

# USI CAP STUDENT PERMISSION FORM

— Use a blue or black ink pen —



<b>CAP Office Use Only</b>	
University ID _____	
<b>Counselors – Provide Here or on Secure Drive</b>	
Cumulative GPA _____	Initials _____

<b>Student Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Home High School</b>
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**SPECIFIC CAP COURSES WILL BE REQUESTED THROUGH THE ONLINE COURSE REQUEST AT [USI.EDU/CAP/APPLY](https://www.usi.edu/cap/apply)**

## CAP COURSES ARE NO COST:

Effective Summer 2023, 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 at [USI.edu/cap/prereqs](https://www.usi.edu/cap/prereqs). Abbreviated course details and prerequisites are included in this brochure; full course descriptions are available at [bulletin.USI.edu](https://www.usi.edu/bulletin).

## PARENTS/GUARDIANS AND STUDENTS:

I grant permission for the University of Southern Indiana to report my academic progress to my high school and for my high school to release any relevant educational records to USI as may be required to provide me with 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 for follow up as appropriate.

**I authorize the College Achievement Program to obtain information pertaining to my academic record at USI. I acknowledge I am starting a college transcript.**

## 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 owing 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.

## STATEMENT ON THE AMERICANS WITH DISABILITIES ACT (ADA):

Students with disabilities who meet the eligibility standards ([USI.edu/cap/prereqs](https://www.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. However, the legal requirements under the disability laws that apply to colleges and universities are significantly different from those in special education laws that apply to high schools. Due to this, accommodations that students currently receive may not be appropriate for a college-level class. To avoid any potential barriers to a student's ability to earn college credit for participation in CAP, the student must contact the high school's special education service provider, case conference committee or similar entity to review current accommodations and make any necessary modifications to their current educational plan (including any transition plan) before enrolling in CAP. 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](https://www.ed.gov/about/offices/list/ocr/transition.html)

## DROP/WITHDRAWAL DATES FOR HIGH SCHOOLS/CAREER CENTERS ON TWO-SEMESTER SCHEDULES<sup>1</sup>:

CAP Term Length	Last Day to Initiate Drop Online <sup>2</sup>	Last Day to Initiate Drop WITHOUT Evaluation <sup>3</sup>	Last Day to Initiate Drop WITH Evaluation <sup>4</sup>
Fall (Semester 1)	9/15/23	10/21/23	See Below <sup>2</sup>
Yearlong (Semesters 1 and 2)	9/15/23	10/21/23	See Below <sup>2</sup>
Spring (Semester 2)	2/2/24	3/17/24	See Below <sup>2</sup>

<sup>1</sup> This calendar, including versions for high schools on trimester schedules, can be found at [USI.edu/cap/dropcalendar](https://www.usi.edu/cap/dropcalendar).

<sup>2</sup> A student can withdraw online from a CAP course, with no impact on the USI transcript, through the dates indicated in the second column, above. After the online drop deadline has passed, schedule changes require paperwork from the CAP Office. Visit [USI.edu/cap](https://www.usi.edu/cap) and click the 'CAP Course Drop' button.

<sup>3</sup> WITHOUT evaluation means a student will receive a 'W' (Withdrawal) on the transcript.

<sup>4</sup> WITH evaluation means a student will receive a 'W' if passing the course at the time of withdrawal. If failing, the student may receive an 'F,' at the discretion of the CAP Instructor. Last day to drop with evaluation is the Friday the week before the CAP course administers the final exam or in which the final project is due.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (Print)

