



**Providing Parent/Guardian Permission for USI CAP Dual Credit
for Parent(s)/Guardian(s)**

Step 1: After an online CAP Application or online Intent to Reenroll form is submitted, you should have an email from cap@usi.edu with the subject, "USI CAP Dual Credit: Parent/Guardian Permission Required." The email address used for the parent/guardian email is collected from the student on the online CAP Application or the Intent to Reenroll form. If you did not get an email, ask your student what email address they provided.

USI CAP Dual Credit: Parent/Guardian Permission Required



USI CAP Office <cap@usi.edu>
To

If there are problems with how this message is displayed, click here to view it in a web browser.



Wed 6/5/2024 9:41 AM



Hello Adeline Eagle,

Archibald needs your approval to take CAP courses at USI. Please use the link to the CAP Student Permission Form form below to give USI CAP permission for Archibald to participate in CAP again.

[Electronic CAP Student Permission Form](#)

USI College Achievement Program

University of Southern Indiana

8600 University Blvd.

Evansville, IN 47712

812-228-5022

cap@usi.edu

Step 2: Click on the link in the email that says, "Electronic CAP Student Permission Form." It will open the online form in your browser.

Hello Adeline Eagle,

Archibald needs your approval to take CAP courses at USI. Please use the link to the CAP Student Permission Form form below to give USI CAP permission for Archibald to participate in CAP again.

[Electronic CAP Student Permission Form](#)

Step 3: Enter your student's first name, last name, and birthdate, if not already populated.



Electronic CAP Student Permission Form (Parent Completes)

USI CAP Student Permission Form

Student First Name *

Student Last Name *

Student Birthdate *

Step 4: Read the information and check the “I Agree” box after each section.

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/course prerequisites as outlined at usi.edu/con/degrees. Full course descriptions are available at bulletin.usi.edu. To view available courses of your school, visit usi.edu/con/schools.

I Agree

Parents/Guardians and Students:

I grant permission for the University of Southern Indiana to report academic progress to the high school and for the high school to release any relevant educational records to USI as may be required to provide services under CAP. This is including, but not limited to, transcripts, IEPs and/or 504 plans. I am aware of the [University Alcohol and Other Drug \(AOD\) Policies, Annual Security Report](#) and other information published in the current [Schedule of Classes](#). Any violations in University policy may be reported to the University's Dean of Students Office and will be referred to follow up as appropriate.

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:

My parent/guardian and I understand that I will not be billed tuition for CAP courses, which are selected online. Any tuition, fees and other associated costs incurred in prior semesters must be paid. My parent/guardian and I understand and agree that when I register for any class at the University of Southern Indiana or receive any service from the University of Southern Indiana, we accept full responsibility to pay all fees, and other associated costs assessed as a result of receipt of services. My parent/guardian and I understand and agree that if I fail to pay my student account bill or any monies due and owed the University of Southern Indiana by the scheduled due date, the University of Southern Indiana may place a financial hold on my student account, preventing me from registering for future classes.

I Agree

Statement on the Americans with Disabilities Act (ADA):

Students with disabilities who meet the eligibility standards (usi.edu/con/degrees) 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 these may not be provided 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/int/sectransition.html

I Agree

CAP students need to be aware of the withdrawal dates for their courses. Visit usi.edu/con/withdrawal to view the specific dates for your school, based on two-semester or trimester schedules.

I Agree

Step 5: Type your name in the “Parent/Guardian Signature” section.

Parent/Guardian Signature *

Step 6: Click Submit.

Step 7: Once you see a screen that says, “Your responses have been submitted,” you’re done! Now your student has your permission to enroll in CAP coursework.



Electronic CAP Student Permission Form (Parent Completes)

Your responses have been submitted.

For more information on CAP, email cap@usi.edu, call 812-228-5022, or visit www.usi.edu/cap.

