



STUDENT GUIDE

A Handbook for High School Students Enrolled in USI's College Achievement Program (CAP)

Welcome to the University of Southern Indiana (USI) College Achievement Program (CAP), a concurrent credit opportunity for high school junior and senior students throughout Indiana to enroll in USI courses. Through CAP, you will earn valuable college coursework experiences that will help build a strong base for your future college career.

We encourage you to visit the CAP web site if you have any questions or concerns, or contact us via phone, email or Facebook.

Sincerely,

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Table of Contents

What is the College Achievement Program?	3
Registration Information	3
Eligibility	3
Registration Procedures	4
Students with Disabilities	4
University Status	5
Benefits of Participation	5
Financial Aid Impact	6
Tuition	6
Fees	6
Payment Policy	6
Acceptable Methods of Payment	6
Billing Schedule	7
Grades	7
Grade Point Average - GPA	7
Reviewing Grades Online	7
Transferability	8
Dropping or Withdrawing From CAP Courses	10
2013-2014 Withdrawal and Refund Calendar	11
Student Conduct	14
Early Graduation Policy	14
Regular Admission to USI	14
Troubleshooting	15
Core 39	15
2013-2014 CAP Courses	17
Procedures for CAP Foreign Language Courses	18



What is the College Achievement Program?

The University of Southern Indiana's concurrent credit (often referred to as dual credit) College Achievement Program offers college credit for certain advanced level courses in your high school—you can receive both USI and high school credit for enrolling in one course. CAP high school instructors are considered adjunct faculty members at USI, have attended special training sessions, and are approved to teach specific USI courses. Remember that college-level courses require extra effort and personal responsibility. Enrolling in a CAP course means an official, permanent USI transcript is being created with a college grade assigned to that course. (See Grades, page 7.)

Registration Information

Before enrolling in CAP, you are encouraged to consult with your CAP instructor, high school counselor, and parents to determine if CAP is right for you. It is also your responsibility, prior to enrollment, to determine transferability of the USI course to other institutions you may attend. (See Transferability, page 8.)

CAP students planning to attend USI for college should be familiar with the upcoming changes to USI's general education requirements, or Core 39. (See Core 39, page 15.)

Eligibility

Students enrolling for concurrent credit must have a cumulative high school GPA of at least 2.5 on a 4.0 scale. **An application from any student who has a cumulative GPA below 2.5, or otherwise does not meet the enrollment criteria, will be returned to the student.**

A few USI courses have additional requirements:

- **English 101** – Students must meet two of the following three criteria:
 - Rank at or above the 51st percentile in the high school class (To find the 51st percentile, multiply the number of students in the class by .49 [100 x .49 = 49]. In order to qualify for English 101 enrollment using class rank, a student in a class of 100 must rank 49th or higher in his/her class.)
 - SAT Critical Reading score of 450 or greater; PSAT Critical Reading (juniors) of 45 or greater. (ACT Reading score of 19 or greater)
 - SAT Writing score of 450 or greater; PSAT Writing (juniors) of 45 or greater. (ACT English or Combined English/Writing score of 19 or greater)

If none or only one of the above criteria are met, a student may attempt to place into English 101 through a timed writing prompt. Prompt deadlines are early each semester. Each prompt is evaluated by two to three USI faculty to ensure consistency and fairness, just as writing prompts on campus are evaluated. Students who pass the prompt may enroll in ENG 101.

- **Biology 133**: Completion of English 100 or placement in English 101(see above) and completion of Math 100 or placement into Math 111 via the Internet-based Accuplacer placement test. Students who have not taken the Accuplacer or Math 111/112 will need to visit USI Academic Skills to take the test prior to enrolling (812/464-1743).
- **Math 111** (College Algebra) or **Math 112** (Trigonometry) – Students must show competency by taking an Internet-based Accuplacer placement test. The test is given at

the high school prior to the CAP application deadline, so students can determine eligibility.

- **French, German, Spanish & Latin** – To enroll in a CAP **foreign language** course, students must have an overall GPA of at least 2.5, at least a ‘B’ average in the previous language courses taken; *or*, if the average language grade is less than a “B,” students must take USI’s online placement exam and test into the 203 level of the language. Refer to the Procedures for CAP Foreign Language Courses (page 18), and ask your CAP instructor for details of the enrollment process.

Students with Disabilities

Students with disabilities who meet the eligibility standards described above 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 disability-rights laws that apply to colleges and universities are significantly different from the special education laws that apply to high schools, and all of the accommodation that students currently receive may not necessarily be appropriate or legally required for a college-level class. To avoid any potential barriers to a student’s ability to earn full college credit for participation in CAP, the student is encouraged to contact the high school’s special education service provider, case conference committee, or similar entity about making any necessary modifications to a current educational plan before enrolling in CAP. To learn more about the differences between high school and college, 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: <http://www2.ed.gov/about/offices/list/ocr/transition.html>

Registration Procedures

Registering for CAP is a simple process.

