



Institutional Scholarship Manual

2024-2025

INTRODUCTION

The Kaskaskia College Institutional Scholarship Manual was developed to familiarize students and their parents with the policies and procedures for students who have received an institutional scholarship because of their accomplishments, talents and skills. These scholarships include the following: Board of Trustees scholarships, Student Ambassadors scholarships, Illinois High School Diploma (GED) scholarships, Academic Department scholarships, and Athletic scholarships. This handbook in no way supersedes any policy of the College. It is an explanation of the policies and procedures that apply to the College's scholarship program.

Student activities are an integral part of the overall mission of Kaskaskia College. However, the primary goal of Kaskaskia College and the individual student is education. A scholarship student's education will always take a primary seat above all else including the scholarship-mandated activities at KC. Activities can contribute to this education. Success, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline are only a few of the areas in which student activities and performances contribute to the educational process and the development of maturity among all scholarship students.

This manual is updated annually. All questions or concerns not answered in this manual should be directed to the appropriate scholarship sponsor.

INSTITUTIONAL SCHOLARSHIPS POLICIES AND RULES

Kaskaskia College scholarship students are subject to the same admissions and financial aid regulations as the general student population. All Institutional Scholarship Policies meet or exceed the requirements of the general student population. In the appendices of this manual, additional information specific to institutional scholarships has been outlined. Scholarship students are required to read, understand and comply with the guidelines specific to their scholarship and are required to demonstrate that they understand and abide by the following Kaskaskia College Institutional Scholarship Policies.

Recruiting

At Kaskaskia College, we recruit character and integrity above all else, including academic and athletic ability. Key characteristics of scholarship students who have or will be recruited include excellent academic skills, a cooperative spirit, self-discipline, and high moral and ethical standards. To accomplish effective recruiting, sponsors have completed a "background" check of each scholarship student's character through a system of reference checks PRIOR to inviting a scholarship student to affiliate

with Kaskaskia College. A minimum of two references have been checked for each scholarship student (including one reference check from a non-sponsor or teacher, such as a faculty member, school administrator, or public official, etc.). The recruitment of scholarship students is left to the discretion of each individual scholarship sponsor. Each sponsor will take into consideration students' character, talent, skills, and academic history. However, neither Kaskaskia College nor any outside organization shall permit a prospective scholarship student to be solicited to attend the institution by promising gifts, compensation, or other form of inducement.

ACADEMIC POLICIES

Class Attendance

Academically, it is imperative that scholarship students attend class. There is a direct correlation between classroom attendance and academic success. Scholarship students should inform instructors if illness or scholarship related activity requires them to miss a class. If a conflict is caused by scholarship related obligations during class or away from the College, instructors will allow scholarship students to make up work. However, notice must be given by the student in advance in order to receive assignments and complete work ahead of time, if possible.

Class attendance and grades will be checked by the sponsor on a regular basis. Sponsors are instructed and empowered to take disciplinary action when a scholarship student misses class or grades do not reflect academic progress.

Add/Drop Procedures

During the add/drop period in each semester as defined in the College catalog, scholarship students may change their course schedule only with the permission of their scholarship sponsor and the advising department, and approval must be granted with the appropriate signatures. All scholarship students must maintain at least 12 semester hours each semester with the exception of the summer term.

Academic Course Loads

All students participating in an activity which provides an institutional scholarship must maintain throughout the semester at least 12 semester hours during the fall and spring terms*. It is highly recommended that students be enrolled in at least 12-15 semester hours for the fall and spring terms. However, scholarship students attending the summer semester may be enrolled as a part-time student.

*Exceptions may be approved by scholarship sponsor and VP of Student Services.

Repeat of Courses

Any institutional scholarship student who fails or withdraws from a course will be required to pay the cost of tuition and fees when the class is repeated. This action is in addition to any sanction that will be imposed regarding academic achievement.

Academic Achievement

Recipients are required to pass a minimum of 12 (twelve) credit hours per semester, excluding summer, with a GPA of 2.0 on a 4.0 scale each semester; regardless of how many hours over the required 12 taken each semester (unless otherwise specifically noted in the individual scholarship guidelines found in the appendices of this manual).

- A. Any recipient who falls below academic requirements outlined in the College Academic Achievement procedure may be placed on continuing academic warning and be required to sign and commit to a KEEP contract. Failure to meet academic standards will result in a probationary semester in which the student will be allowed to continue with the scholarship for one semester in an effort to regain satisfactory academic standing.
- B. Recipients who do not meet the requirements for continued scholarship consideration or fail to meet academic requirements beyond the initial probationary period will have their scholarship revoked.
- C. Withdrawal from the college, withdrawal from participation in the designated activity program for which the scholarship has been awarded, or failure to meet standards and requirements of the respective department, automatically revokes the scholarship and the student will be held financially accountable for all current (from the date of withdrawal) and future tuition related expenses.

PERSONAL CONDUCT AND DISCIPLINE

Scholarship students are expected to conduct themselves in such a manner as to reflect positively on themselves, their family, classmates, scholarship sponsors, and the College.

Scholarship students are required to abide by the Kaskaskia College [Student Code of Conduct](#) as outlined in policy and procedure 5.1003 and within the Student Handbook. Violations of the code of conduct and/or guidelines specific to the institutional scholarship and will be subject to sanctions imposed by the College for violation of such rules and policies.

Each Kaskaskia College scholarship student is required to:

- A. Show respect toward sponsors, teammates, classmates, faculty, judges, officials, fans, etc. that you might come into contact with while representing Kaskaskia College.
- B. Maintain self-control at all times.
- C. Use appropriate language both on and off campus.
- D. Promptly attend all classes and team or group functions.
- E. Display appropriate and professional behavior at all times including, but not limited to competitions, in the classroom and the community.
- F. Refuse to be drawn into physical contact.
- G. Dress appropriately when representing the College during activity-sponsored events and trips.
- H. Abide by all local, State, and federal laws.

Notwithstanding the other rules outlined in the Institutional Scholarship Manual, Student Handbook, and activity rules, each scholarship sponsor has the authority and discretion to make decisions regarding performance and attitude issues, performance time, and all other situations that affect the scholarship award integrity.

While representing Kaskaskia College at any event or when wearing Kaskaskia College attire, students should not behave in a manner that brings negative attention to the College. Such representation includes photos and videos posted on social networks such as Twitter, Facebook, Snapchat, YouTube, etc. Furthermore, any scholarship student who conducts himself/herself in a manner that is unbecoming of a Kaskaskia College scholarship student within the community (i.e., arrest) will be subject to disciplinary action, including probation, suspension, or immediate dismissal from the College Scholarship program or other action deemed appropriate by the College President.

Social networks such as Twitter, Facebook, Snapchat, and others have significantly expanded scholarship students' opportunities to connect and express themselves. However, with this comes expanded responsibility and accountability for scholarship students. Each scholarship student shall create messages with a clear understanding and knowledge of the following:

- All scholarship students must accept responsibility for their social media conduct.
- Each item posted is public information. Even the tightest security settings are not fail-proof and scholarship students might not know who their audience includes.

- Information, words, pictures posted on social networks will be around for some time. Caching and other forms of technology can capture postings and they remain long after a student believes that have removed it.
- Postings can harm others. Posts are to be made with continuous consideration for the rights of others and respect for their privacy. Once a student has posted they have no control about who shares it or with whom it will be shared.
- Posts may have a negative impact on the student's future. Scholarship students who have posted unbecoming content have missed opportunities for recruitment or had other negative consequences when future sponsors or employers read the posted information.
- Any posts which show unlawful, inappropriate or other behaviors prohibited by the KC Student Code of Conduct or specific scholarship rules/guidelines will result in disciplinary actions up to including termination of institutional scholarship.

DISCIPLINARY PROCEDURES

When a scholarship student is alleged to have violated Student Code of Conduct, College and/or Institutional Scholarship policies and/or rules which warrant disciplinary action, he/she will be provided written notice of the alleged violation. If the student admits to the violation, the appropriate disciplinary action shall be imposed by the VP of Student Services.

If a scholarship student disputes such violation, such allegations shall be referred to the Student Review Committee (members appointed by the College President) and the Committee shall review all relevant information and evidence concerning the allegation. The scholarship student who is the subject of the allegation shall be provided due process and will have the opportunity to address the Student Review Committee in person and/or in writing in order to respond to the allegations.

After reviewing all information and evidence in the matter, the Student Review Committee shall make a recommendation to the VP of Student Services as to whether disciplinary action is warranted. In cases where the disciplinary actions are not stated in the Institutional Scholarship Manual, the committee shall also make a recommendation as to the disciplinary actions that should be imposed. The scholarship student shall be notified of the committee's decision and the disciplinary action(s) that will be imposed. The scholarship student can appeal the decision of the Committee by submitting a written letter to the Vice President of Student Services within five (5) days of being notified of the disciplinary action that is being imposed. If such appeal is not submitted within five (5) days, the scholarship student's right to appeal will be waived.

The Student Review Committee membership will be determined by the College President and will include representative of the following positions in the College:

scholarship student, Scholarship Sponsor, College President, Vice President of Student Services, one faculty member, and one non-faculty staff member.

ACADEMIC DISHONESTY

Kaskaskia College enforces academic honesty by penalizing academic / scholastic dishonesty, which includes but is not limited to, cheating, plagiarism, and falsifying academic records. The Institutional Scholarship manual supports any disciplinary actions enforced by the Student Code of Conduct. The academic dishonesty policy is listed below. Detailed rules and guidelines regarding Academic Integrity are set forth in the Student Handbook.

Confirmed violations of academic dishonesty will result in the following penalties:

First Offense

1. Twenty (20) hours of community service (approved by sponsor), and a \$100 fine for the academic term that scholarship student is in at the time of the offense. Payment of the \$100 fine and completion of the required community service is required within 30 days of such action being imposed or the scholarship student will be suspended from the respective activity until such requirements are completed. Note: if a student proves financial distress, the \$100 fine can be substituted for an additional 20 hours of community service. No fines will be assessed to recipients of the Adult Education scholarship.

Second Offense

2. Immediate dismissal from the activity and forfeiture of entire KC institutional scholarship, including (as applicable) payment for college sponsored housing. Students are allowed to continue academic program requirements. The penalties as set forth above are cumulative and cover the scholarship student's entire career at KC.

GRADUATION REQUIREMENTS

Prior to receipt of a degree or certificate, scholarship students must file an application for graduation. It is recommended that applications be turned in prior to the last term of enrollment. Based on the eligibility for their degree or certificate, each scholarship student will be required to participate in the commencement ceremony held in May. Eligibility for graduation is determined by the scholarship student's program requirements.

As long as the scholarship student is within 9 hours of completion, they will be eligible to participate in commencement ceremony.

