



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

Step 1: After an online CAP Application is submitted, you should have an email from cap@usi.edu with the subject, “[Student]’s USI CAP Dual Credit Electronic Student Permission Form.” The email address used for the parent/guardian email is collected from the student on the online CAP Application. If you did not get an email, ask your student what email address they provided.



Hi Adeline Eagle,

Archibald has taken an important step in preparing for college by applying to USI's College Achievement Program (CAP)!

If Archibald is accepted to CAP, they will be eligible to register in a USI CAP course. **Before we can register Archibald in a USI course, two things must happen:**

1. Read, sign, and submit your [student's electronic CAP Student Permission Form](#).
 - o Your permission for CAP participation will remain in effect throughout your student's high school career, unless we receive written notice from you.
2. Archibald must submit an Online Course Request to select course(s) for USI credit.
 - o If Archibald student has completed this step, they can share their confirmation email with you.
 - o Some USI CAP courses have additional prerequisites that must be met before a student can be registered. Learn more at usi.edu/cap/prereqs.

After we receive your [student's CAP Student Permission Form](#), Archibald will receive further communication from us.

Visit usi.edu/cap/learn for important information about this opportunity!

Visit usi.edu/cap/apply to view all steps to enroll for USI credit.

Thank you for your interest!

[USI College Achievement Program](#)

[812-228-5022](tel:812-228-5022)

Step 2: Click on the link in step 1 of the email that says, “student’s electronic CAP Student Permission Form.” It will open the online form in your browser.

Hi Adeline Eagle,

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Step 3: Your student’s name should already be populated in the Applicant section.



Recommendation

Applicant	Archibald Eagle	▼
Applying to	University of Southern Indiana	
Recommender	Adeline Eagle	

Applicant Information

Applicant Name: Archibald Eagle

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

USI CAP Dual Credit Student Permission Form

Eagle, Archibald
North High School

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/cap/prepare. Full course descriptions are available at bulletin.usi.edu. To view available courses of your school, visit usi.edu/cap/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 (<http://usi.edu/cap/prepare>) 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. 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/oea/transition.html
 I Agree

CAP students need to be aware of the withdrawal dates for their courses. Visit usi.edu/cap/prepare 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.

Submission

In place of your signature, please type your full legal name:

Please note that you may not edit your recommendation after submission.
Do you want to submit your recommendation now? Click the "Submit" button below.


Submit

Preview

Save for Later

Step 6: Click Submit. If a pop-up asks if you are sure that you want to submit the recommendation, click OK.

Step 7: Once you see a screen that says, “We have successfully received your letter of recommendation,” you’re done! Now your student has your permission to enroll in CAP coursework.



Recommendation

Applicant	Archibald Eagle
Applying to	University of Southern Indiana
Recommender	Adeline Eagle

We have successfully received your letter of recommendation for Archibald Eagle to University of Southern Indiana.

Display Copy

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



FAQ – What if I didn't receive this email and my student submitted an application?

If your student has submitted a CAP application and you have not received electronic permission form email, then it is possible that your student accidentally entered your email address incorrectly on their application. Have your student email cap@usi.edu with their name, your name, and your correct email. The CAP Office will assist you.