1. At the beginning of the fall or spring semester, a USI CAP representative or your CAP instructor will speak to you about the program and distribute applications. CAP tuition, enrollment deadlines, application instructions, college student expectations and general questions will be addressed. You and your parents may view a video of this presentation, available at www.usi.edu/cap; or, click [here](#) to go straight to the video.
2. Complete the CAP Student Application, being certain that you and a parent/guardian sign it, before returning it to your CAP instructor on or before the due date specified (early September for fall or year-long classes and late January for spring classes). Your teacher or a counselor also will need to sign your application.
3. An official copy of your most recent high school transcript must be submitted with your application. Depending on your high school policies, you may need to request your transcript be sent to USI using an online service, like Parchment, or your teacher may request your transcript for you. Your school may require your parent/guardian to sign a transcript release form.
4. Your instructor will make arrangements to deliver all CAP registration materials to USI.
5. Application processing at USI takes about three weeks. When completed, your high school instructor will give you a welcome letter with a personal identification number (PIN) for accessing USI online library databases and MyUSI, a multi-purpose online portal that provides access to a USI email account (which you can forward to your preferred email account), your final grades, and other resources, as listed below. An end-of-course survey link will be shared with you when your course ends, so that you

can evaluate the success of your USI CAP course.

Do not lose your MyUSI log-in information! You will need to use MyUSI for the following:

- To pay your CAP bill
 - To access your free USI student email account (which can be forwarded)
 - To view your grade at the end of the term
 - To request your USI transcript to begin the process of transferring credits should you go to a college other than USI
6. Log into MyUSI as soon as you receive your welcome letter, to be certain you have access to the secure site. You may want to use the free *eagles.usi.edu* email address; if not, you should forward the account to the email address you check regularly, as important CAP information is sent to your USI email throughout the year.

University Status

When you register for the USI College Achievement Program (CAP) you are given “non-degree seeking, special student” status with the University. Participation in a CAP course establishes your USI college transcript, just as your participation in your regular high school work is reflected on a transcript with your high school. Your USI college transcript is a permanent record maintained by the University Registrar and can be forwarded to other institutions at your request, if all financial obligations to USI have been met. All final grades become a part of your transcript and are factored into your USI GPA, whether you earn an A, B, C, D, or F as your final grade in your CAP course.

Benefits of Participation

In addition to getting a head start on your college career, one of the greatest benefits to CAP students is being able to use USI’s Rice Library, both in person and online. On your first visit to the Rice Library, you should stop by the front desk with a valid photo ID to request a special CAP library card for use in checking out books during the period you are enrolled in a CAP course. Be aware that CAP students can accrue library fines if books are not returned on time; library fines will prevent you from registering in further CAP or USI courses and also will prevent access to transcripts. Books must be returned to the USI library or the drop box just outside.

USI’s extensive online library databases, available only to USI and CAP students and faculty, are password-protected. When you access the library databases from off-campus (www.usi.edu/library), enter your MyUSI username and PIN when prompted.

Another benefit to CAP students is an open invitation to Success Series Workshops and CAP course tutoring, sponsored by USI’s Academic Skills department. Success Series Workshops are offered on campus throughout the fall and spring semesters and are 45 minutes in length. These interactive sessions cover such topics as improving your reading speed, overcoming test anxiety, note taking, communication skills, time management, anti-procrastination techniques and more. Visit the Academic Skills site for the current schedule:
www.usi.edu/acadskil/workshops.asp

Subject-based tutoring is not available for all CAP courses and must be utilized for only the CAP course(s) you are enrolled in. Tutoring schedules and availability can be found at:
http://www.usi.edu/acadskil/tutoring-subject.asp#subject_tutoring

Because you do not pay student activity fees like other USI students, CAP students do not have access to USI's Recreation and Fitness Center.

Financial Aid Impact

College credit hours accrued through CAP, or other accelerated learning options, like AP or IB, may impact your future financial aid, scholarships, grants, loans, and/or work study eligibility. If you plan to attend USI as a degree-seeking student in the future and have questions, contact USI Student Financial Assistance at 812/464-1767.

Tuition

Fees

Each USI course is designated a specific number of credit hours, which determines the amount paid for the class. CAP students pay a reduced tuition rate of either **\$80** per credit hour or **\$25** per credit hour, significantly less than the fee for the same course on campus. Courses offered for concurrent credit, the corresponding number of credit hours, and costs are listed on page 17. Students eligible for Free/Reduced Lunch at the time of CAP enrollment for the current school year are not charged tuition; be sure to indicate eligibility on the student application, in question #13.

Payment Policy

The bill for CAP tuition will be mailed to your home about four weeks after the application deadline. You may elect to pay the bill in one payment or in two installments. The bill must be paid in full by the dates listed below, or the payment will be considered delinquent. Students who have an outstanding fee balance cannot request official transcripts or enroll in additional CAP or USI courses until the balance is paid. Eventually, unpaid accounts are sent to a collection agency.

