrawal from All Classes Form. If withdrawing from a portion of the USI CAP courses in which a student is enrolled, the student must complete a Drop/Add Form, which also requires an instructor signature.
- Withdrawal paperwork must be completed and submitted to USI by the last day of classes preceding the high school's final exam week (in December for fall courses; in May for year-long or spring courses).

- Once paperwork has been returned to USI and processed, the course will appear on the USI transcript with a 'W' or Withdrawal.
- 25% of CAP tuition will be billed

### **Withdrawal with No Refund**

- Starting the seventh week of USI's semester (10/3/2011 and 2/20/2012)
- An emailed or written request for a withdrawal can come through the student, counselor, or instructor, but will be verified with the student, parent and instructor.
- No refunds will be issued for situations that are within a student's control. This determination is made collaboratively by the CAP instructor, the guidance counselor, and the CAP office.
- Withdrawal forms are available upon request from the CAP office and will be sent to the counselor or teacher.
- If enrolled in and withdrawing from a single USI CAP course, the student must complete a Withdrawal from All Classes form. If withdrawing from a portion of the USI CAP courses in which a student is enrolled, the student must complete a Drop/Add Form, which also requires an instructor signature.
- Withdrawal paperwork must be completed and submitted to USI by the last day of classes preceding the high school's final exam week (in December for fall courses; in May for year-long or spring courses).
- 100% of CAP tuition will be billed.
- Once paperwork has been returned to USI and processed, the course will appear on the USI transcript with a 'W' or Withdrawal, if passing the course at the time of withdrawal. If failing at the time of withdrawal, the student may receive an 'F', at the discretion of the CAP instructor.

### **Withdrawal with a Full Refund Due to Circumstances Beyond a Student's Control**

- Starting the fifth Friday of USI's semester, through the last day of classes prior to the high school's final exam week. (For students enrolling in fall for one semester courses, this is from 9/22/11 to mid-December, typically. For year-long courses, this is from 9/22/11 to mid-May, typically. For spring courses, this is from 2/10/2012 to mid-May, typically. End dates will vary by the high school's final exam calendar.)
- Requests for a withdrawal with a full refund must come from the CAP instructor and/or the guidance counselor and be caused by circumstances beyond the student's control, such as serious illness or moving. The request will be confirmed with the student, parent and counselor.
- Withdrawal forms are available upon request from the CAP office and will be sent to the counselor or teacher.
- If enrolled in and withdrawing from a single USI CAP course, the student must complete a Withdrawal from All Classes Form. If withdrawing from a portion of the USI CAP courses in which a student is enrolled, the student must complete a Drop/Add Form, which also requires an instructor signature.
- Withdrawal paperwork must be completed and submitted to USI by the last day of classes preceding the high school's final exam week (in December for fall courses; in May for year-long or spring courses).
- Based on instructor recommendation, tuition may be completely excused. If any part of the bill has already been paid, the CAP office will process a 100% refund.
- Refund checks issued by USI are payable to the student and sent to the home address on file.
- Once paperwork has been returned to USI and processed, the course will appear on the USI transcript with a 'W' or Withdrawal.

## Student Conduct

While you are a student enrolled in USI's College Achievement Program, you are expected to abide by the academic rules of behavior befitting a university student. You should be sure to read the policies regarding student behavior (p.3-8) and academic dishonesty (p.9-10), available in the booklet, ***Student Rights and Responsibilities: A Code of Student Behavior***. Of particular note are the definitions for cheating, fabrication, plagiarism, and interference with another student's work and the penalties related to these activities. This booklet is available to view online, or you may download the PDF version, at the following web site:

<http://www.usi.edu/stl/codenew.asp>

## Regular Admission to USI

Regular admission to the University of Southern Indiana is not guaranteed for students participating in CAP. If you plan to attend USI upon graduation from high school, you should be certain to complete a USI Application for Undergraduate Admission to formally apply to the University. To be eligible for scholarships and/or financial aid, this process should be completed no later than March 1 of the year you plan to enter the University. Grades earned in CAP courses will be on your USI transcript when you meet with your advisor to plan your course schedule. For more information on applying to USI for undergraduate admission, visit:

<http://www.usi.edu/admissn/apply.asp> .

## Academic Honors Diploma

In order to earn the Indiana Academic Honors Diploma, students must complete one of the following, in addition to other requirements, including completion of a minimum of 47 high school credits and maintaining a 'B' average overall:

- Complete AP courses (4 credits) and corresponding AP exams
- Complete IB courses (4 credits) and corresponding IB exams
- Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
- Score a 26 or higher composite on the ACT
- Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
- Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

Any CAP course will allow you to accumulate transferable college credits, but be aware that college courses are worth different numbers of credit hours. Refer to the list of current courses and credit hours at the end of this guide. For more details, see your guidance counselor or the Core40 overview at <http://www.doe.in.gov/core40/pdf/core40.pdf>.

## Troubleshooting

Visit the CAP web site for more information [www.usi.edu/cap](http://www.usi.edu/cap) or contact CAP staff Ginger Ramsden, Jaclyn Dumond, or Dana Drury at 812/228-5022, 800/467-8600, or [cap@usi.edu](mailto:cap@usi.edu). The CAP staff is also on Facebook; 'like' our fan page: [www.facebook.com/USICAP](http://www.facebook.com/USICAP)

## 2011-2012 CAP Courses

USI courses available through CAP are given below; the number of credit hours is noted in parentheses, and an asterisk (\*) denotes courses included in the Indiana Core Transfer Library (<http://www.transferin.net/ctl>). Tuition for Dual Credit Priority Liberal Arts courses is \$25 per credit hour as authorized by the Indiana Commission for Higher Education and indicated below with '\$25/hr' and shading. Tuition for all other CAP courses is \$80 per credit hour. Click the course name for the full description and the USI general education/Core Curriculum category.