Caps and gowns are to be ordered at the beginning of April each year. This is a free service to all students. If the scholarship student does not participate in the commencement ceremony, the scholarship student will be charged a fee of \$50. This fee will be added to the scholarship student's account and must be paid prior to receiving their diploma and/or transcripts.

In rare cases, a student may have other "once in a lifetime events" which compete with the graduation ceremony. For example, these include graduations, weddings, and funerals, of an immediate family member. Absences require preapproval.

ACKNOWLEDGEMENT OF RECEIPT

All students receiving an institutional scholarship will sign an acknowledgement statement indicating their reading of the Institutional Scholarship Manual and the respective activity scholarship information attached hereto. Signing the acknowledgement statement also signifies the scholarship student's agreement to comply with the rules included in the manual.

Appendix A

Board of Trustees Scholars

DESCRIPTION OF KASKASKIA COLLEGE ACADEMIC LEADERSHIP PROGRAM FOR BOARD OF TRUSTEE SCHOLARS

The Kaskaskia College Board of Trustees Leadership Program is a participative program that encourages students to develop personal and professional skills through activities in four different areas: leadership, community service, career development and diversity. This program is intended for those students who have been awarded the Kaskaskia College Board of Trustees Scholarship.

The Leadership Program is premised on the belief that in addition to achieving excellent academic records, students should be active outside of the classroom as well. We believe the activities students participate in for the Leadership Program focus on the development of the characteristics associated with productive, ethical, and successful leaders in the community.

SCHOLARSHIP GUIDELINES

The Board of Trustees (BOT) Scholarship provides tuition & mandatory fees up to 18 credit hours. Course fees, books, and tuition above 18 hours are the responsibility of the individual student.

Requirements

Participation in the BOT Leadership Program is mandatory to maintain eligibility for the Board of Trustees Scholarship. To be eligible, students for the Leadership Program must:

- Be admitted to and attend Kaskaskia College the fall semester following high school graduation.
- Be an incoming freshman or a continuing sophomore in the program, a resident of the Kaskaskia College District, and be ranked in the top 25% of their high school class.
- Be the academic/leadership award recipient from their high school.
- Complete and submit the FAFSA each academic year.
- The BOT Scholarship cannot be combined with any other tuition institutional scholarship from Kaskaskia College. (examples include athletic and fine arts activity scholarships). Kaskaskia College Foundation scholarships are still able to be earned by Board of Trustee Scholarship students. In the event a student would receive a Foundation award along with a Board of Trustee Scholarship waiver, the Foundation

award would be applied first, and waiver would cover the remainder of the student's tuition and mandatory fees for up to 18 credit hours.

To maintain scholarship status, students must:

- Attend one Leadership Orientation (first semester).
- Complete a minimum of twelve (12) hours each semester, with a grade point average of 2.0 (C), or better, on a 4.0 scale.
- Complete 20 hours of volunteerism/community services each semester.
- Submit volunteering/community service activity logs regularly during each semester.

As soon as a student starts the BOT Leadership Program, he or she should begin keeping a log of activities completed. The activity log is to be submitted regularly, during each semester, listing activities performed and hours spent. The log is to be signed by an adult or sponsor of the event.

Students who do not meet the criteria listed above will forfeit their scholarship for future semesters.

LEADERSHIP COUNCIL MEMBERS

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Appendix B

Academic Department Scholars

DESCRIPTION OF KASKASKIA COLLEGE ACADEMIC DEPARTMENT SCHOLARSHIP PROGRAM

The Kaskaskia College Board of Trustees has established scholarships for students in select academic programs and disciplines that may be applied toward tuition and mandatory fees. Books and all other student fees are not covered by Academic Department Scholarships. These scholarships are merit-based, recognizing students who demonstrate potential for high academic achievement and leadership, and are dependent on the recipient meeting scholarship program requirements as outlined below.

I. Eligibility

- A. Academic Department Scholarships are presented annually. The scholarship is contingent upon the recipient's compliance with requirements specified in this agreement. Once awarded, scholarships are valid for one academic year with the possibility for renewal for one additional academic year. Scholarships are renewed each semester at the recommendation of the sponsor and after verification that recipients have met all specified responsibilities.
- B. Applications and other required materials must be received no later than April 1 of the preceding academic year to be eligible for consideration.
- C. Applicants should be in the top 50% of their high school graduating class, be actively engaged in an in-district business or civic organization or have maintained employment thirty-six (36) consecutive months. Potential for high academic achievement will be considered by the Scholarship Selection Committee.
- D. Applicants must meet all eligibility requirements for entrance into Kaskaskia College to be considered for Academic Department Scholarships.

II. Requirements for Application

- A. All applicants will submit the following materials before being considered:
 1. KC Application for Admission, if not on file
 2. Academic Department Scholarship application
 3. High school transcript / all college transcripts
 4. One letter of recommendation from a faculty member, business/civic representative, or employer.
 5. One letter of intent containing reasons applicant should be considered for a scholarship.

III. Requirements for Scholarship Recipients

- A. Scholarship recipients must maintain continuous enrollment of twelve (12) credit hours per academic term, exclusive of summer sessions. *Exceptions may be approved by scholarship sponsor and VP of Instructional Services.
- B. Recipients must maintain good academic standing. Any recipient who falls below academic requirements may be placed on academic probation for a period of one semester, upon recommendation of the Sponsor.
- C. Recipients who do not meet the requirements for continued scholarship consideration or fail to meet academic requirements beyond the initial probationary period will have their scholarship revoked. Recipients seeking an appeal of this action may do so in writing to the Office of the VP of

Instructional Services requesting reinstatement. If granted, the student will again be placed on probationary status for one semester and must meet all requirements set forth in this agreement.

- D. Recipients must be admitted to and actively seeking a certificate or degree directly aligned with the academic department sponsoring the scholarship (ex: Welding Department Scholarship – Intermediate Welding Certificate degree code; Math Department Scholarship – Associate in Arts or Associate in Science).
- E. Recipients must attend class regularly. Excessive absences and tardiness may result in forfeiture of the scholarship.
- F. Scholarship sponsors may receive progress reports routinely from recipients' instructors.
- G. Recipients will meet with their scholarship sponsor for mentoring to review registration of classes and add/drop/withdrawals from classes. Academic Advisors and scholarship sponsors will coordinate to ensure proper advisement of recipients.
- H. Scholarships will not be provided for courses when students need to repeat a specific course to meet institutional or program requirements or for any course in which a "W" or "F" grade has been received.
- I. Recipients are required to complete the free application for Federal Student Aid, FAFSA, listing Kaskaskia College
- J. Recipients are required to pass a minimum of 12 (twelve) credit hours per semester, excluding summer, with a GPA of 2.0 on a 4.0 scale each semester, regardless of how many hours over the required 12 taken each semester. Students enrolled in less than 12 (twelve) credit hours per semester, excluding summer, as approved by the scholarship sponsor and VP of Instructional Services are required to pass all credit hours in which the student is enrolled, with a GPA of 2.0 on a 4.0 scale each semester.
- K. Withdrawal from the college, withdrawal from participation in the designated scholarship program for which the scholarship has been awarded, or failure to meet standards and requirements of the scholarship program, automatically revokes the scholarship and the student will be held financially accountable for all current and future tuition amounts.
- L. Recipients are representatives of Kaskaskia College and are expected to exhibit good citizenship, leadership, and appropriate reputable behavior at all times. If, in the opinion of the Vice President of Instructional Services, a recipient's inappropriate behavior places the College in an untenable position, their scholarship may be rescinded.
- M. Scholarship recipients must actively participate in club or departmental activities directly aligned with the academic department sponsoring the scholarship including but not limited to Fine Arts performances, Dairy Judging competitions, College Open House days, Career Exploration Days, and marketing campaigns.

IV. Selection

- A. Each sponsor will consider all completed applications and award scholarships.
- B. If a recipient accepts any other financial aid in the form of an institutional

scholarship that specifically pays tuition and fees, the recipient will notify the scholarship sponsor. The student may be awarded a combination of scholarships up to the maximum cost of tuition and mandatory fees for the academic term. Any remaining scholarship may be awarded as an honorary scholarship with the monetary portion reassigned to an alternate qualified recipient for the academic department. Remaining academic departmental scholarships may not be transferred between academic departments.

- C. Scholarships that have been removed from recipients due to revocation will not be awarded to alternate recipients.

V. Implementation

- A. An application and list of requested materials are available on the college scholarship application webpage.
- B. The scholarship sponsor, under the direction of the Academic Dean and Vice President of Instructional Services, administers the scholarship program including all correspondence, publicity, receipt of applications, selection process, and providing eligibility reports and updates, each semester.
- C. The Financial Aid Officer coordinates the implementation of the financial aspects of the scholarship.
- D. Scholarship sponsors monitor the implementation of the scholarships for their specific areas, coordinating efforts with Office of the Vice President of Instructional Services. Certification by recipients and sponsors is required each semester to continue the scholarship. Scholarship recipients must submit a copy of their schedule to the financial aid office each semester of the academic year in which they receive the scholarship award.
- F. Scholarship recipients who wish to be considered for scholarships in subsequent academic years, must submit a Departmental Scholarship annually.

VI. Evaluation

- A. The Academic Department Scholarships are evaluated annually by college administration.
- B. These procedures and guidelines may be amended, within the limits of Board of Trustees policy, upon the recommendation of the Vice President of Instructional Services and the concurrence of the President of Kaskaskia.

For More Information

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APPENDIX C CONTEST AWARD CREDIT HOUR VOUCHERS

DESCRIPTION OF KASKASKIA COLLEGE CONTEST AWARD CREDIT HOUR VOUCHERS PROGRAM

The Kaskaskia College Board of Trustees has established contest awards in the form of credit hour vouchers for select academic programs which coordinate and host on-campus

competitions for district high schools. Credit hour vouchers are provided through the support of Kaskaskia College and sponsors of on-campus competitions for district high schools. Credit hour vouchers are redeemable at Kaskaskia College only and may be applied toward tuition and mandatory fees. Books and all other student fees are not covered by Contest Award Credit Hour Vouchers. These vouchers may be awarded to top-ranking high school seniors who participate in on-campus college sponsored competitions. Recipients of Contest Award Credit Hour Vouchers must meet and adhere to the award program requirements as outlined below.

I. Eligibility

- A. Contest Award Credit Hour Vouchers are presented annually at select on-campus college sponsored competitions. Once awarded, Credit Hour Vouchers must be redeemed within two academic years of the on-campus award competition or with approval of the VP of Student Services. Credit Hour Vouchers may be applied over two academic years following the on-campus award competition in so long as the recipient maintains continuous college enrollment and is in compliance with requirements specified in this agreement.
- B. Awardees must be a high school junior or senior, must be a top-ranking participant in the on-campus college sponsored competition, and must apply to and be enrolled in the academic program sponsoring the on-campus college sponsored competition.
- D. Awardees must meet all eligibility requirements for entrance into Kaskaskia College to be considered for awarded Credit Hour Vouchers.