Acceptable Methods of Payment

CAP tuition may be paid in one of the following four ways, but note that payments may not be made over the phone:

1. Detach the bottom portion of the paper statement and return it to the USI Bursar's Office with a personal or cashier's check or money order, made payable to the University of Southern Indiana. In-person cash payments are accepted at the Bursar's Office, located on campus in the lower level of the Orr Center. (Visit www.usi.edu/visit/map/ for a map of campus.)
2. Students may log into MyUSI Self-Service, then click on Student, Student Account, View Bills-Pay Online. Online payments with a credit card will be assessed a 2.7% convenience fee, as USI contracts with a third-party payment processor. Payments will be accepted using Visa, MasterCard, Discover, or American Express.
3. Students may log into MyUSI Self-Service, then click on Student, Student Account, View Bills-Pay Online. Paying online with an electronic check will not result in a 2.7% convenience fee but requires entering your bank account and routing numbers.
4. Visit www.usi.edu/busoff/ar_files/payments.asp and click Parent/Guest. The user must have your nine-digit USI ID number and date of birth, as well as know the amount owed.

Billing Schedule

Fall

October 9, 2013 – Bills for fall semester CAP tuition will be mailed.

November 1, 2013 – Total payment or one-half of the total fall tuition is due.

December 6, 2013 – Second bill for fall semester CAP tuition will be mailed.

January 3, 2014 – Final payment of fall tuition is due.

Spring

February 19, 2014 – Bills for spring semester CAP tuition will be mailed.

March 12, 2014 – Total payment or one-half of the total spring tuition is due.

April 4, 2014 – Second bill for spring semester CAP tuition will be mailed.

May 2, 2014 – Final payment of spring tuition is due.

Grades

In most cases, the work in a CAP course is the same for all students in the classroom, regardless of whether you elect to enroll for USI credit. Often the grade earned for the USI coursework will be the same as the grade earned for the high school work. However, some USI courses require specific assessments that include CAP students, but not high school students who did not enroll for USI credit. If CAP students are required to take the same final exam as given to on-campus students, this may not be an appropriate expectation for students who are not enrolled for college credit. Some high schools allow students to exempt final exams; a CAP student in this situation could not exempt the final, but the final would only count toward the USI grade and not the high school grade. In this case, the USI grade might differ from the grade for your high school course, due to factoring the final exam into the USI grade. CAP instructors will address these issues, if they pertain to your course.

Letter grades indicate the quality of coursework completed: A, excellent; B+ and B, good; C+ and C, average; D+ and D, poor. The letter grade assigned for unsatisfactory course work, F, does not result in USI credit being granted toward graduation. A letter grade of F is included in the official USI transcript and GPA computations. USI does not assign minuses.

The grade you earn in your CAP course will be recorded on a USI transcript, regardless of what it is, unless timely action is taken to withdraw from the course. (See Withdrawal and Refund Calendar, page 11).

Grade Point Average - GPA

The USI grade point average is a numerical value which is obtained by dividing the number of quality grade points earned by the number of quality hours attempted. This average, often called the index, is computed at the end of each term, both for the term and on a cumulative basis.

The grade of A represents four points for each hour of credit; B+ three and one-half points; B three points; C+ two and one-half points; C two points; D+ one and one-half points; and D one point. No points are awarded for an F, although the hours attempted are included in the computations and therefore will lower the cumulative GPA.

Reviewing Grades Online

The USI Registrar's Office has an online grade system; therefore students do not receive notification of their grades via mail. You can access grades online through MyUSI, using your username and eight-digit PIN, distributed in the welcome letter you will receive after enrollment.

Transferability – Frequently Asked Questions

Do other schools have to accept credits from USI?

It is each college or university's right to accept or decline credits from other institutions. Although the likelihood is low that a USI CAP course will not transfer, it is a possibility you should consider when deciding to participate. In most cases, USI credits transfer to other colleges for comparable courses or as elective hours. You are strongly encouraged to "do your homework" by investigating transferability issues with the colleges and/or universities you are most interested in attending before signing up for a CAP course.

Reading the course description for the class (found on the back page of the CAP application and on the web site [www.usi.edu/extserv/academic/cap_courses.asp]) should provide enough information for the college to determine transferability. When calling another university to check on transferability for the course you might say, "I'd like to get a feel for college coursework and am planning to take a three-hour history class at the University of Southern Indiana. Before I enroll, I want to be sure the credits will transfer to your institution. I can read you a course description...." **Always document the name of the person with whom you speak and request written verification of the credit transfer, perhaps in an email, if a university employee states that the USI credits will transfer.** If you plan to pursue certain specialized programs (such as physical therapy), or have any doubt about transferability of credits, contact the registrar's or credit transfer office of the colleges you plan to attend.

