



Institutional Scholarship Manual

2022-2023

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 institutional scholarships are also referred to as activity scholarships and include the following: Board of Trustees scholarships, Dairy Judging and Collegiate FFA scholarships, Fine and Performing Arts scholarships, Students in Recruitment (Student Ambassadors) scholarships, High School Equivalency (GED) 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 and performances 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 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 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 activity 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 and performance 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 sponsor. Each sponsor will take into consideration students’ character, talent, skills, and academic history and assess if the scholarship student is a good fit for Kaskaskia College. However, neither Kaskaskia College nor any outside organization shall permit a prospective scholarship student to be solicited to attend the institution by promising gifts, financial assistance, 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 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.

Academic Advising

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

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 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 student attending the summer semester may be enrolled as a part-time student.

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 6 credit hours for the summer semester for the first year and 18 credit hours per semester for the second year. For the student who continues in good standing and scholarship continues during the two years, this will equal 78 credit hours total (exceptions may apply for courses of study requiring additional course work such as vocal and instrumental music). This credit hour allowance is adequate to complete any degree at the College (60-64 credit hour range).

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

Repeat of Courses

Any institutional scholarship student who fails 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.
- 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 parents, classmates, sponsors, and the College.

Scholarship students are required to abide by the Kaskaskia College Scholarship student Conduct Code as outlined in the Student Handbook and 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 sponsor has the authority and discretion to make decisions regarding performance and attitude issues, performance time, and all other situations that affect the group.

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 activity 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. An exception is in activity dependent programs where discontinuing the activity would not permit the student to continue the program. In these cases (Music and one specific course for Agriculture), the only institutional scholarship would be discontinued and the student would not be excluded from the program.

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. On-line class fees, 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 freshmen 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.

Documentation of Activity

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 as listed above will forfeit their scholarship for future semesters.

LEADERSHIP COUNCIL MEMBERS

Amy Troutt
Vice President of Student Services

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Terri Sanders
Administrative Assistant to the Vice
President of Student Services

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Director of Financial Aid

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APPENDIX B

DAIRY JUDGING AND COLLEGIATE FFA

DESCRIPTION OF KASKASKIA COLLEGE SCHOLARSHIP PROGRAM FOR DAIRY JUDGING TEAM AND COLLEGIATE FFA

The Kaskaskia College Board of Trustees has established scholarship for students in the field of agriculture that waive tuition and mandatory fees. Books and all other student fees are not covered by these scholarships. These scholarships are merit-based, recognizing students who demonstrate a potential for leadership and are dependent on the recipient meeting scholarship program requirements as outlined below.

I. Description

- a. Scholarships or tuition gift certificates consist of a waiver for tuition and mandatory fees assess to students who apply to Kaskaskia College, enroll in classes and maintain full time status. Mandatory fees do not include specific course-related fees. Scholarship are available in the following areas:
 - Dairy Judging
 - Collegiate FFA

II. Eligibility

- a. These scholarships are presented annually to students in the current graduating class and/or to adults. The scholarship is contingent upon the recipient's compliance with requirements specified in this agreement. Once awarded, scholarships are valid for two consecutive academic years. 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 by the program coordinator Aaron Heinzmann no later than May 1 to be eligible for consideration. Applications received after the deadline will be considered based on recipient need and availability of scholarships at the discretion of the scholarship sponsor.
- c. Applicants should be in the upper ½ of their high school graduating class. 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 the scholarship.

III. Requirements for Application

All applicants will submit the following materials before being considered:

1. KC Application for Admission, if not on file
2. Collegiate FFA or Dairy Judging Scholarship application
3. High school transcript/college transcript on file with Kaskaskia College

Dairy Judging applicants will also submit:

4. One letter of recommendation from a sponsor of an activity in which the applicant has participated.
5. One letter of recommendation from a faculty member or business/civic person.
6. One-page letter of intent containing reasons applicant should be considered for a scholarship.