II. Requirements for Award

- A. All Credit Hour Voucher awardees must submit the following materials before the voucher will be applied:
 - 1. KC Application for Admission, if not on file
 - 2. High school transcript / all college transcripts (if applicable – dual credit)

III. Requirements for Award Recipients

- A. Award recipients must be admitted to and actively seeking a certificate or degree directly aligned with the academic department sponsoring the on-campus college sponsored competition (ex: Welding Department Contest – Intermediate Welding Certificate degree code; FFA Land Use Contest – Associate Degree Agronomy and Environmental Science).
- B. Award recipients must attend class regularly.
- C. Award recipients will meet with their academic department mentor to review registration of classes and add/drop/withdrawals from classes. Academic Advisors and academic department mentors will coordinate to ensure proper advisement of recipients.
- D. Award recipients are representatives of Kaskaskia College and are expected to exhibit good citizenship, leadership, and appropriate reputable behavior at all times.
- E. Submit the Free Application for Federal Student Aid, FAFSA, application listing Kaskaskia College.
- F.. Award recipients are encouraged to actively participate in club or departmental

activities directly aligned with the academic department which sponsored the on-campus college sponsored competition including but not limited to College Open House days, Career Exploration Days, and marketing campaigns.

IV. Selection

- A. Credit Hour Vouchers will be awarded to the top-ranking high school junior or senior in the competition who enrolls in the Kaskaskia College academic department directly aligned with the on-campus college sponsored competition.
- B. If the top-ranking competition winner is not a high school senior, or does not enroll in Kaskaskia College, or does not enroll in the academic department directly aligned with the on-campus college sponsored competition, the Credit Hour Voucher may be awarded to the next highest ranking competition participant who meets the requirements for award. The academic department sponsoring the on-campus college sponsored competition may consider the top five highest ranking competition participants for the award. If none of the top five highest ranking competition participants meet requirement for award selection, the Credit Hour Voucher will not be awarded.
- C. If the award recipient accepts any other financial aid in the form of a Kaskaskia College or Kaskaskia Foundation scholarship that specifically pays tuition and fees, the recipient will notify the on-campus college sponsored competition sponsor. The student may be awarded a combination of Credit Hour Vouchers and scholarships up to the maximum cost of tuition and mandatory fees for the academic year. Any unused Credit Hour Vouchers at the end of the award period will be void.

V. Implementation

- A. Sponsors of on-campus college sponsored competitions will notify the appropriate Academic Dean, VP of Instructional Services, and the Financial Aid Office of the top five highest ranking competition participants eligible for Credit Hour Voucher award immediately following the competition. The sponsor of the on-campus college sponsored competition will notify the appropriate Academic Dean, VP of Instructional Services, and the Financial Aid Office of the final award recipient no later than July 1, of the summer semester immediately following the competition.
- B. The on-campus college sponsored competition sponsor, under the direction of the Academic Dean and Vice President of Student Services, oversees the Credit Hour Voucher award program including all correspondence, publicity, selection process, and providing eligibility reports and updates, each semester.
- C. The Financial Aid Officer coordinates the implementation of the financial aspects of the Credit Hour Voucher awards.

VI. Evaluation

- A. The on-campus credit hour voucher competition program is evaluated annually by college administration.
- B. These procedures and guidelines may be amended, within the limits of Board of Trustees policy, upon the recommendation of the Vice President of Instructional Services and the concurrence of the President of Kaskaskia.

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APPENDIX D

STUDENT AMBASSADORS

DESCRIPTION OF KASKASKIA COLLEGE STUDENT AMBASSADORS SCHOLARSHIP PROGRAM

Kaskaskia College offers financial assistance to students through the Students Ambassadors Program who reside in the Kaskaskia College District #501 and graduate from a participating in-district high school, which include: Bond County High School, Carlyle High School, Central High School, Centralia High School, Christ Our Rock, Mater Dei High School, Mulberry Grove High School, Nashville Community High School, Odin High School, Okawville High School, Patoka High School, Salem High School, Sandoval High School, South Central High School, Vandalia High School, Wesclin High School, and Woodlawn High School.

I. Description

- A. The award is a waiver for tuition and mandatory student and technology fees at a maximum of 15 hours in the fall and spring semesters and 6 hours in the summer semester (the summer immediately following graduation from high school is not eligible), unused semester hours may not be rolled over to the next semester. This award does not include additional course fees (e.g. lab fees) or textbooks.
- B. The waiver will be awarded for one academic year (Fall, Spring, and Summer) beginning with the fall semester following the high school graduation. The opportunity to renew the scholarship will be available by interview with the Student Ambassadors committee after completion of two semesters. However, if the student fails to comply with the requirements, regulations, or expectations as set forth by the scholarship, the waiver may be revoked at any time.

II. Eligibility

- A. The award waiver is limited to students that meet the in-district residency requirements as set forth by the Kaskaskia College catalog.
- B. Applicants must meet the minimum High School cumulative grade point average of 2.5/4.0 or equivalent.
- C. Applicant must submit the completed application form, which includes an essay and two letters of recommendation from high school staff, faculty or community leaders, and a final high school transcript.
- D. Applicants must have completed and submitted the FAFSA application.

- E. Applications and other required materials must be received by the Student Recruitment Specialist no later than April 1 to be eligible for consideration.
- F. Applicants may not accept a Kaskaskia College Activity, Athletic, or Board of Trustees Scholarship in conjunction with this award.

III. Selection

- A. A maximum of five scholarships will be awarded depending upon the number of returning scholars.
- B. Applicants' essays and applications will be used to determine the interviewees for the committee.
- C. The Student Ambassadors committee will select qualified students during the interviewing process to participate in the Student Ambassadors program.
- D. When an award has been used and the recipient withdraws or otherwise becomes ineligible, the award will not be tended to an alternate.
- E. When an award is not used by the recipient in the Fall term of the initial year, the waiver becomes invalid and may be offered to another qualified alternate candidate from interview process.

IV. Requirements

- A. Recipients must complete the Free Application for Federal Student Aid (FASFA) and have their student aid report on file at the Kaskaskia College Financial Aid Office.
- B. Recipients must enter Kaskaskia College in the Fall term immediately following graduation. Failing to register in the Fall term voids the scholarship.
- C. Recipients must be full-time students in continuous enrollment, exclusive of summer terms, and must show successful academic progress.
- D. Scholarship recipients must be admitted to one of the recognized programs of Kaskaskia College leading to a degree or certificate.
- E. Scholarship recipients must attend classes, and absences from classes must be explained to the instructor and the Student Ambassadors committee. Instructors will be requested to inform the Student Ambassadors committee of excessive absences, tardiness, or any other problems. These circumstances may jeopardize the renewal of the scholarship.
- F. All Student Ambassadors recipients will be required to pass a minimum of twelve credit hours (excluding summer semesters) with a G.P.A. of 2.5 on a 4.0 scale each semester.

- G. All Student Ambassadors award recipients who have scholarships must recognize that they are a representative of Kaskaskia College and must exhibit ethical behavior at all times, even when outside of the college, and demonstrate good citizenship and leadership. A failure to conduct oneself in a respectable manner may lead to a revocation of the tuition award and removal from the program.
- H. Scholarship recipients are expected to complete College Recruitment Requirements as listed below:

The following events are mandatory every year:

- Participate in the Student Ambassadors interview process.
- Attend Student Ambassadors orientation during the summer.
- Enroll/Participate in New Student Orientation
- Follow guidelines outlined in Student Ambassadors handbook.
- Participate in Open House Days
- Participate in College Fair Days
- Complete 10 hours of recruitment service a week during semester in which the student uses the waiver (160 hours/semester, summer excluded). Students will be given a “free” week where no work occurs during the week of Thanksgiving and/or Spring Holiday.
- At least five of the hours must be completed in the Recruitment Office.

Withdrawal from the College, failure to meet the standards, requirements, or expectations of the scholarship, and/or failure to meet the academic requirements automatically voids the College’s Student Ambassadors award. Extenuating circumstances may be appealed in writing to the Student Ambassadors committee.

V. Implementation

- A. The Student Ambassadors committee, found in the Enrollment Center, coordinates the program for the college including correspondence, publicity, receipt of applications, and the selection process.
- B. The Financial Aid Office coordinates the implementation of the financial aspects of the award.
- C. The Student Outreach Coordinator directs the recruitment aspect of the award.

VI. Evaluation

- A. The Student Ambassadors program is evaluated annually for continuance.

- B. These procedures and guidelines may be changed or modified as deemed appropriate, within the limits of the Board Policy, upon the recommendation of the Student Outreach Coordinator and the concurrence of the Vice President of Student Services.

For more information, please contact:

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APPENDIX E

ADULT EDUCATION SCHOLARSHIP

DESCRIPTION OF KASKASKIA COLLEGE ADULT EDUCATION SCHOLARSHIP PROGRAM

I. Description

This institutional scholarship is awarded to students who have completed their GED test preparation course work with the Kaskaskia College Adult Education program. The scholarship includes 24 credit hours of tuition and mandatory fee waivers for those who meet eligibility criteria and apply for the scholarship.

Criteria for Scholarship

- A. Have been enrolled in a KC Adult Education GED® review class and have passed the GED® Tests within the past five years. (Current minimum requirement is 45 hours of GED class seat time during enrollment).
- B. Meet the residency requirements of Kaskaskia College district.
- C. Pass the GED/HiSET test within one year of attending a KC GED review class.
- D. Participate in a commencement exercise offered by Kaskaskia College's Adult Education and Literacy Department within one year after passing the GED/HiSET test.
- E. Complete and submit the FAFSA application online at www.fafsa.ed.gov.
- F. Complete placement tests if applicable.
- G. Schedule a meeting to register for classes with the Academic Advisor/Kaskaskia Education Center Coordinator.
- H. Register and attend the New Student Orientation (NSO) and enroll in GUID 109.

APPENDIX F ATHLETIC

DESCRIPTION OF KASKASKIA COLLEGE ATHLETIC SCHOLARSHIP PROGRAM

INTRODUCTION

The Kaskaskia College Athletic Handbook was developed to familiarize the athletes and their parents with the policies and procedures in the KC Athletic Department. This handbook in no way supersedes any policy of the College. It is an explanation of the policies and procedures that apply to the Athletic Department.