<a href="#">*Biology 105 (3)</a>	<a href="#">*German 203 (3) - \$25/hr</a>	<a href="#">*Mathematics 112 (3) - \$25/hr</a>
<a href="#">Biology 251 (3)</a>	<a href="#">*German 204 (3) - \$25/hr</a>	<a href="#">*Music 202 (3)</a>
<a href="#">*Chemistry 107 (4)</a>	<a href="#">*Health Professions 115 (2) - \$25/hr</a>	<a href="#">Physical Education 281 (3)</a>
<a href="#">Chemistry 141 (4)</a>	<a href="#">Health Professions 211 (3)</a>	<a href="#">*Physical Education 282 (2)</a>
<a href="#">*Chemistry 261 (4) - \$25/hr</a>	<a href="#">*History 101 (3) - \$25/hr</a>	<a href="#">*Physics 101 (3)</a>
<a href="#">*Communication Studies 101 (3)</a>	<a href="#">*History 102 (3) - \$25/hr</a>	<a href="#">*Political Science 102 (3) - \$25/hr</a>
<a href="#">*Communication Studies 107 (3)</a>	<a href="#">History 130 (3) - Making Documentaries</a>	<a href="#">*Psychology 201 (3) - \$25/hr</a>
<a href="#">*Computer Information Systems 151 (3)</a>	<a href="#">History 130 (3) - Contemporary US</a>	<a href="#">Radio/Television 150 (1) - \$25/hr</a>
<a href="#">*Economics 175 (3)</a>	<a href="#">History 140 (3) - Rise of Europe</a>	<a href="#">Radio/Television 151 (3) - \$25/hr</a>
<a href="#">*English 101 (3) - \$25/hr</a>	<a href="#">History 140 (3) - Europe Since 1550</a>	<a href="#">*Sociology 121 (3)</a>
<a href="#">English 103 (1)</a>	<a href="#">Journalism 180 (1)</a>	<a href="#">*Spanish 203 (3) - \$25/hr</a>
<a href="#">*English 105 (3) - \$25/hr</a>	<a href="#">Latin 102 (3)</a>	<a href="#">*Spanish 204 (3) - \$25/hr</a>
<a href="#">*French 203 (3) - \$25/hr</a>	<a href="#">Latin 203 (3) - \$25/hr</a>	<a href="#">Spanish 205 (3)</a>
<a href="#">*French 204 (3) - \$25/hr</a>	<a href="#">Latin 204 (3) - \$25/hr</a>	<a href="#">*Theatre 101 (3)</a>
<a href="#">*Geography 112 (3)</a>	<a href="#">*Management 141 (3)</a>	
<a href="#">Geology 161 (4)</a>	<a href="#">*Mathematics 111 (4) - \$25/hr</a>	



## Procedures To Offer USI Concurrent Credit in Foreign Language Courses During the 4<sup>th</sup> Year of the High School Program

The following information outlines the procedures to be followed by the University of Southern Indiana's College Achievement Program (CAP) when offering concurrent credit foreign language courses. This agreement allows students the opportunity to earn 12 credit hours toward college graduation, which includes 6 credit hours that apply to a language major or minor at USI.

**Procedure:** Students with an A or B average in the first three years of foreign language may enroll for dual credit in USI's 203 at the start of the fall term of their fourth year. If prior language grades do not meet this requirement, students may attempt to qualify by taking USI's online foreign language placement test. Students may enroll if test scores show readiness for the 203 level. **Students who choose to earn CAP credit must enroll in 203 in the fall and 204 in the spring. Late enrollments (taking both 203 and 204 in the spring) will not be permitted. Enrollment in 204 must be preceded by completion of 203.**

**Cost for 203:** \$25/credit hour for a total of \$75

**Final Grade in 203:** A or B

**Result:** Student earns 6 hours departmental test-out credit for 101 & 102 and 3 hours seat time credit for 203.

**Next Step:** Student enrolls in USI's 204 at start of spring semester.

**Cost for 204:** \$25/credit hour for a total of \$75

**Final Grade in 203:** C (or lower)

**Result:** Student earns 3 hours seat time credit for 203 ONLY.

**Next step:** Student who earns C works with instructor to determine if enrollment in USI's 204 is appropriate. If so, student may enroll at start of spring semester.

**Cost for 204:** \$25/credit hour for a total of \$75

**Final Grade in 204:** Passing (D or better)

**Final Result:** Student earns six hours departmental test-out credit for 101 & 102 and six hours seat time credit for 203 & 204.

**Total Cost to Student:** \$150 (\$75 for 203; \$75 for 204)

**Final Grade in 204:** Passing (D or better)

**Final Result:** Student earns six hours seat time credit for 203 & 204, but departmental test-out credits for 101 & 102 are forfeited due to earning C (or lower) in 203.

**Total Cost to Student:** \$150 (\$75 for 203; \$75 for 204)

French, German, and Spanish are included in the Indiana Core Transfer Library (CTL) and meet the Academic Honors Diploma criteria for 6 hours of college credit from an accredited post-secondary institution. Inclusion of these courses in the CTL will assist students in transferring credits to Indiana's public schools. Courses offered through CAP that are not part of the transfer library still have a high transferability rate to institutions other than USI. For information regarding Indiana's Core Transfer Library and the USI/CAP courses included on it, visit [www.transferin.net/CTL.aspx](http://www.transferin.net/CTL.aspx). **Transferability is at the discretion of the receiving institution. It is the student's responsibility to verify transferability prior to enrolling in a CAP course. Test-out credits, while honored by USI for students involved in CAP, may not be honored by other institutions.**