IV. Requirements for Scholarship Recipients

- a. Scholarship recipients must be full-time students, in continuous enrollment; exclusive of summer sessions, and must maintain good academic standing.
- b. Recipients must be admitted to one of the recognized programs of the college, leading to a degree or certificate and must attend class regularly. Excessive absences and tardiness may result in forfeiture of the scholarship.
- c. Collegiate FFA scholarship recipients are required to enroll in a minimum of one AGRC course in the fall term immediately following the next academic year.
- d. Sponsors will receive progress reports monthly from recipients' instructors.
- e. Recipients will meet with their scholarship sponsor for all advising; to include registration of classes and add/drop/withdrawals from classes. Academic Advisors and scholarship sponsors will coordinate to ensure proper advisement of recipients. Students are limited to 18 hours a semester unless they receive written approval from sponsor to take additional credit hours and any request over 22 hours must be approved by the Vice President of Student Services.
- f. Scholarships aid 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.
- g. Recipients are required to complete the free application for Federal Student Aid, FAFSA, listing Kaskaskia College, Title IV School Code 001701, as the first school of choice. FAFSA applications are available from high school counselors or the College Financial Aid Office.

- h. 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.
- i. Any recipient who falls below academic requirements may be placed on academic probation for a period of one semester, upon recommendation of the Sponsor.
- j. 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.
- k. Recipients seeking an appeal of this action may do so in writing to the scholarship committee 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.
- l. 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.
- m. 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 Student Services, a recipient's inappropriate behavior places the College in an untenable position, their scholarship may be rescinded.

V. 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 who will make a determination if the scholarship will be awarded as an honorary scholarship with the monetary portion reassigned to a qualified alternate recipient.
- c. Scholarships that have been removed from recipients due to revocation may be awarded to alternate recipients and any scholarships not utilized or that become invalid during the fall term may be offered to an alternate recipient.

VI. Implementation

- a. An application and list of requested materials are provided to each person indicating interest in pursuing a Collegiate FFA or Dairy Judging Scholarships.

- b. Each applicant is notified of the status of their application throughout the scholarship selection process.
- c. The program coordinator, under the direction of the Vice President of Student Services, administers the scholarship program including all correspondence, publicity, receipt of applications, selection process, and providing eligibility reports and updates for sponsors, each semester.
- d. The Financial Aid Officer coordinates the implementation of the financial aspects of the scholarship.
- e. Scholarship sponsors monitor the implementation of the scholarships for their specific areas, coordinating efforts with the program coordinator located in the Office of the Vice President of Student Services. Certification by recipients and sponsors is required for each semester to continue the scholarship. Continuing recipients will be sent renewal application at the end of each semester to be returned with a copy of the next semester's schedule.

VII. Evaluation

- a. The Collegiate FFA and Dairy Judging Scholarship Programs are evaluated annually by the Vice President of Student Services and members of the Selection Committee.
- b. These procedures and guidelines may be amended, within the limits of Board of Trustees policy, upon the recommendation of the Vice President of Student Services and the concurrence of the President of Kaskaskia

APPENDIX C

FINE AND PERFORMING ARTS

DESCRIPTION OF KASKASKIA COLLEGE FINE AND PERFORMING ARTS SCHOLARSHIP PROGRAM

The Kaskaskia College Board of Trustees has established scholarships for students in the field of the arts that waive tuition and mandatory fees. Books and all other student fees are not covered by these scholarships. These scholarships are talent-based and are dependent on the recipient meeting scholarship program requirements as outlined in this document.

I. Description

- A. Scholarships consist of a waiver of tuition and mandatory fees assessed to students who enroll in classes, maintaining full time status, at Kaskaskia College. Mandatory fees do not include specific course-related fees. Scholarships are available in the following activities:
 - 1. Instrumental Music
 - 2. Theatre
 - 3. Vocal Music
- B. The scholarships are presented annually to students in the current graduation class of each high school within the college district and/or to any qualifying person within the college district. Kaskaskia College policy dictates that in district and joint agreement students will be given preference for award of scholarships. If scholarships are available between terms, they may be granted mid-year for the following semester.
- C. The scholarship is contingent upon the recipient's compliance with requirements specified in this agreement. Scholarships are awarded for two academic years, totaling four semesters and one summer session. Scholarships may be renewed each semester at the recommendation of the sponsor and after verification that the recipient has met all specified responsibilities.
- D. Recipients must indicate to their sponsor their intention to utilize the scholarship for their allotted summer session during the spring semester of their freshman year to ensure paperwork for the summer session is completed prior to the beginning of the summer session.

II. Eligibility

- A. Kaskaskia College policy dictates that in district, joint agreement students and residents of District 501 will be given preference for award of these scholarships.
- B. Applicants must meet all eligibility requirements for entrance into Kaskaskia College to be considered for the scholarship.