Athletic competition is an integral part of the overall mission of Kaskaskia College. **However, the primary goal of Kaskaskia College and the individual student is education. Your education will always take a primary seat above all else including your athletic experiences at KC.** Athletics can contribute to this education. Success, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline are only a few of the areas in which athletics contribute to the educational process and the development of maturity among all student athletes. Through its competitive programs, athletics offers students the opportunity to further develop athletic skills and to compete with the finest opponents in the nation. The Athletic Department offers a focal point for school spirit throughout the academic year, complementing the academic, cultural, and social facets of college life. Since it is the most publicly visible activity of the College, the department's standards, goals, and values must remain in harmony with the academic programs.

This handbook is updated annually. All questions or concerns not answered in this handbook should be directed to the appropriate coach or the Athletic Director.

ATHLETIC MISSION STATEMENT

The mission of the Athletic Department is to promote the education and development of students through intercollegiate athletic competition. Academic success, physical and emotional well-being, and the social development of student athletes are among the areas of focus. Our student athletes will be afforded an opportunity to participate in a regionally and nationally competitive athletic program, while ensuring that they are provided a quality education. This department is committed to high standards and the principle that competitive activities serve as an integral part of education. It is also an expectation of the Kaskaskia College Board of Trustees and the Administration that student athletes possess high moral and ethical character. Student athletes represent Kaskaskia College on the field, in public, and in the classroom. Ethical and moral conduct is an absolute necessity to play at Kaskaskia College and is an expectation of every sport that wears the Blue Devil and Blue Angel logo. Therefore, the department is evaluated on a regular basis to ensure adherence to the educational purpose of the College.

A. ATHLETIC DEPARTMENT PHILOSOPHY

The Athletic Department is committed to the following:

- A. Ensuring that intercollegiate competition is an integral part of the College mission under the control of those responsible for the administration of the institution.
- B. Encouraging the broadest possible student involvement in each of the competitive sport programs.
- C. Maintaining high ethical standards through self-monitoring and self-reporting.
- D. Evaluating the competitive program in terms of the mission of the institution.
- E. Engaging in competition with other institutions having similar philosophies and policies.
- F. Ensuring that KC athletes maintain high standards, both academically and behaviorally.
- G. Holding coaches and student athletes accountable to the individual code of conduct.

ATHLETIC DEPARTMENT GOALS AND OBJECTIVES

Goals

Kaskaskia College is committed to promoting personal growth and physical well-being among student athletes through educational and intercollegiate activities. Therefore, the athletic department is designed to foster spiritual, emotional, and intellectual growth regardless of race, gender, age, income, religion or disability. These programs develop leadership and citizenship, both on and off the field of athletic competition, while striving to enhance the academic success, social development, and overall well-being of all student athletes.

Objectives

- A. To offer a focal point for school spirit throughout the academic year, complementing the academic, cultural, and social facets of college life.
- B. To encourage and stress the importance of academic success.
- C. To offer opportunities for students to learn and practice leadership and interpersonal skills.
- D. To assist the institution in developing a diverse student population and

promote harmony among all students.

- E. To provide student athletes a means to be identified and recognized for individual athletic ability and academic achievement.
- F. To maintain a fiscally sound athletic program.

NJCAA/GRAC MEMBERSHIP

Kaskaskia College is a member of the National Junior College Athletic Association (NJCAA) and the Great Rivers Athletic Conference (GRAC). All policies and procedures of the NJCAA are published in an annual handbook. Kaskaskia College participates under all guidelines mandated by the National Junior College Athletic Association and the Great Rivers Athletic Conference.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act were signed into law November 8, 1990. Kaskaskia College adheres to this policy & posts the required information annually. Inquiries regarding this information should be directed to the Athletic Director.

ATHLETIC POLICIES AND RULES

Kaskaskia College student athletes are subject to the same admissions and financial aid regulations as the general student population. The regulations regarding recruitment and the continuing eligibility of student athletes may be found in the *National Junior College Athletic Association Handbook/Casebook* and institutional athletic policies contained in this document. These documents are located in the offices of the Athletic Director and the Vice President of Student Services. Kaskaskia College is governed by the National Junior College Athletic Association (NJCAA) and Great Rivers Athletic Conference (GRAC) and adheres to the policies and procedures of those governing bodies. All Kaskaskia College Athletic Department Policies meet or exceed the requirements of the NJCAA and GRAC. Each student athlete is required to demonstrate that they understand and abide by the following Kaskaskia College Athletic Department Policies.

Recruiting

At Kaskaskia College we recruit character and integrity above all else, including athletic ability. Key characteristics of student athletes who have or will be recruited include a team-play spirit, self-discipline and high moral and ethical standards. To accomplish effective recruiting, coaches have completed a “background” check of each athlete’s character through a system of reference checks PRIOR to inviting a student athlete to affiliate with Kaskaskia College. A minimum of two references have been checked for each athlete (including one reference check from a non-coach, such as a faculty member, school administrator, or public official, etc.). The recruitment of student athletes is left to the discretion of each individual coach. Each coach will take into consideration students’ character, athletic skills, academic history and assess if

the student athlete is a good fit for Kaskaskia College athletics. However, neither Kaskaskia College nor any outside organization shall permit a prospective athlete to be solicited to attend the institution by promising gifts, financial assistance, or inducement other than that noted in the grant-in-aid.

Admissions

Admission into the athletic program is subject to the standards set forth by Kaskaskia College and the Illinois State Board of Education. All entering first-time student athletes who have just completed their high school career must be eligible to complete degree, credit coursework and be admitted as a regularly enrolled student, in order to be placed on athletic scholarship. Transfer students who are academically ineligible to compete in intercollegiate athletics may be placed on a one-semester probation period during which the student athlete must become eligible, or the scholarship will be voided at the end of the term. In order to gain admission for athletic competition immediately, *first-time college students* must submit a Kaskaskia College admissions application, complete all appropriate placement testing, and meet one of the following criteria:

- Hold a standard high school diploma (OR)
- Hold a GED certificate issued by an appropriate state education agency.

Transfer students must submit a Kaskaskia College admissions application and official transcripts from all previous colleges and universities where coursework was attempted. In addition, transfer students must be academically eligible to compete in intercollegiate athletics under NJCAA and Kaskaskia College guidelines once enrolled. An NJCAA Transfer/Release agreement must be obtained from the previous institution prior to participation in KC athletics.

Athletic Scholarships (Grants-in-Aid)

Kaskaskia College, in accordance with the guidelines of the NJCAA, may award athletic scholarships. Athletic scholarships generally are awarded for a period of one year (fall and spring terms only). Renewal of all scholarships is on a year-to-year basis and at the sole discretion of the College. At the end of the academic year, the head coach will evaluate academic and athletic progress to determine whether the scholarship will be renewed.

Full athletic scholarships cover the costs of room, returnable books, tuition (in-state and out-of-state), and some fees. Student athletes will be responsible for the payment of course fees and any additional housing costs above those covered by the scholarship. In the case of partial scholarships, the costs that are covered will be noted in the scholarship agreement or letter of intent.

Summer scholarships are awarded for one summer. Summer scholarships cover up to 6 credits (or 7 credits if enrolled into a 4 credit course) of tuition, mandatory fees and returnable books. Such summer awards are made at the sole discretion of the College. To qualify the student athlete must pass 12 credits in the spring immediately prior to the summer of enrollment. The scholarship will not cover courses that are in addition to

graduation or completion requirements of their degree or program. The application procedures and deadlines for scholarships are strictly enforced.

Recipients of an athletic scholarship (excluding cheer squad members) must sign a National Letter of Intent. Copies of this form will be filed with the NJCAA and the Great River Athletic Conference. In addition, copies will be retained by the College and the scholarship recipient.

Athletic scholarships are awarded annually and may only be issued for a total period of two years unless a student athlete is issued a medical hardship by the NJCAA. Any appeal must be submitted to the coach and athletic director at the end of the academic year. Cancellation of an athletic scholarship will occur:

- A. If the athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons as determined by the College; (OR)
- B. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program; (OR)
- C. For voluntary non-participation. If any athlete, on his/her own volition, does not participate in his/her sport at any time during the semester, housing, books, tuition, and fees may be charged back to them for that semester. The determination of when such charges are made is at the sole discretion of the College.
- D. A student who has an injury resulting in the inability to participate will not be penalized for the year in which the injury occurs; continuation of the scholarship will be reviewed on an annual basis.

Book Loan

As part of the scholarship agreement, each scholarship recipient will be issued returnable books each semester. It is the student athlete's responsibility to turn in books immediately upon completion of finals. Failure to do so will result in the student athlete having to purchase books for the next semester. These books are on loan to the athlete, and therefore, the student athlete will be responsible for any charges resulting from damage or loss. Student athletes who fail to return books will be charged for the books.

Eligibility

Kaskaskia College adheres to the athletic and academic eligibility requirements set forth by the National Junior College Athletic Association and the Great Rivers Athletic Conference. However, the KC Athletic Department does enforce higher academic standards than those required by the NJCAA and the GRAC. These standards are printed below.

GENERAL INFORMATION

- A. Compliance with all NJCAA rules of eligibility is the express responsibility of all member colleges.
- B. All NJCAA Rules of Eligibility became effective as of August 1, 2008.
- C. A member college must be in good standing with the NJCAA and its own conference to enter a team or an individual in an activity sponsored by the NJCAA.
- D. Students participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the rules of eligibility, the rules and regulations of the conference with which the college is affiliated, and also the rules of the college at which the students are attending and participating.
- E. Ineligible students shall not be allowed to dress for any contest.
- F. Students who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
- G. Colleges having an intercollegiate athletic program above the Junior/Community College level shall not be allowed to participate in any of the certified sports of the NJCAA.
- H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college.
- I. A student athlete's grade point average will be determined by dividing the earned/passing accumulated quality points by the corresponding credit hours at each institution of attendance.

Requirements for Athletic Eligibility

The following rules shall be used to determine a student's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT'S ELIGIBILITY STATUS CAN BE DETERMINED.**

- A. A student athlete must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student athletes must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the student chooses to participate.

- C. Student athletes must maintain enrollment in twelve (12) or more credit hours of college work, as listed in the college catalog, during each term of athletic participation. Student athletes that drop below twelve (12) credit hours are ineligible until full-time status is regained within the term.

Semester Eligibility

- A. Prior to the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student must have passed twelve (12) semester hours with a 1.75 GPA or higher.
- B. Prior to the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student must satisfy one of the following four (4) requirements to be eligible for the upcoming term:
1. Pass a minimum of twelve (12) semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment. (OR)
 2. Pass an accumulation of semester hours equal to twelve (12) multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 2.00 or higher. (OR)
 3. A first-season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the initial **term** of participation, regardless of previous term or other (OR) accumulation requirements.
 4. A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirements.
- C. Prior to a second season of participation in an NJCAA certified sport, students must pass a minimum accumulation of twenty-four (24) semester hours with a 2.00 GPA or higher.
- D. Students must be enrolled full-time (twelve or more credits) at the College where they have chosen to participate when the regular season schedule of a sport begins. Students not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
1. Their release from Active Armed Services of the United States with a discharge other than dishonorable. Their return from a religious mission.
 2. Their graduation from a high school or receipt of an equivalency diploma.