Typically, students must earn a grade of C or better in a CAP course for an institution other than USI to accept credits. We recommend you retain the course syllabus and save major class assignments for every USI course you wish to transfer, in case someone at your intended college or university questions the equivalency of the course.

Public Institutions in Indiana

Public colleges and universities within Indiana have established a Core Transfer Library (CTL), as mandated by the Indiana Legislature. Each course included in the list generally will transfer to any public institution in Indiana (as well as many independent institutions) if an equivalent course exists and if the student has earned an adequate grade in the course. According to the TransferIN web site, "All Core Transfer Library courses will meet the general education or free elective requirements of undergraduate degree programs, and a significant majority of CTL courses will also count as one-to-one equivalents to courses taught at your new campus."

A complete list of USI courses offered through CAP and included in the transfer library is available on page 17 of this guide, as well as on the CAP web site and student application. Remember that CAP courses not included in the CTL will likely transfer to other public and many independent institutions; check with your college of choice prior to enrolling in CAP. For more information about the CTL and how courses transfer around the state, visit www.transferin.net/CTL/index.html

Out-of-State and Private Institutions

Most state institutions accept other state institutions' credits; private institutions often are more selective, but many accept USI credit. Available on the CAP web site is a list of colleges and universities which former CAP and other concurrent enrollment students have attended, showing how the institutions have accepted credits in past years:

www.usi.edu/extserv/academic/captransfer.ASP . However, it is important to realize that these transferability issues change year-to-year, and YOU are responsible for verifying transferability

with your intended institution. Refunds will not be issued if USI credits are not accepted by another institution.

How do I initiate the transfer of CAP credits?

If you enroll at USI as a degree-seeking student upon high school graduation, you do not need to request a USI transcript to transfer your CAP credits. The courses and grades are already part of your permanent academic record at USI. When meeting with your faculty advisor the summer before you begin classes at USI, you should mention you have already earned USI credit, to be assured of proper placement in freshman-year courses.

If you enroll in another university, you should request that an official USI transcript be sent directly there, **after you graduate** from high school, via the Registrar's Office transcript request link at www.usi.edu/reg/transcript.asp . This transcript must be sent directly from USI to your selected college or university to be considered an official record. Due to the way in which USI processes spring grades, transcripts are not able to be sent until mid-June. Keep this in mind when scheduling advising visits prior to mid-June, and print an unofficial transcript from MyUSI as proof of completion of a USI course.

Do I have to transfer my CAP credits? Can I transfer a portion of my credits?

If you enroll at USI as a degree-seeking student upon high school graduation, you do not have a choice. Any USI credits earned through CAP are already in the USI system, awaiting your arrival.

If you enroll in another university, whether or not you must transfer your CAP credits varies. Some institutions (USI included) require that students provide transcripts for any college credits earned elsewhere; failure to disclose this information may lead to serious consequences down the road. Other institutions may leave that choice to you.

Regardless, anytime you transfer college credits from one institution to another, your entire academic record will be sent, not just a portion. Typically, institutions will not award credit for grades below C.

Who do I talk to for help with transferability issues after high school graduation?

If you have difficulty transferring your USI credits to another university or college, a CAP staff member may be able to assist in persuading the institution to accept the credits by writing letters or making calls on your behalf. To seek assistance, call the USI CAP Office in the Division of Outreach & Engagement at 812/228-5022 or email one of the CAP staff (cap@usi.edu) with the following details: the high school you attended; the name of your CAP instructor and the name of the CAP course; the college or university to which you are attempting to transfer the credit; and the name of the person with whom you have spoken, along with contact information. A CAP staff member will make contact with the institution to see if course acceptance can be arranged. USI cannot guarantee transferability of CAP courses to other institutions, but our success rate for transferability is high.

Dropping or Withdrawing From CAP Courses

It is very important that you and your parents understand that enrolling in a CAP course is a significant academic and financial commitment, and together, you should seriously consider your obligations prior to enrolling in a USI course through CAP. If you drop the high school class and are dually enrolled in the course as a CAP student, you will not automatically be dropped from the USI course, and whether or not you can receive a refund for your CAP tuition depends on the timing and reason for this request.

If dropping the high school course is caused by circumstances beyond your control—illness, moving, etc., you may request that your CAP instructor initiates the drop process with USI. He or she will contact the CAP office to request withdrawal paperwork, and along with your instructor and counselor, the CAP office will determine if the reason is cause to release you from financial responsibility to the University.

If the reason for the drop from the high school course is within your control, you will continue to be held accountable to your academic commitment for the college course. You will still earn a grade at USI, unless you complete withdrawal paperwork within the timeframe established by the USI Registrar and CAP offices. It is important to note that even if you withdraw from the CAP course, the University will expect the tuition payment, and you will not be released from your financial responsibility. For this reason, we strongly recommend that you remain in the high school course associated with the USI CAP credit, unless the situation is truly beyond your control.