- C. Applications and other required materials must be received by the sponsor no later than June 30 to be eligible for consideration for the fall semester, and no later than January 1 to be considered for the upcoming spring semester.
- D. Applications received after the deadline will be considered based on recipient need and the availability of the scholarship.

III. Requirements

- A. All applicants will submit the following materials before being considered:
 - 1. KC Application for Admission, if not on file
 - 2. Fine and Performing Arts Scholarship application
<https://www.kaskaskia.edu/admissions/financial-aid/grants/institutional-scholarships/>
 - a) Apply by following the link and scroll down to "Fine and Performing Arts Scholarships" to find instrumental, theatre, and vocal music scholarship applications.
 - b) Application deadlines for:
 - Fall semester, June 30
 - Spring semester, January 1
 - 3. High school transcript/college transcript on file with Kaskaskia College
- B. Specific requirements to be completed for each fine and performing arts program:
 - 1. Instrumental Music
 - a) Schedule audition with Director of Bands, at 545-3324
 - b) Enrollment each semester in Concert Band, Jazz Band, Percussion Ensemble, Pep Band, and Applied Instruction as determined by the faculty advisor
MUSC 105, 117, 119, 121, 131, 118
 - c) Enrollment, as required for skills and fundamentals, in one of the following each semester, as determined by faculty advisor
MUSC 116, 160 122, 123, 222, or 223
 - d) Participate in on campus and off campus activities related to the field of instrumental music
 - 2. Theatre
 - Acting Scholarship
 - a) Filled out scholarship application with a chronological theatre resume and contact information for two references.
 - b) Students are asked to select, memorize and prepare ONE monologue of their choosing. Selection can be from a classic or contemporary play and should not exceed two minutes in length.

- c) Students may submit a video audition or schedule a time with Professor McCarty for an in-person audition.
- d) Please contact Professor McCarty at kmccarty@kaskaskia.edu for more information and instructions regarding virtual/in-person audition.

Production Scholarship

- a) Filled out scholarship application
- b) Submit a chronological resume or skill-based resume of any production work and prior experience in any of the following: carpentry, lighting, sound, and costuming. You may also include photos, drawings, and show programs of your work.
- c) Submit contact information for two references.
- d) Please contact Professor McCarty at kmccarty@kaskaskia.edu to up a virtual interview.

Theatre Scholarship Course Requirements

Students interested in pursuing an Associates of Fine Arts in Theatre are required to take 63 credit hours which includes 18 credits in DRMA.

- a) DRMA 112, Acting I (Fall Offering)
- b) DRMA 111, Theatre Appreciation (Spring Offering)
- c) DRMA 210, Theatre History (Spring Offering) *
- d) DRMA 113, Play Analysis for Production (Fall Offering)
- e) DRMA 220, Performance of Literature (Spring Offering) *
- f) DRMA 200, Stagecraft (Fall or Spring Offering)

*every other year

Students interested in pursuing another discipline, but interested in a theatre scholarship are required to take one theatre course each semester during their two years for a total of 12 credit hours.

Kaskaskia College Theatre Productions

- a) Participation in KC Theatre productions are required.
- b) The definition of participation can take on many forms:
 - 1. Acting
 - 2. Tech / Carpentry
 - 3. Front of House
 - 4. Production Administration

- c) Scholars are encouraged to take on other roles in theatre production to broaden their knowledge throughout their two years as a Kaskaskia Student.

3. Vocal Music

- a) Schedule audition with Director of Choirs, at 545-3341
- b) Participate in on campus and off campus activities related to field of vocal music
- c) Perform in **MUSC 100, 104, 106**
- d) Enrollment, as required for skills and fundamentals, in applied instruction. **MUSC 164, 165, 166, 264, 266**

- C. Scholarship recipients must be full-time students, in continuous enrollment; exclusive of summer sessions, and must maintain good academic standing.
- D. Recipients must be admitted to one of the recognized programs of the college, leading to a degree or certificate and must attend class regularly. Excessive absences and tardiness may result in forfeiture of the scholarship.
- E. Recipients will meet with their scholarship sponsor for advising, including registration of classes and add/drop/withdrawals from classes. Academic Advisors and scholarship sponsors will coordinate to ensure proper advisement of recipients. Students are limited to 18 hours a semester unless they receive written approval from sponsor to take additional credit hours and any request over 22 hours must be approved by the Vice President of Student Services.
- F. Scholarships aid will not be provided for any repeated courses taken by a student while receiving the fine and performing arts scholarship.
- G. Recipients are strongly encouraged to complete the free application for Federal Student Aid (FAFSA). Please list 001701 as Kaskaskia College's Title IV School Code. You can find the FAFSA online application at FAFSA.gov. For questions, please contact the KC Financial Aid Office, phone 618-545-3080 or email, kcfinaid@kaskaskia.edu.
- H. Recipients are required to pass a minimum of 12 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.
 - 1. Any recipient who falls below academic requirements may be placed on academic probation for a period of one semester, upon recommendation of the Sponsor.
 - 2. 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.

