



# USI College Achievement Program (CAP) Dual Credit Student Permission Form (Paper Version)

*The paper version of the USI College Achievement Program (CAP) Dual Credit Student Permission Form should be used by a student whose parent(s)/guardian(s) has no email address; or by a student who is a ward of the court; or by a student who is an emancipated minor.*

**Student First Name:** \_\_\_\_\_ **Student Last Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Parent/guardian permission for CAP participation will remain in effect throughout your/your student's high school career, unless you notify [cap@usi.edu](mailto:cap@usi.edu) in writing.

**CAP COURSES ARE NO COST:** CAP courses are offered by USI at no cost. CAP courses are USI courses taught by the high school teacher in any location or modality. Students must continue to meet program and course prerequisites as outlined in all program materials. Abbreviated course details and prerequisites are included in this brochure; full course descriptions are available at [bulletin.USI.edu](http://bulletin.USI.edu).

☐ I agree.

**PARENTS/GUARDIANS AND STUDENTS:** I grant permission for the University of Southern Indiana to report my student's academic progress to their high school and for their high school to release any relevant educational records to USI as may be required to provide them with services under CAP. This is including, but not limited to, GPAs, standardized test scores, transcripts, IEPs, and/or 504 plans. I authorize the College Achievement Program to obtain information pertaining to academic records at USI. I acknowledge a college transcript is being started. I understand that any courses in which I am registered or grades I earn are a permanent part of my university transcript, regardless of grade earned. Failing college courses has consequences and may impact my future state and federal financial aid.

☐ I agree.

**FINANCIAL RESPONSIBILITY:** I understand that I will not be billed tuition for my student's CAP courses, which are selected online. Any tuition, fees, and other associated costs incurred in prior semesters must be paid. I understand and agree that when my student registers for any class at the University of Southern Indiana, outside of the College Achievement Program (CAP), or receives any services from the University of Southern Indiana, I accept full responsibility to pay all fees, and other associated costs assessed as a result of receipt of services. I understand and agree that if I fail to pay my student's account bill or any monies due and owed to the University of Southern Indiana by the scheduled due date, the University of Southern Indiana may place a financial hold on my student's account, preventing them from registering for future classes.

☐ I agree.

**STATEMENT ON STUDENTS WITH DISABILITIES:** Students with disabilities who meet the eligibility standards ([usi.edu/cap/prereqs/](http://usi.edu/cap/prereqs/)) are invited and encouraged to enroll in CAP. Each high school retains the responsibility for providing and coordinating any accommodations or services as described in the student's current IEP, 504 Plan, or similar educational plan. The CAP Office only needs to be informed about accommodations related to placement testing or if there is an accommodation which would fundamentally alter the content of the University course, as determined by USI. Students in fully online or hybrid courses should be aware that, due to the nature of online courses, some accommodations approved for traditional USI classroom courses may not apply. Please discuss this with your CAP instructor to clarify as needed. To learn more about the differences between high school and college for students receiving disability-related academic accommodations, please take a moment to review the U.S. Department of Education's publication "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities" at: [ed.gov/about/offices/list/ocr/transition.html](http://ed.gov/about/offices/list/ocr/transition.html)

☐ I agree.

**CAP students need to be aware of the withdrawal dates for their courses. Visit [usi.edu/cap/dropcalendar](http://usi.edu/cap/dropcalendar) to view specific dates for your school.**

☐ I agree.

**Parent/Guardian Signature**

**Date**

Return to your student's counselor or CAP instructor. Questions? Contact the USI CAP Office at 812-228-5022 or [cap@usi.edu](mailto:cap@usi.edu)