Low grades and withdrawals should be avoided since either could have an impact on your eligibility for financial aid once you enter college as a full-time student.

For specifics, refer to the CAP Withdrawal and Refund Calendar on the following page (adjusted for the high school calendar and the CAP enrollment periods). If you would like to view USI's Withdrawal and Refund calendar, visit www.usi.edu/reg/withdraw.asp

2013-2014 Withdrawal and Refund Calendar

Fall 2013	
8/26/13	USI Classes Begin
9/4/13	CAP Application Deadline for Fall and Year-Long Courses
9/26/13	Last Day for CAP 100% Refund (Grace Period) [For Fall Semester and Year-Long CAP Courses]
9/27/13	75% CAP Refund Begins [For Fall Semester and Year-Long CAP Courses]
10/25/13	Last Day for CAP 75% Refund [For Fall Semester and Year-Long Courses] Last Day to Drop Without Evaluation ¹ (End of USI's 9 th Week) [For Fall CAP Courses 1 Semester in Length]
10/28/13	CAP Withdrawal With No Refund Begins [For Fall Semester and Year-Long CAP Courses]
*12/13/13	Last Day to Drop With Evaluation ² (<i>Based Upon December 16 Finals Week</i>) [For Fall CAP Courses 1 Semester in Length] *Last day to drop is the Friday before the high school's finals week; dates vary by school.
Spring 2014	
1/13/14	USI Classes Begin
1/22/14	CAP Application Deadline for Spring Courses
1/31/14	Last Day to Drop Without Evaluation ¹ [For Year-Long CAP Courses]
2/13/14	Last Day for CAP 100% Refund (Grace Period) [For Spring Semester CAP Courses]
2/14/14	75% CAP Refund Begins [For Spring Semester CAP Courses]
3/21/14	Last Day for CAP 75% Refund [For Spring Semester CAP Courses] Last Day to Drop Without Evaluation ¹ (End of USI's 9 th Week) [For Spring Semester CAP Courses]
3/24/14	CAP Withdrawal With No Refund Begins [For Spring Semester CAP Courses]
*5/9/14	Last Day to Drop With Evaluation ² (<i>Based Upon May 12 Finals Week</i>) [For Spring or Year-Long CAP Courses] *Last day to drop is the Friday before the high school's finals week; dates vary by school.
<p>¹Drop Without Evaluation requires instructors to assign a "W" to a student who withdraws from a USI course, regardless of grade; ends at USI's 9th week of the semester.</p> <p>²Drop With Evaluation allows instructors to assign a student failing the course at the time of withdrawal either a grade of "F" or a "W" for Withdrawal.</p>	

Withdrawal with 100% Refund/Excusal of Fees (CAP “Grace Period”)

If a CAP-enrolled student departs from the high school section of the CAP course through the fifth Thursday of USI’s semester (8/26/13-9/26/13 or 1/13/14-2/13/14):

- An emailed or written request to be removed from the course can come from the student, counselor, or instructor, but will be verified with the student, parent, and instructor.
- No additional paperwork is required; the course will be struck from the CAP application by USI staff, and the written request will be electronically filed for future reference.
- The course will not appear on the USI transcript.
- No bill will be sent; the student’s academic and financial obligation is excused.

Withdrawal with 75% Refund

If a CAP-enrolled student departs from the high school section of the CAP course from the fifth Friday of USI’s semester through the end of the ninth week of USI’s semester (9/27/13-10/25/13 or 2/14/14-3/21/14):

- An emailed or written request for a withdrawal can come from the student, counselor, or instructor, but will be verified with the student, parent, and instructor.
- Withdrawal forms are available upon request from the CAP office and will be sent to the counselor or teacher.
- If enrolled in and withdrawing from a single USI CAP course, the student must complete a Withdrawal From All Classes Form. If withdrawing from a portion of the USI CAP courses in which a student is enrolled, the student must complete an Add/Drop Form, which also requires an instructor signature.
- Withdrawal paperwork must be completed and submitted to USI by the last day of classes preceding the high school’s final exam week (in December for fall courses; in May for year-long or spring courses).
- Once paperwork has been returned to USI and processed, the course will appear on the USI transcript with a grade of ‘W’ (or Withdrawal).
- 25% of CAP tuition will be billed

Withdrawal with No Refund

If a CAP-enrolled student departs from the high school section of the CAP course starting the tenth week of USI’s semester (10/28/13 and 3/24/14) through the last day of classes preceding the high school’s final exam week:

- An emailed or written request for a withdrawal can come from the student, counselor, or instructor, but will be verified with the student, parent and instructor.
- No refunds will be issued for situations that are within a student’s control. This determination is made collaboratively by the CAP instructor, the guidance counselor, and the CAP office.
- Withdrawal forms are available upon request from the CAP office and will be sent to the counselor or teacher.
- If enrolled in and withdrawing from a single USI CAP course, the student must complete a Withdrawal From All Classes form. If withdrawing from a portion of the USI CAP courses in which a student is enrolled, the student must complete an Add/Drop Form, which also requires an instructor signature.
- Withdrawal paperwork must be completed and submitted to USI by the last day of classes preceding the high school’s final exam week (in December for fall courses; in May for year-long or spring courses).
- 100% of CAP tuition will be billed.
- Once paperwork has been returned to USI and processed, the course will appear on the USI transcript with a grade of ‘W’ or (Withdrawal), if passing the course at the time of

withdrawal. If failing at the time of withdrawal, the student may receive an 'F', at the discretion of the CAP instructor. This option is referred to as withdrawal with evaluation.