3. Recipients seeking an appeal of this action may do so in writing to the scholarship committee 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.
4. Withdrawal from the college, withdrawal from participation in the designated fine and performing arts program for which the scholarship has been awarded, or failure to meet standards and requirements of the fine and performing arts program, automatically revokes the scholarship and the student will be held financially accountable.
5. 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 Student Services, a recipient's inappropriate behavior places the College in an untenable position, their scholarship may be rescinded.

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 is no longer eligible for the Fine and Performing Arts Scholarship. The awarded scholarship will be an honorary scholarship with the monetary portion reassigned to a qualified alternate recipient.
- C. Scholarships that have been revoked from recipients may be awarded to alternate recipients and any scholarships not utilized or that become invalid during the fall term may be offered to an alternate recipient.

V. Implementation

- A. An application and additional requested materials, including a list of college fine and performing arts programs, are provided to each person indicating interest in pursuing a Fine and Performing Arts Scholarship.
- B. Each applicant is notified of the status of their application throughout the scholarship selection process.
- C. The scholarship sponsor, in collaboration with the Vice President of Student Services, administers the scholarship program including correspondence, publicity, receipt of applications, selection process, and providing eligibility reports and updates on the awarded students each semester.
- D. The Financial Aid Officer coordinates the implementation of the financial aspects of the scholarship.
- E. Fine and Performing Arts Scholarship sponsors monitor the implementation of the scholarships for their specific areas, coordinating efforts with the office of the Vice President of Student Services. Certification by recipients and sponsors is required for each semester to continue the scholarship.

VI. Evaluation

- A. The Fine and Performing Arts Scholarship Program is evaluated annually by the Vice President of Student Services and members of the Selection Committee.
- B. These procedures and guidelines may be amended, within the limits of Board of Trustees policy, upon the recommendation of the Vice President of Student Services and the concurrence of the President of Kaskaskia College.

Application deadlines

- Fall semester, June 30
- Spring semester, January 1

Fine and Performing Arts Scholarship Sponsors

Instrumental Music:	Theatre:	Vocal Music:
Cliff Jourdan Kaskaskia College 27210 College Rd Centralia, IL 62801 Email: cjourdan@kaskaskia.edu Phone: 618-545-3324	Kevin McCarty Kaskaskia College 27210 College Rd Centralia, IL 62801 Email: kmccarty@kaskaskia.edu Phone: 618-545-3379	Lynda Marshall Kaskaskia College 27210 College Rd Centralia, IL 62801 Email: lmmarshall@kaskaskia.edu Phone: 618-545-3341

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 dependent upon 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 Coordinator of Student Recruitment 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 Coordinator of Student Recruitment and the concurrence of the Vice President of Student Services.

For more information, please contact:

Maddie Reuss

Coordinator of Student Recruitment

Kaskaskia College
27210 College Road
Centralia IL 62801

618-545-3118

mreuss@kaskaskia.edu

(The Student Ambassadors Program Application - next page.)

Kaskaskia College Student Ambassadors

Student Ambassadors Program Application

(Please Print or Type)

Name: _____

KC Student ID No. _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____

Resident of Kaskaskia College District #501? Yes _____ No _____

Please list the following requested high school information.

Attach additional sheets if necessary.

High School Name: _____ Graduation Date: _____

Cumulative H.S. GPA: _____ Class Rank: _____ Total in Class: _____

High School Awards & Year Received: _____

Extra-Curricular Activities (list year and if any positions held): _____

Please list any other community involvement or activities: _____

Letters of Recommendation

Two letters of recommendation are required from your high school staff, faculty, or leaders of community groups stating why you are a qualified candidate for this award. The letter should speak about your support or involvement in your high school or community activities. The letter should also speak about any leadership roles or outstanding personality traits that would help you excel in representing Kaskaskia College to prospective students and your home community.

You may either submit the letters in sealed envelopes with your application or the author may send them directly to the college to **ATTN: Maddie Reuss**.