3. Their transfer from an NJCAA member college, which has dropped a sport after the school year begins. Students that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student for the new term. (Student(s) must be added to the eligibility form before participating.)
 4. A student attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.
- E. In the following sports, students are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Golf, Softball/Fast Pitch, and Tennis. If the fall records are carried over into the spring season, all students must be enrolled full-time (twelve or more credit hours) during the fall term when the schedule begins.
- F. Students who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:
1. The students attend the same institution at least one academic year as part-time students prior to the year of his/her participation passing at least twelve (12) credit hours with an overall grade point average of 1.75 or better during that year.
 2. During each term of participation, the students must carry at least six (6) credit hours in the same institution.
 3. Prior to a second season of participation in any sport, the students must pass a total of twenty-four (24) credit hours with a 2.00 GPA or higher.
 4. If in any term the students enroll full-time, he/she forfeits the privileges under this provision of the part-time eligibility rule.
 5. Students who withdraw completely or to less than six (6) credit hours become immediately ineligible.
 6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the students.

Eligibility of Students Who Withdraw from Classes

- A. The following withdrawal policy applies to students that are attending any college. Students are allowed fifteen (15) calendar days from the beginning date of classes to withdraw completely or to withdraw to less than twelve credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition.

- B. Students that have participated and withdraw within the first fifteen (15) calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions outlined in the NJCAA manual. The term in which the student participates must be considered the same as a term of full-time attendance.

Hardships

The hardship provision of the NJCAA is available to students who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of injury, illness, or some type of emergency beyond their control.

Hardship #1 – Involves an injury or illness which results in the student’s inability to complete a season. Prior to the injury or illness, a student must not have participated in more than 30% of the College’s regular season schedule or have participated in no more than two of the institution’s completed events in that sport. The injury or illness must also have occurred in the first half of the schedule resulting in the athlete being incapacitated for the remainder of the season.

Hardship #2 – Involves cases other than those affecting a student’s season of competition. These cases must show that there are circumstances beyond the student’s control which directly result in their inability to satisfy the Rules of Eligibility. All requests must receive approval from the NJCAA Office of Eligibility.

Amateur Status

Amateur players are those who engage in sports for the physical, mental, or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial gain. Whenever the amateur standing of a student is questionable, and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the College where the student is enrolled to clear the status of the student in question. Student athletes should see the NJCAA Handbook for guidelines and details regarding amateur status.

Physical Exams

All Kaskaskia College student athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed (i.e. MD, NP, PA) prior to the first practice for each collegiate year in which they compete. Physical examinations are good for **one** calendar year from the date the physical examination was performed. Any athlete who has not had a physical examination within one calendar year will not be placed on an athletic scholarship or permitted to participate in athletic activities until the examination has been completed.

Concussion Management Plan

A comprehensive plan of care for the management of concussions has been established within the KC Athletic department. It is to ensure the health and well-being of the student-athlete takes priority. “The CDC estimates 1.6-3.8 million concussions occur in sports and recreational activities annually. However, these figures vastly

underestimate the total, as many individuals do not seek medical advice” (Concussion, 2018).

The concussion management plan includes education, prevention, recognition, treatment and return to play guidelines for all those involved in KC athletics. The department’s Athletic Trainer will conduct baseline testing for student athletes who are competing in basketball, baseball, softball, volleyball, and soccer and maintain these screenings on file. At Kaskaskia College, student-athletes will be baseline tested their first year and only need to have a subsequent baseline done their second year if they sustained a concussion during their first year. Baseline testing will be done prior to the start of the competitive season for each respective sport and completed by a Certified Athletic Trainer. Student athletes and coaches will participate in annual education regarding concussion recognition and response. The Athletic Trainer, Athletic Director and coaches have oversight of implementation of and compliance with the concussion management plan. Copies of the plan are available for review in the Athletic Director’s office.

PERSONAL CONDUCT AND DISCIPLINE

Student athletes are expected to conduct themselves in such a manner as to reflect positively on themselves, their parents, teammates, coaches, and the College. Student athletes are required to abide by the Kaskaskia College Student Athlete Conduct Code as outlined in the Athletic Manual, the Student Handbook and Student Housing Policies, subject to sanctions imposed by the College for violation of such rules and policies.

Sportsmanship is defined as a respect for oneself, opponents, coaches, teammates, officials, fans, and property. It is the ability to accept a defeat with class, a win without gloating and treating others with respect. Therefore, Kaskaskia College athletes are required to:

- A. Show respect toward opponents, coaches, teammates, officials, fans, etc. that you might come into contact with while representing Kaskaskia College.
- B. Maintain self-control at all times.
- C. Use appropriate language both on and off campus.
- D. Promptly attend all classes and team functions.
- E. Display appropriate and professional behavior at all times including, but not limited to competitions, in the classroom and the community.
- F. Refuse to be drawn into physical contact during a practice/game.
- G. Dress appropriately when representing the College during athletic-sponsored events and trips.

H. Abide by all local, State, and federal laws.

If a player is ejected from a game for any reason, the player will be suspended from the next game as required by the GRAC and the NJCAA. Additional ejections will result in additional penalties. The coach may also impose discipline beyond the GRAC and NJCAA sanctions.

Each coach has been directed to compile and enforce team rules for their respective sport. A copy of each sport's team rules is on file in each coach's office and in the Athletic Director's office. Any violation of the policies and/or rules for student athletes as set forth in the Athletic Manual, the Student Handbook, and/or the Student Housing policies will result in disciplinary action, up to and including, suspension or dismissal from the team and/or the College.

Notwithstanding the other rules outlined in the Athletic Manual, Student Handbook, Housing Rules, and team rules, each coach has the authority and discretion to make decisions regarding performance and attitude issues, playing time, and all other player situations that affect the team.

While representing Kaskaskia College at any event or when wearing Kaskaskia College attire, students should not behave in a manner that brings negative attention to the College. Such representation includes photos and videos posted on social networks such as Twitter, Face book, YouTube, etc. Furthermore, any athlete who conducts himself/herself in a manner that is unbecoming of a Kaskaskia College student athlete within the community (i.e., arrest) will be subject to disciplinary action, including probation, suspension, or immediate dismissal from the College Athletic program or other action deemed appropriate by the College President.

Social networks such as Twitter, Face Book, Snapchat, and others have significantly expanded student athletes' opportunities to connect and express themselves. However, with this comes expanded responsibility and accountability for student athletes. Each student athlete shall create messages with a clear understanding and knowledge of the following:

- All student athletes must accept responsibility for their social media conduct.
- Each item posted is public information. Even the tightest security settings are not fail-proof and student athletes might not know who their audience includes.
- Information, words, pictures posted on social networks will be around for some time. Caching and other forms of technology can capture postings and they remain long after you've removed it.
- Postings can harm others. Make your posts with continuous consideration for the rights of others and respect for their privacy. Once you have posted you have no control about who shares it or with whom it will be shared.
- Posts may have a negative impact on your future. Student athletes who have posted unbecoming content have missed opportunities for recruitment or had other negative consequences when future coaches or employers read the posted information.
- Any posts which show unlawful, inappropriate, or other behaviors prohibited by

this manual or the KC Student Code of Conduct will result in disciplinary actions up to including termination of athletic scholarship.

DISCIPLINARY PROCEDURES

When a student athlete is alleged to have violated College and/or Athletic Department policies and/or rules which warrant disciplinary action, he/she will be provided a written notice of the alleged violation. If the student admits to the violation, the appropriate disciplinary action shall be imposed by the Athletic Director.

If a student athlete disputes such violation, such allegations shall be referred to the Student Athletic Committee (members appointed by the College President) and the Committee shall review all relevant information and evidence concerning the allegation. The student athlete who is the subject of the allegation shall be provided with due process and will have the opportunity to address the Student Athletic Committee in person and/or in writing in order to respond to the allegations.

After reviewing all information and evidence in the matter, the Student Athletic Review Committee shall make a recommendation to the Athletic Director as to whether disciplinary action is warranted. In cases where the disciplinary actions are not stated in the Athletic Manual, the committee shall also make a recommendation to the Athletic Director as to the disciplinary actions that should be imposed. The student athlete shall be notified of the committee's decision and the disciplinary action(s) that will be imposed. The student athlete can appeal the decision of the Committee by submitting a written letter to the Vice President of Student Services within five (5) days of being notified of the disciplinary action that is being imposed. If such appeal is not submitted within five (5) days, the student athlete's right to appeal will be waived.

The Student Athletic Review Committee membership will be determined by the College President and will include representative of the following positions in the College: student athlete, Athletic Director, College President, Vice President of Student Services, one faculty member, and one non-faculty staff member.

DRUG TESTING

Overview

The Kaskaskia College Athletic Department, in addition to the administration of Kaskaskia College, are committed to maintaining a drug-free environment. Furthermore, intercollegiate athletics at Kaskaskia College is concerned with the health, safety and welfare of the student athletes who participate in its programs and represent the College in competitive athletics. Unfortunately, the use of illegal and

synthetic drugs and the misuse of prescribed drugs are present in today's society. Substance use and abuse in sports can pose risks to the student athlete's health and negatively affect his/her academic and athletic performance. It can also compromise the integrity of athletic competition and the values of Kaskaskia College. Based on the above, Kaskaskia College has a ZERO tolerance policy for student athletes who are in possession of or use illegal drugs and/or misuse prescribed drugs. This policy also applies to the use of synthetic and other drugs that mimic the effect of illegal or prescribed drugs.

Purpose

Kaskaskia College and the Kaskaskia College Athletic Department believe that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety, and welfare of our student athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug abuse, and to identify student athletes who are using illegal or synthetic drugs or misusing prescribed drugs. The intent of these policies is to prevent substance use and abuse by student athletes through education and testing.

Kaskaskia College has a drug testing policy and process for the purpose of education, prevention, and detection of substance usage and abuse (included in Appendix A of the manual). In accepting, the privilege to participate in the athletic program(s) at Kaskaskia College, all student athletes agree to comply with and participate in the drug testing program and understand that non-compliance with the policy will be a breach of this privilege to participate agreement. Such non-compliance and breach will result in an athlete's inability to participate in the Kaskaskia College athletic program and intercollegiate athletic competition and in the forfeiture of an athlete's athletic scholarship and all related financial assistance.

It is further understood by participating in athletics at Kaskaskia College, student athletes that possess and/or use illegal drugs or synthetic drugs that mimic the effects of illegal drugs or the misuse of prescribed substances will result in immediate termination of the athlete's athletic scholarship and all related financial assistance and discipline up to and including suspension from Kaskaskia College.