Withdrawal with a Full Refund Due to Circumstances Beyond a Student's Control

If a CAP-enrolled student departs from the high school section of the CAP course starting the fifth Friday of USI's semester, through the last day of classes prior to the high school's final exam week, the student may be entitled to a full refund if due to circumstances beyond a student's control. (For students enrolling in fall for one semester courses, this is from 9/27/13 to mid-December. For year-long courses, this is from 9/27/13 to mid-May. For spring courses, this is from 2/14/14 to mid-May. End dates will vary by the high school's final exam calendar.)

- Requests for a withdrawal with a full refund must come from the CAP instructor and/or the guidance counselor and be caused by circumstances beyond the student's control, such as serious illness or moving. The request will be confirmed with the student, parent and counselor.
- Withdrawal forms are available upon request from the CAP office and will be sent to the counselor or teacher.
- If enrolled in and withdrawing from a single USI CAP course, the student must complete a Withdrawal From All Classes Form. If withdrawing from a portion of the USI CAP courses in which a student is enrolled, the student must complete a Drop/Add Form, which also requires an instructor signature.
- Withdrawal paperwork must be completed and submitted to USI by the last day of classes preceding the high school's final exam week (in December for fall courses; in May for year-long or spring courses).
- Based on instructor recommendation, tuition may be completely excused. If any part of the bill has already been paid, the CAP office will process a 100% refund.
- Refund checks issued by USI are payable to the student and sent to the home address on file.
- Once paperwork has been returned to USI and processed, the course will appear on the USI transcript with a grade of 'W' (or Withdrawal).

If No Withdrawal Paperwork is Completed

Students who depart from the high school section of the CAP course by the Friday before finals week but **do not** complete the USI withdrawal paperwork will receive a default failing grade of "F" in the USI system. The financial commitment remains.

No Withdrawals Permitted

Starting with the first day of the high school's final exam week – December for fall courses and May or June for spring or year-long courses (exact dates vary by district and school), students may no longer complete paperwork to withdraw from a USI course. Students will be held responsible for all academic and financial obligations.

Student Conduct

While you are a student enrolled in USI's College Achievement Program, you are expected to abide by the academic rules of behavior befitting a university student. You should read the booklet, ***Student Rights and Responsibilities: A Code of Student Behavior***, focusing on the policies regarding student behavior (pp.3-8) and academic dishonesty (pp.9-10). Of particular note are the definitions for cheating, fabrication, plagiarism, and interference with another student's work and the penalties related to these activities. This booklet is available at:

www.usi.edu/stl/codenew.asp

Early Graduation Policy

If you plan to complete high school one semester early, you may enroll in a fall-only CAP course. However, if the CAP course is year-long, you should not enroll for USI credit, as you will miss half the content.

Regular Admission to USI

Regular admission to the University of Southern Indiana is not guaranteed for students participating in CAP. If you plan to attend USI upon graduation from high school, you should be certain to complete a USI Application for Undergraduate Admission to formally apply to the University. To be eligible for scholarships and/or financial aid, this process should be completed no later than March 1 of the year you plan to enter the University. Grades earned in CAP courses will be on your USI transcript when you meet with your advisor to plan your course schedule. For more information on applying to USI for undergraduate admission, visit:

www.usi.edu/admissn/apply.asp

Indiana Academic and Technical Honors Diplomas

In order to earn the Indiana Academic or Technical Honors Diplomas, students graduating in 2014 and 2015 must complete one of the following (in addition to other requirements, including completion of a minimum of 47 high school credits and maintaining a 'B' average overall):

- Complete AP courses (4 credits) and corresponding AP exams
- Complete IB courses (4 credits) and corresponding IB exams
- Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
- Score a 26 or higher composite on the ACT
- Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
- Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

Any CAP course will allow you to accumulate transferable college credits, but be aware that college courses are worth different numbers of credit hours. Refer to the list of current courses and credit hours on page 17 of this guide, the CAP web site, or the CAP Student Application. For

more details, see your guidance counselor or the Core40 overview at <http://www.doe.in.gov/achievement/curriculum/indianas-diploma-requirements>

Troubleshooting

Visit the CAP web site for more information (www.usi.edu/cap) or contact CAP staff Jaclyn Dumond, Dana Drury, or Erin Hollinger at 812/228-5022, 800/467-8600, cap@usi.edu, or on Facebook: www.facebook.com/USICAP

