



Dear Parents/Guardians,

Your student has an exciting opportunity to take college courses in high school (dual credit) through USI's College Achievement Program (CAP)!

Below are important things you need to know about USI's program. While dual credit may be required for your student's high school graduation requirements, enrolling in USI credit is optional.

Please consult your student's counselor regarding high school graduation requirements.

✓ Eligibility Requirements

- **To enroll in CAP, students must:**
 - Be **juniors or seniors** and have a cumulative **GPA of 2.5** or higher
 - Be **sophomores** with a cumulative GPA of 3.0 or higher *and* permission from a CAP instructor or counselor
 - **Meet any other course prerequisites** as listed at [USI.edu/cap/prereqs](https://usi.edu/cap/prereqs)
 - Have **permission** from a parent/guardian

Registration Process

- **Complete the registration process by the deadlines posted at [USI.edu/cap/apply](https://usi.edu/cap/apply)**
 - New CAP students must apply online, provide their Social Security Number, and a parent/guardian email to obtain permission to enroll.
 - All students must request their CAP courses using the Online Course Request form.
 - Parents/guardians of returning students can rescind permission for their student to participate in USI credit only by contacting cap@usi.edu; otherwise, continuing permission to participate is assumed by virtue of the one-time electronic permission form signed during the student's first semester in the program.
- Be aware of the right to **drop a course** and the deadlines to do so: [USI.edu/cap/drop](https://usi.edu/cap/drop)

College Credit & Advising

- **Prior to enrollment, families should investigate how courses are used at USI or transfer elsewhere: [USI.edu/cap/advising](https://usi.edu/cap/advising)**
 - USI-bound students can work with a USI advisor to plan their dual credit and AP opportunities toward an intended degree and avoid earning duplicate credit.
 - Other colleges and universities set their own policies regarding acceptance of transfer credits. Most USI courses, if completed with a C or better, transfer as direct equivalents or as elective hours. However, some institutions or degree programs don't allow or have room for transfer or elective hours.

Permanent College Transcript Warning

- When taking dual credit, students are starting a permanent college transcript. **Poor performance in a CAP course could result in academic probation or could impact future financial assistance (scholarships, loans, etc.).**
- Regardless of performance, the final grade will be recorded on a USI transcript, unless the appropriate withdrawal paperwork is completed before the deadline.

Impact on Federal Financial Aid

- **Any college coursework attempted or earned through dual credit, or earned through Advanced Placement (AP), International Baccalaureate (IB), or CLEP, counts toward an overall total for the purpose of state and federal financial aid.**
 - Students using state or federal financial aid are limited to 1.5 times the number of credit hours in their degree program (for a bachelor's degree, this is 180 hours).
 - *Most* students won't have an issue, but too many unusable college credits can become problematic.

Please contact us with any questions or concerns. We hope your student has a great year!

Thank you,
The CAP Office
USI.edu/cap – 812-228-5022 – cap@usi.edu