In furtherance of the purposes stated above, all student athletes are required to have a 5-panel drug screen (Amphetamines, Cocaine, Marijuana, opiates, PCP) prior to participation at Kaskaskia College. Athletes who test positive for the 5-panel drug screen will not be placed on athletic scholarship and status as a Kaskaskia College student athlete will be terminated. Athletes who do not provide drug test results within 5 days of the start of the fall semester will have scholarship terminated and be removed from the athletic team. Drug screens should be done prior to arrival at Kaskaskia College in the fall semester. This requirement shall be met prior to the athletic scholarship being added to the student account. Student athletes who have not obtained a drug screen prior to arrival at Kaskaskia College must contact his/her coach immediately.

Alcohol Possession and Consumption

Alcohol is a drug that impairs judgment and is a health risk for student athletes. The KC Athletic Department and the administration of KC are committed to maintaining an alcohol-free environment. Furthermore, athletics at KC is concerned with the health, safety and welfare of the student athletes who participate in athletic programs and represent the College. Alcohol use can pose risks to the student athlete's health and negatively affect his/her academic and athletic performance. Therefore, possession of or consumption of alcohol on or off-campus or in college-controlled housing is strictly prohibited. This prohibition applies to all KC student athletes, regardless of age.

Violations of the no-alcohol rule will result in the following penalties:

First Offense. Ten (10) hours of community service (approved by coach and Athletic Director), completion of on-line alcohol education program at student athlete's cost, and a \$200 fine for the academic term that student athlete is in at the time of the offense. Payment of the \$200 fine, completion of the on-line alcohol education program, and completion of the community service is required within 30 days of such action being imposed or the student athlete will be suspended from the team until such requirements are completed.

Second Offense. Immediate dismissal from the athletic team and forfeiture of entire KC athletic scholarship, including immediate removal from college sponsored housing.

The penalties as set forth above are cumulative and cover the student athlete's entire career at KC.

Tobacco Use

Tobacco can be an addictive drug either through the use of cigarettes or smokeless tobacco. The use of tobacco by student athletes is prohibited. Violations could result in probation or suspension from the team. The use of tobacco products by any player or coach during any athletic event is prohibited. Failure to comply with this warning will result in ejection from the event.

INSURANCE

Kaskaskia College provides secondary accident insurance coverage for student athletes, managers, and student coaches. The accident insurance provides coverage for injuries that occur as a direct result of intercollegiate play, practice, or travel. The accident insurance policy provided by the College is utilized in excess to any other coverage that an athlete or athlete's parents may have. If an athlete or an athlete's parents do not have their own accident insurance coverage, the athlete will be covered by this policy only during intercollegiate competition, practice, and travel. Kaskaskia College does not provide primary health insurance coverage for any athlete. Insurance coverage for any health-related illness is the responsibility of the athlete and his/her parents. The College does carry a secondary insurance that will pick up

the remaining portion of a medical bill for athletic participation injuries **after** the family's insurance company has acted on the claim. Therefore, out-of-pocket expenses to the limits of the athletic accident insurance will have coverage available for an athletic related injury as long as an accident report has been filed, claims are processed within one calendar year from the injury date, and the athletic department is notified of any bills/statements received at home after the injury. Every individual who participates in the athletic program at Kaskaskia College must have on file a completed insurance information questionnaire in order to receive athletic insurance coverage. A copy of this information along with a copy of the insurance card must be on file in the Athletic Director's office before the first official practice. All athletes are encouraged to secure his/her own insurance coverage beyond the policy that is provided by the College.

All injuries should be immediately reported to the respective coach, Athletic Director, and athletic trainer. The coach will consult with the athletic trainer to determine if medical treatment should be sought. In the event that an athlete seeks medical attention without prior approval from the Athletic Director, Kaskaskia College reserves the right to refuse to file the claim with the secondary insurance provider. Kaskaskia College has a window of **one** calendar year in which to file necessary claims regarding an athletic-related injury. Therefore, it is vitally important to work with the coach, Athletic Trainer, and Athletic Director to file claims with the insurance company. In emergency situations, medical attention should be sought immediately, and a report made to the appropriate coach or athletic director as soon as possible.

HOUSING RULES AND POLICIES

Students receiving athletic housing scholarships shall reside in college-controlled housing leased by the College during the academic year. All areas of college-controlled housing are subject to search at any time by the appropriate coach, Athletic Director, or other designated College official.

The Kaskaskia College Public Safety and Police Officers hold a memorandum of understanding with the Prairie Creek Apartment owners and are permitted to patrol the premises at any time. Additionally, if these officers should witness any criminal behavior, arrests may be made, and citations will be issued on the spot. Student discipline will subsequently follow.

Student athletes are required to follow the Housing rules, as determined by the apartment owners and Kaskaskia College. Such rules are set forth in a separate document entitled, **Housing Rules, Sanctions, and Information (see appendix B)**. Each student athlete is required to read the Housing Rules, Sanctions, and Information document and provide signed documentation that he/she has done so.

Rental insurance is strongly encouraged. Each student is urged to provide for the security of his/her own belongings by locking his/her room and by obtaining personal property insurance. Such Insurance is the responsibility of the student. Kaskaskia College assumes no liability for lost, stolen or damaged items. Thefts or property damage should be reported to the housing owners and College officials immediately.

KC ALERT-STUDENT ALERT SYSTEM

The intent of this service is to notify students, staff, and faculty by email or text message on their cell phone, of campus closures for weather and/or other emergencies. This is an opt-in service provided by Kaskaskia College, and you must proactively sign up for this service to receive notification. While there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may encumber using this service.

All users who sign up for this service will receive announcements regarding campus closures for weather, other emergencies, text messages to validate the service is working, and notification when your account is about to expire. In the future, you may be able to opt-in to groups to be alerted when specific instructors have cancelled class, club announcements, athletics, scores, and more.

All accounts will be deleted in May of each year following the spring graduation ceremony. Each person will have to opt-in again if they wish to continue the service. Please contact the Kaskaskia College help desk at (618) 545-3098 in order to enroll in this service. **You will need to use your student ID and your password is your 8-digit birthday.**

TRAVEL AND TRANSPORTATION

The Athletic Department will provide all transportation necessary for an athletic team. This includes travel to regular season and practice games, State and invitational tournaments, and national tournaments. Any athlete who does not travel with the team must have prior approval by his/her head coach and have prior written permission on file.

UNIFORMS AND EQUIPMENT

It is the responsibility of the head coach to inventory all items of equipment that are issued for the student athlete to participate in the coach's respective sport. All issued items must remain the property of Kaskaskia College Athletic Department. ***Loss or damage to the issued items will be charged to the student athlete.*** Failure to properly care for or replace lost or damaged items *may* result in the forfeiture of the athletic scholarship and having a hold placed on the student's academic records. There are certain items that will be regarded as personal items that the Athletic Department will not furnish. These items will be listed by the head coach, and it is the responsibility of the student athlete to obtain these items for his/her own use.

ATHLETIC AWARDS

The National Junior College Athletic Association and Kaskaskia College offer athletic awards throughout the season based on physical skill and ability. Listed below is the breakdown of athletic awards within each organization.

NJCAA All-American Award

The NJCAA All-American Award shall recognize the most outstanding student athlete in his/her sport, regardless of geographical location. The NJCAA All-American Award shall reflect the excellence of junior college athletics by identifying our finest athletes. Those chosen should also exhibit the qualities of good sportsmanship and citizenship as endorsed by the NJCAA. In doing so, we enhance the image of all NJCAA programs and our student athletes.

NJCAA Academic All-American Awards

The NJCAA Academic All-American Award is given to individual players and teams which are recognized by sport, regardless of geographical location. The NJCAA Academic All-American Award shall reflect the excellence of junior college athletics. Those chosen should also exhibit the qualities of good sportsmanship and citizenship as endorsed by the NJCAA. In doing so, we enhance the image of all NJCAA programs and our student athletes.

GRAC All-Conference

At the end of each regular season, the coach shall submit names of player(s) who have had an outstanding season for conference recognition. Upon submitting these names, the head coach of each institution in the GRAC will cast votes for members whom they believe performed to the highest potential throughout the conference season. The number of All-Conference members will vary among each sport.

GRAC All-Region Award

At the end of each regular season, the coach shall submit names of player(s) who have had an outstanding season for regional recognition. Upon submitting these names, the head coach of each institution in the GRAC will cast votes for members whom they believe performed to the highest potential throughout the season of competition. The number of All-Region members will vary among each sport.

GRAC All-Tournament Award

During the GRAC tournament, opposing coaches, along with the head coach, will nominate player(s) who they feel helped their team succeed throughout tournament play. These awards are based on tournament play only. The number of awards will vary among each sport.

Kaskaskia College Awards Ceremony

Annually, as the year comes to a close, the Athletic Department conducts an awards ceremony event for all teams at Kaskaskia College. Student Athletes are required to attend and present themselves in a professional manner, including appropriate dress, to be introduced by their coach to all in attendance. Individual awards for

each team are presented during this ceremony (unless a team has not completed competition)

Male & Female Athlete of the Year Award

At the annual Athletic Awards Ceremony Kaskaskia College's Athletic Department will announce the male and female athlete of the year. The two candidates will be nominated by the athletic department coaching staff. Each nominee will be scored in the following categories: Community Services, Classroom (Academics), Competition and Character.

ACADEMIC POLICIES

Class Attendance

Academically, it is imperative that athletes attend class. There is a direct correlation between classroom attendance and academic success. Athletes should inform instructors if illness requires him/her to miss a class. If a conflict is caused by away games, instructors are more than willing to allow athletes to make up work when advance notice is given. All excused absences related to athletic activities must be approved through the Athletic Director's office.

Class attendance and grades will be checked by the head coach and/or Athletic Director on a regular basis. Head coaches are instructed and empowered to take disciplinary action when athletes miss class or grades do not reflect academic progress.

Academic Advising

A member of advising and/or the coach is available to advise student athletes as to which classes should be taken each semester. Student athletes may schedule an appointment with the student athlete advisor at any time for review of their educational plan and are required to attend group registration events held with each team at the time registration before the following semester opens.

Add/Drop Procedures

During the add/drop period in each semester as defined in the College catalog, student athletes may change their course schedule only with the permission of their coach and the advising department, and approval must be granted with the appropriate signatures. All student athletes must maintain at least 12 semester hours each semester with the exception of the summer term. When a student athlete drops below 12 semester hours, that student athlete will become ineligible for intercollegiate activities immediately.

Academic Course Loads

All students participating in intercollegiate athletics or on athletic scholarship must maintain throughout the semester at least 12 semester hours during the fall and spring terms. It is *highly* recommended that students be enrolled in at least 12-15

semester hours for the fall and spring terms. However, student athletes attending the summer semester may be enrolled as a part-time student. Due to regulations regarding eligibility, it is vitally important to consult with your coach, academic advising, and Athletic Director before enrolling during the summer term. All student athletes are required to complete study table requirements as determined by the Athletic Department.