Core 39

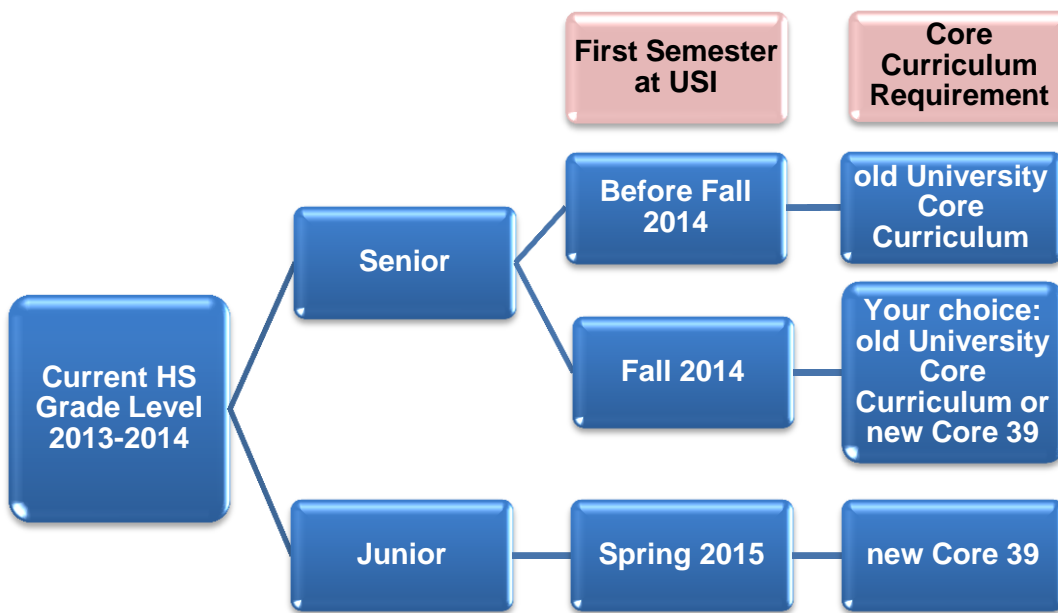
Important information for students continuing on to USI for their college career.

Overview

As part of a bachelor's degree, students at the University of Southern Indiana (USI) must complete courses in the general education course list, as well as in their majors. USI has been revising its general education course list (the University Core Curriculum or UCC). The new version of this general education course list is called the Core 39, and it goes into effect for freshmen entering USI in the fall of 2014. Following is a comparison of how the lists differ:

OLD – The University Core Curriculum (UCC)	NEW – Core 39
50 credit hours (minimum)	39 credit hours

Because CAP students take USI courses while in high school, you may be eligible for the (old) University Core Curriculum or the (new) Core 39, depending on the semester you start at USI and your preference (see below).



What You Need to Know...

Courses in Core 39

As of August 2013, Core 39 is incomplete. The following courses have been approved so far:

1. English (ENG) 101 – this composition course is required of every USI student
2. English (ENG) 105 – this literature course will fulfill the Creative and Aesthetic Expression category
3. Communication Studies (CMST) 101 – a communications course is required of every USI student

The rest of the Core 39 courses will be approved by December 2013. How or if a particular CAP course meets the (old) University Core Curriculum or is anticipated to meet the (new) Core 39 is indicated on the CAP web site: www.usi.edu/cap

More Details About the (old) UCC and (new) Core 39 Based on High School Grade Level

2013-2014 Seniors

- A former CAP student enrolling at USI as a degree-seeking student in the fall of 2014 will have a choice to follow either the (old) University Core Curriculum or the (new) Core 39. Your general education program will default to the (new) Core 39; if you want to stay under the (old) University Core Curriculum, you will need to complete a written form to do so.
- Before you decide which general education list to follow, you need to think about the CAP courses you have taken or are planning to take, to be sure they fit into your selected general education list and/or intended major. Most majors, but not all, have room for a limited number of elective hours. If you can't use a course toward the (old) University Core Curriculum or the (new) Core 39, it still might fulfill elective hours.
- *If you will enroll as a degree-seeking student at USI before Fall 2014 (either in the summer or, due to early high school graduation, spring 2014), you will be under the (old) University Core Curriculum.*

2013-2014 Juniors

*This information is addressed to current juniors or those who will otherwise enroll at USI after the fall 2014 semester.

- A former CAP student enrolling at USI as a degree-seeking student after the fall of 2014 will be under the (new) Core 39.
- You need to think about the CAP courses you are planning to take, to be sure they fit into the new Core 39 and your intended major. Most majors, but not all, have room for a limited number of elective hours. If you can't use a course toward the Core 39, it still might fulfill elective hours.