Students will not be enrolled in more than 42 credit hours for the first academic year and 36 credit hours for the second year. This total is calculated from 18 credit hours per semester and the summer semester for the first year and 18 credit hours per semester for the second year. For the student who signs two LOIs, during the two years, this will equal 78 credit hours total. This credit hour allowance is adequate to complete any degree at the College (60-64 credit hour range).

Repeat of Courses

Any student athlete who repeats more than one course will be required to pay the cost of tuition and fees for the repeated course. This action is in addition to any sanction that will be imposed regarding eligibility. Additionally, elective courses (over one course outlined in the core degree sheet of the College catalog) taken to complete degree requirements, which replace a course that student, should fail or withdraw will also be the responsibility of the student to pay tuition and fees.

Repayment of Scholarship

Recipients are required to pass a minimum of 12 (twelve) credit hours per semester, excluding summer, with a GPA of 2.0 on a 4.0 scale each semester, regardless of how many hours over the required 12 taken each semester.

- A. Any recipient who falls below academic requirements outlined in the College Academic Achievement procedure may be placed on continuing academic warning and be required to sign and commit to a KEEP contract.
- B. Recipients who do not meet the requirements for continued scholarship consideration or fail to meet academic requirements beyond the initial probationary period will have their scholarship revoked.
- C. Withdrawal from the college, withdrawal from participation in the designated athletic program for which the scholarship has been awarded, or failure to meet standards and requirements of the Athletic Department, automatically revokes the scholarship and the student will be held financially accountable for all current and future tuition related expenses.

GPA Ranking

At the end of each semester, there will be a review of GPAs for each individual athlete on scholarship to determine eligibility and scholarship renewal for the following semester.

Academic Awards

Kaskaskia College honors students each semester for academic excellence. Students who maintain a 4.0 GPA during a semester will be honored by being named to the President's List while those maintaining a 3.5 or better will be named to the Dean's List. The NJCAA also offers opportunities to student athletes who work hard in the classroom. The NJCAA Distinguished Academic All-American honors individuals who have a cumulative GPA of 3.8 or better with 45 semester hours of coursework and the NJCAA Academic All-American honors individuals who have a cumulative 3.6 or better with 45 semester hours completed. These awards are recommended to the NJCAA by the Athletic Director at the end of each academic year.

Study Tables

Student athletes are required to complete weekly study hall hours through the academic success center and/or team study hall through their coaching staff. New incoming freshmen are required to complete 6 hours per week. After a GPA is established then the following breakdown in followed:

<u>GPA</u>	<u>Required Hours</u>
3.00 or higher	no required hrs
2.76 – 2.99	2 hrs
2.51 – 2.75	4 hrs
2.26 – 2.50	6 hrs
2.01 – 2.25	8 hrs
Below 2.0	10 hrs

These are minimum requirements. Each coach reserves the right to require more hours as necessary.

Academic Dishonesty

Kaskaskia College enforces academic honesty by penalizing academic / scholastic dishonesty, which includes but is not limited to, cheating, plagiarism, and falsifying academic records. The Athletic Department supports any disciplinary actions enforced by the Student Code of Conduct. The academic dishonesty policy is listed below. Detailed rules and guidelines regarding Academic Integrity are set forth in the Student Handbook.

Confirmed violations of academic dishonesty will result in the following penalties:

First Offense

1. Twenty (20) hours of community service (approved by coach and Athletic Director), and a \$100 fine for the academic term that student athlete is in at the time of the offense. Payment of the \$100 fine completion of the community service is required within 30 days of such action being imposed or the student athlete will be suspended from the team until such requirements are completed.

Second Offense

2. Immediate dismissal from the athletic team and forfeiture of entire KC athletic scholarship, including payment for college sponsored housing.

The penalties as set forth above are cumulative and cover the student athlete's entire career at KC.

Graduation Requirements

Prior to receipt of a degree or certificate, athletes must file an application for graduation. It is recommended that applications be turned in prior to your last term of enrollment. Based on the eligibility for their degree or certificate, athletes will be required to participate in the commencement ceremony held in May. Eligibility for graduation is determined by the athlete's program requirements. As long as the athlete is within 9 hours of completion, they will be eligible to walk.

Graduating student athletes are required to participate in commencement ceremonies. The orders for cap and gowns are received at the beginning of April. This is a free service for all students. If an athlete does not participate in the commencement ceremony, the athlete will be charged a fee of \$50. This fee will be added to the athlete's account and must be paid prior to receiving their diploma and/or transcripts.

APPENDIX A

Drug Testing for Student Athletes

Regulations for Drug Testing of Student Athletes

Overview

The Kaskaskia College Athletic Department, in addition to the administration of Kaskaskia College, are committed to maintaining a drug-free environment. Furthermore, leadership of intercollegiate athletics at Kaskaskia College are concerned with the health, safety and welfare of the student athletes who participate in its programs and represent the College in competitive athletics. Unfortunately, the use of illegal and synthetic drugs and the misuse of prescribed drugs are present in today's society. Substance use and abuse in sports can pose risks to the student athlete's health and negatively affect his/her academic and athletic performance. It can also compromise the integrity of athletic competition and the values of Kaskaskia College. Based on the above, Kaskaskia College has a ZERO tolerance policy for student athletes who are in possession of or use illegal drugs and/or misuse prescribed drugs. This policy also applies to the use of synthetic and other drugs that mimic the effect of illegal or prescribed drugs.

Purpose

Kaskaskia College has a drug testing policy and process for the purpose of education, prevention, and detection of substance usage and abuse. In accepting, the privilege to participate in the athletic program(s) at Kaskaskia College, all student athletes agree to comply with and participate in the drug-testing program and understand that non-compliance with the policy will be a breach of this privilege to participate agreement. Such non-compliance and breach will result in a student athlete's inability to participate in the Kaskaskia College athletic program and intercollegiate athletic competition and in the forfeiture of a student athlete's athletic scholarship and all related financial assistance. It is further understood that by participating in athletics at Kaskaskia College student athletes who possess and/or use illegal drugs, synthetic drugs that mimic the effects of illegal drugs, or misuse prescribed substances will result in termination of the student athlete's athletic scholarship and all related financial assistance and possible expulsion from Kaskaskia College.

Types of Tests to Be Performed

Testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing a professional testing service. Student athletes are required to provide an initial drug screen at their own cost as defined on page 18 of the Athletic Manual. The Athletic Director, Head Coach, or other designated College representatives may request a test at any time. Random individual and/or random team testing will be done. For random testing, all student athletes will be included in a pool of names from which they may be selected by a method of random selection. This selection shall be made by the Athletic Director and an additional representative from college administration by utilizing random number selection computer software.

Administrators of the Drug Testing Program

In order to safeguard reliability and accuracy of results, the drug testing analysis will be conducted by medical providers associated with specimen collection and reporting.

The Athletic Director or an additional representative from college administration will conduct the implementation of the testing selection.

Substances to Be Tested For

The following five (5) panel drugs shall be tested:

- Amphetamines
- Cocaine
- Marijuana
- Opiates
- PCP

Notification and Consent to Drug Testing

Each student athlete is required to sign a statement certifying that he or she agrees to participate in the drug-testing program and understands its ramifications. The student athlete will also sign the statement that they have received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parents or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director or other designated College representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

Student athletes have the right to refuse to consent to drug testing under this program; however, student athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics and will be subject to forfeiture of their athletic scholarship.

Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director or other designated College representative.

The student athlete may be notified by direct phone call or in-person no more than 24 hours before they are scheduled to appear for a drug test. After they are notified, the student athlete will complete the Sport Drug Testing Athlete Notification Form (see page 37). Once verbal notification has been made, the student athlete must provide a valid urine specimen within 24 hours of the time of notification. Failure to provide a valid urine specimen within 24 hours will be treated as a first positive result.

Specimen Collection

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. Collections can be done under direct observation in order to assure

the integrity of the specimen. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletic Director, Head Coach, or other designated College representative to obtain a copy of these guidelines before any specimen collection is performed.

The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures - not a coach, Athletic Director, or any other College employee. Only those persons authorized by the college representative and certified collector will be allowed in the collection room.

Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized College representative. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made. The student athlete will then print his/her name and arrival time on the Roster Sign-In Form.

The student athlete will work with the collector and college representative to complete necessary information before proceeding with the specimen collection process.

The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete.

The student athlete may provide his/her specimen in the privacy of a stall otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. Direct observation, if required, will be completed by a same gender collection site person. The collector will directly observe the production of the urine specimen to assure the integrity of the specimen.

If a valid sample has not been produced within 24 hours of notification, then it will be treated as a positive test. The designated College representative should be notified by the collection site person that the student athlete was not able to provide a specimen at that time.

If the specimen is incomplete, the student athlete must remain in the collection station until the sample is completed under direct supervision. During this period, the student athlete

is responsible for keeping the collection beaker closed and controlled. If the specimen is incomplete and the student athlete must leave the collection station for a reason approved by the certified collector and college representative, the specimen must be discarded.

Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The specimen collector will instruct the student athlete to closely observe the specimen processing steps and will then measure the specific gravity.

If the urine has a specific gravity below 1.005, no value will be recorded, and the specimen will be discarded by the student athlete under the observation of the collector. The student athlete must remain in the collection station until another specimen is provided. The student athlete will provide another specimen that is valid within the 24-hour period from notification.

If the student athlete is suspected of manipulating specimens (i.e. via dilution, substitution), the collector will collect another specimen from the student athlete. Direct observation of the production of the urine sample will then be implemented. Any confirmed tampering or falsifying of the collection process will be treated as a positive test.

The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected for him or her is in fact the specimen that he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student athlete. The student athlete's participation in the specimen collection process is complete. The samples become the property of the collection service.

If the student athlete does not comply with the collection process, the collector will notify the College representative.

On-Site Testing to Be Used

Regular and random testing by the College may be performed by utilizing an on-site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.

Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test result logbook. The logbook shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test result logbook. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

Drug Testing Laboratory

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Program.

Medical Review of Positive Drug Test Results

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history, or review of any other relevant bio- medical factors.

Review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test or if unsuccessful in contacting the student athlete directly, the MRO shall contact the designated College representative who shall have the student athlete contact the MRO as soon as possible.