2013-2014 CAP Courses

USI courses available through CAP are listed below; the number of credit hours is noted in parentheses, and an asterisk (*) denotes courses included in the Indiana Core Transfer Library (www.transferin.net/ctl). Tuition for Dual Credit Priority Liberal Arts courses is \$25 per credit hour as authorized by the Indiana Commission for Higher Education and indicated below with '\$25/hr' and shading. Tuition for all other CAP courses is \$80 per credit hour. Click the course name for the full description and the USI general education/Core Curriculum status.

*Biology 105 (3)	Geology 161 (4)	*Management 141 (3)
Biology 133 (3)	*German 203 (3) - \$25/hr	*Mathematics 111 (4) - \$25/hr
Biology 251 (3)	*German 204 (3) - \$25/hr	*Mathematics 112 (3) - \$25/hr
*Chemistry 107 (4)	*Health Professions 115 (2) - \$25/hr	*Music 202 (3)
Chemistry 141 (4)	Health Professions 211 (3)	*Physical Education 282 (2)
*Chemistry 261 (4) - \$25/hr	*History 101 (3) - \$25/hr	*Physics 101 (3)
*Communication Studies 101 (3)	*History 102 (3) - \$25/hr	*Political Science 102 (3) - \$25/hr
*Communication Studies 107 (3) Not currently offered	History 130 (3) - Making Documentaries	*Psychology 201 (3) - \$25/hr
*Computer Information Systems 151 (3)	History 130 (3) - Contemporary US	Radio/Television 150 (1) - \$25/hr
*Economics 175 (3)	History 140 (3) - Rise of Europe	Radio/Television 151 (3) - \$25/hr
*English 101 (3) - \$25/hr	History 140 (3) - Europe Since 1550	*Sociology 121 (3)
English 103 (1)	Journalism 180 (1)	Social Work 224 (3)
*English 105 (3) - \$25/hr	Kinesiology 281 (3) - \$25/hr	*Spanish 203 (3) - \$25/hr
*French 203 (3) - \$25/hr	Kinesiology 282 (3) - \$25/hr	*Spanish 204 (3) - \$25/hr
*French 204 (3) - \$25/hr	Latin 203 (3) - \$25/hr	*Theatre 101 (3)
*Geography 112 (3)	Latin 204 (3) - \$25/hr	



Procedures for CAP Foreign Language Courses During the 4th Year of the High School Program

The following information outlines the procedures to be followed by the University of Southern Indiana's College Achievement Program (CAP) when offering concurrent credit foreign language courses. This agreement allows students the opportunity to earn 12 credit hours toward college graduation, which includes 6 credit hours that apply to a language major or minor at USI.

Procedure: Students with an A or B average in the first three years of foreign language may enroll for dual credit in USI's 203 at the start of the fall term of their fourth year. If prior language grades do not meet this requirement, students may attempt to qualify by taking USI's online foreign language placement test. Students may enroll if test scores show readiness for the 203 level. **Students who choose to earn CAP credit must enroll in 203 in the fall and 204 in the spring. Late enrollments (taking both 203 and 204 in the spring) will not be permitted. Enrollment in 204 must be preceded by completion of 203.**
Cost for 203: \$25/credit hour for a total of \$75

Final Grade in 203: A or B
Result: Student earns 6 hours departmental test-out credit for 101 & 102 and 3 hours seat time credit for 203.
Next Step: Student enrolls in USI's 204 at start of spring semester.
Cost for 204: \$25/credit hour for a total of \$75

Final Grade in 203: C (or lower)
Result: Student earns 3 hours seat time credit for 203 ONLY.
Next step: Student who earns C works with instructor to determine if enrollment in USI's 204 is appropriate. If so, student may enroll at start of spring semester.
Cost for 204: \$25/credit hour for a total of \$75

Final Grade in 204: Passing (D or better)
Final Result: Student earns six hours departmental test-out credit for 101 & 102 and six hours seat time credit for 203 & 204.
Total Cost to Student: \$150 (\$75 for 203; \$75 for 204)

Final Grade in 204: Passing (D or better)
Final Result: Student earns six hours seat time credit for 203 & 204, but departmental test-out credits for 101 & 102 are forfeited due to earning C (or lower) in 203.
Total Cost to Student: \$150 (\$75 for 203; \$75 for 204)

French, German, and Spanish are included in the Indiana Core Transfer Library (CTL) and meet the Academic Honors Diploma criteria for 6 hours of college credit from an accredited post-secondary institution. Inclusion of these courses in the CTL will assist students in transferring credits to Indiana's public schools. Courses offered through CAP that are not part of the transfer library still have a high transferability rate to institutions other than USI. For information regarding Indiana's Core Transfer Library and the USI/CAP courses included on it, visit www.transferin.net/CTL.aspx. **Transferability is at the discretion of the receiving institution. It is the student's responsibility to verify transferability prior to enrolling in a CAP course. Test-out credits, while honored by USI for students involved in CAP, may not be honored by other institutions.**