Confidentiality and Reporting of Drug Test Results

Kaskaskia College's goal is to ensure confidentiality of any student athlete who: is selected for random or reasonable suspicion drug testing or is discovered to be using drugs/alcohol/tobacco products. Test results shall be kept in confidential files separate from a student athlete's permanent educational records. All information and records under the department of athletics policy, including test results, will remain confidential to the extent permitted by law and will be released only to the following people:

- Director of Athletics
- Vice President of Student Services
- Athletic Trainer
- Other college officials with a need to know
- Student athlete who tested positive

Improper disclosure of test results by any KC official and/or above-mentioned individuals may be grounds for disciplinary action.

A written notification of the test results shall be provided to the Athletic Director and Head Coach, and/or another designated College representative. The test result shall not be

received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to college representatives. Drug test results can be received by U.S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the College to receive such results.

Penalties for a Confirmed Positive Drug Test or Refusal to be Tested

First Positive Test

Permanent suspension from athletic competition and forfeiture of any athletic scholarship and related funds.

Refusal to be Tested

A student athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated College representative shall be notified of any refusal to be tested.

Failure to Appear

A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If a student athlete fails to appear for the scheduled drug test, written notification must be given to the Athletic Director and Vice President of Student Services. The Athletic Director and Vice President of Student Services will decide if reasoning was acceptable. If the failure to appear was accepted, then another test will be scheduled. The student athlete will have 24 hours to produce a valid sample after being notified. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated College representative shall be notified of any failure to appear.

Upon arriving at the testing facility, the student athlete will have 3 hours to produce a valid sample. If a sample is not provided in 3 hours, it shall be treated as if a positive test result had occurred.

Education Program

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletic Director, Head Coach, or other designated College representative. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program; it shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

Discussion of drug testing policy for student athletes;

Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and

Distribution of education materials concerning the use and abuse of illegal drugs.

Publication of Policy

The College shall include the Drug Testing of Student Athletes policy in the Athletic Manual and other appropriate College publications, to ensure adequate notice and distribution. All student athletes are required to read the Drug Testing of Student Athletes Policy, and in consideration of the right to participate in KC athletics, are required to read and sign the waiver and consent on the following pages.

KASKASKIA COLLEGE ATHLETIC DEPARTMENT

Drug Testing Urine Screen and Analysis Informed Consent, Waiver and Release from Liability

I agree to submit a sample of my urine for screening and analysis when requested by Kaskaskia College. I understand that this screening and analysis will be conducted by qualified laboratory personnel on the Kaskaskia College campus or at another appropriate laboratory location selected by the Athletic Director and Head Athletic Trainer.

The purpose of this screening and analysis is to determine or rule out the presence of non-prescribed or of illegal and prohibited substances in my system.

I consent to any request for a urine specimen pursuant to the drug-testing program of Kaskaskia College. I authorize Kaskaskia College, its agents and employees, to disclose otherwise confidential information to my parents/guardian, all agents and employees of Kaskaskia College involved in the drug testing program, and the administration of Kaskaskia College. I hereby release Kaskaskia College, the approved laboratory service provider, and all of their agents and employees from any liability whatsoever arising from implementation of the drug testing program, the sampling and testing of my urine specimen, and all the decisions made as a result thereof.

I have read and received a copy of the Kaskaskia College Drug Testing Policy and understand its purpose, populations, methodology, drugs of consideration, drug screening conditions, and actions or sanctions. I understand that my parents or legal guardian may be notified of a positive test result. I understand a documented chain of specimen custody exists to ensure the identity and integrity of my sample throughout the collection and testing process. I further understand that my results will remain in exclusive confidential possession of the Kaskaskia College Athletic Department.

Athlete's Printed Name: _____

Sport: _____

Signature of Student Athlete: _____

Date: _____

Parent/Guardian Signature (if student is under 18 years of age)

Printed Name of parent/Guardian

Sport Drug Testing Athlete Notification Form

Athlete Name: _____ **ID #** _____

Sport: _____

Date of Notification: _____ **Time of Notification:** _____

I, The Undersigned:

Acknowledge being notified to appear for drug testing and have been notified to report to the drug-testing station at

_____, on _____ on or before _____ a.m./p.m.

(location) _____ (date) _____ (time) _____

I will be prepared to provide an adequate specimen and will not overhydrate.

I understand that I may have a witness accompany me to the drug-testing site.

By signing, I have been notified of my selection for drug testing and am aware of what is expected of me in preparation for this drug-testing event.

Athlete Signature:

_____ **Date:** _____ I can be reached

at the following telephone number on day of test: _____

Comments: _____

_____ *Reminder for Athlete* _____

Sports Drug Testing Program

Athlete:

Location of test: _____ **Date of test** _____ **Time to Report:** _____

Report to the test site with picture identification.

DO NOT DRINK TOO MANY FLUIDS.

Conditions of Athletic Participation, Scholarship/Financial Aid Agreement

I understand Kaskaskia College has a drug testing policy and process for the purpose of education, prevention, and detection of substance usage and abuse. In accepting the privilege to participate in the athletic program at Kaskaskia College, I agree to comply with and participate in the drug-testing program and understand that non-compliance with the policy will be a breach of this privilege to participate agreement. Such non-compliance and breach will result in my inability to participate in the Kaskaskia College athletic program and intercollegiate athletic competition and in the forfeiture of my athletic scholarship and all related financial assistance. I further understand that the use of illegal drugs, synthetic drugs that mimic the effects of illegal drugs or the misuse of prescribed substances will result in termination of my athletic scholarship and all related financial assistance and possibly expulsion from Kaskaskia College. By signing this document, I hereby attest that I have read and fully understand the policies and procedures associated with drug testing at Kaskaskia College.

Athlete's Printed Name: _____

Sport _____

Signature of Student athlete: _____

Date: _____

Parent/Guardian Signature (if student is under 18 years of age)

Printed Name of Parent/Guardian

APPENDIX B

Housing Rules, Sanctions, & Information

Your enjoyment of apartment living depends largely on the consideration you and your roommate(s) show for each other. If there is one factor that is the most important determinant of roommate success, that factor is communication. Roommates need to talk and listen to each other. An ideal opportunity for this communication exists at the beginning of the year when residents begin to settle in to their new living environment. Initiate discussion of issues that commonly cause conflict between roommates, such as hours for sleep and study, use of the stereo and TV, guests, etc. Take the time to talk over these issues with your roommate(s) as the year begins in order to avoid future difficulties. Please feel free to consult your Coach or Landlord for help with this process.

All students who reside in the apartments near the College will be required to pay a security deposit (\$250/annually) and Wi-Fi fee (\$120 annually if housing is included in scholarship). Coaches, student, and property owner will conduct routine apartment reviews for the purpose of determining the condition of apartments at move in and check out and assessment of damage charges.

Guests of the opposite sex are allowed in the commons areas (i.e. kitchen, living room) between 10:00 a.m. and 10:00 p.m. Sunday-Thursday, and between 11:00 a.m. and 12:00 a.m. on Friday and Saturday.

- All roommates must give their approval before any guest enters the unit. The right of a resident to occupy her/his room/apartment without the presence of a guest will take precedence over the right of a roommate to host guests. Residents may revoke their approval of a guest for any reason at any time.
- Residents are responsible for their guest's conduct at all times and any damages incurred by that guest. All guests must comply with all Student Housing policies. Guests may be asked by college staff to provide identification or leave the premises at any time. The guest must comply.
- A guest must be accompanied by her/his host at all times. Guests are not permitted to be unescorted and may not be left unattended in the host's unit.
- Occupancy in any unit at any given time must not exceed 8 people, including residents.

Violation of visitation hours will result in the following sanctions:

- 1st offense- 10 hours of campus service (approved by head coach & Athletic Director) to be completed within 30 days from incident.
- 2nd offense- Loss of book scholarship.
- 3rd offense- Dismissal from team and forfeit of entire scholarship.

Illegal drugs are not to be present in/or on the property of the apartments at any time.

- 1st offense- Removal from the apartment, loss of entire scholarship.

Alcohol is not to be present in/or on the property of the apartments at any time.

- 1st offense- Ten (10) hours of community service (approved by coach and Athletic Director), completion of on-line alcohol education program at student athlete's cost, and a \$200 fine for the academic term that student athlete is in at the time of the offense. Payment of the \$200 fine, completion of the on-line alcohol education program, and completion of the community service is required within 30 days of such action being imposed or the student athlete will be suspended from the team until such requirements are completed.
- 2nd offense- Dismissal from the athletic team and forfeiture of entire KC athletic scholarship, including removal from Prairie Creek Apartment housing.

Loud music or noise will NOT be tolerated. Quiet time will be from 10:00p.m-10:00 a.m. Sunday-Thursday, 12:00 a.m.-11:00 a.m. Friday -Saturday

See Security to report a complaint: The Athletic Review Committee may make more severe sanctions if the offense continues, to include elimination of entire scholarship.

- 1st offense- Warning
- 2nd offense- 10 hours of community service (approved by head coach & athletic director) to be completed within 30 days from incident.
- 3rd offense- \$50.00 fine for entire apartment, all occupants will be charged. This is for the 3rd offense and every time after.

Garbage is to be taken to the dumpster located on site in the northwest and southwest corner of the property. Garbage is NOT to be set outside of the apartment.

See Security to report a complaint. The Athletic Review Committee may make more severe sanctions if the offense continues, to include elimination of entire scholarship.

- 1st offense- Warning
- 2nd offense- 10 hours of community service (approved by head coach & athletic director) to be completed within 30 days from incident.
- 3rd offense- \$50.00 fine for entire apartment, all occupants will be charged. This is for the 3rd offense and every time after.

Apartments will be randomly inspected for cleanliness and safety on a regular basis. If a room does not meet the above requirements, occupants will be given two days to bring the room up to code. A second inspection will be conducted after the two allotted days. Initial, mid-year and final walk through by student athlete, coach, and the apartment owner along with completion of documentation regarding the condition of the apartment is required. Checkouts shall be scheduled with your coach and apartment owner and shall be completed prior to you leaving the apartments. If the student athlete leaves prior to the final check out time, the student athlete assumes responsibility for any potential charges for apartment damages.

For emergencies call:

- 911
- Coach
- Campus Security 618-545-3199
- Prairie Creek Apartment Owners- Travis Simpson 618-407-5957 Park in the designated spaces
- Sanction: Clinton County Sheriff Department will fine cars parked in designated handicap parking. Towing of the vehicle will be at the owner's expense.

Any needed repairs are to be reported to your coach and or landlord.

- Landlord: Travis Simpson 618-407-5957

Any disruptive behavior or problems are to be reported to the Security 618-545-3199, Athletic Director 618-545-3372 or Coach.

Damage caused by a student athlete to any apartment will be the student athlete's responsibility to pay for damages. Damage to the common area of the apartment will be the financial responsibility of all the residents in the apartment.

These rules are to be followed. If behavior or actions are found to be unbecoming of a student athlete as found by coach, Athletic Director, or KC administrator a student athlete will be removed from housing and forfeit their entire scholarship.