Required Writing Component

Applicants must submit an essay with the application on one of the following topics. There is no minimum or maximum length for the essays. It should be long enough to develop and expand the concepts of the topic.

- During my activities in high school I learned many intangible lessons and valuable experience that I could bring to the Kaskaskia College Student Ambassadors program.
- I became involved outside of my high school (e.g. community and/or church activities). I have established links and developed social skills that would be useful to the Student Ambassadors program.
- I have chosen to begin my higher education path at Kaskaskia College to reach my educational goal. I would be able to bring my personal life experiences to benefit the Student Ambassadors program or I would like to gain experience from the Student Ambassadors program.

I certify that the above statements are correct & complete. Kaskaskia College may review my academic record(s) during the selection process for this award.

Signature

Date

Please submit this application, a high school transcript, the required writing component, and/or letters of recommendation to:

Maddie Reuss
Coordinator of Student Recruitment

Kaskaskia College
27210 College Road
Centralia IL 62801

618-545-3118
mreuss@kaskaskia.edu

I, _____ , _____
(Legal Name of Student) (Student Identification Number)

Accept_____ (or) Do Not Accept_____, the Student Ambassadors tuition/mandatory student fees waiver scholarship from Kaskaskia College, which is valid during the awarded academic year to cover up to 15 hours tuition and mandatory fees for the fall and spring semesters and up to 6 hours tuition and mandatory fees for the summer semester.

I understand that failure to complete the specified work hours associated or upholding the student conduct code for Kaskaskia College with this scholarship during any semester can be subject for dismissal from the Student Ambassadors program immediately, and forfeiting the scholarship for the semester which the hours were not earned. Unless the situation is deemed appropriate for an alternate arrangement to meet the program outcomes by the Student Ambassadors Program Coordinator.

By accepting this scholarship award, I am giving permission to use my name and the name of my residence for publicity in conjunction with this award.

Signature of Student Ambassadors Student

Date of Acceptance

Legal Name: _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

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 Illinois High School Diploma 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 Illinois High School Diploma class and have passed the GED® Tests within the past five years. (Current minimum requirement is 45 hours of Illinois High School Diploma 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 Illinois High School Diploma 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 SCHOLARSHIP

DESCRIPTION OF KASKASKIA COLLEGE ATHLETIC SCHOLARSHIP PROGRAM

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 participation 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 offer students the opportunity to further develop athletic skill 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 uniform. Therefore, the department is evaluated on a regular basis to ensure adherence to the educational purpose of the College.

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.

Strategies to Meet Athletic Department Goals

- 1) Student Athletes will perform at a high academic level throughout their time at KC.
 - Annually:
 - There will be at least 15 Academic All-Americans recognized by NJCAA
 - There will be at least 4 Academic All-American team per year
 - Five or more student athletes will be recognized at graduation for a 4.0 GPA
 - Ten or more student athletes will transfer to continue their athletic career at a 4-year
 - Overall the athletic department will achieve a 60% (in 150% of time) graduation rate
 - Student athletes will complete study table hours according to the KC Athletic Manual
- 2) Student athletes will participate in fundraising activities and meet a goal of an annually determined amount (\$200 in the past years) per student athletes per year
- 3) Student athletes will complete 30 hours of community service per athlete
- 4) 50% of teams will have winning seasons against like Division opponents (when the team records win/losses)
- 5) At least two teams will be in the top half of GRAC Conference
- 6) Student athletes will be successful athletically as shown by recognition of them ten as all region athletes

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, the Vice President of Student Services, and at www.njcaa.org 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 Community College Board. 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. 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

Kaskaskia College Bookstore participates in the Barnes and Nobel First Day Ready Program.

The bookstore will prepare each student's course materials in a convenient package and students will receive an email notification when the order is ready for pickup or when it ships, depending on your selection. Your digital materials will be delivered within Canvas.

When courses are over, the bookstore will send helpful reminder emails to return your rental course materials. Watch your email for additional communications about this program from the KC Bookstore or coursematerials@email.bncollege.com.

If you have any questions regarding your course materials, contact your bookstore team at 618-545-3090 or dciborowski@bncollege.com.

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 (18) calendar days from the beginning of classes of the term in which the student chooses to participate.
- C. Student athletes must be enrolled in full-time status at the college prior to competition and certifying NJCAA eligibility using any combination of sessions (regular term, mini term, fast track term) within a term. Full-time enrollment is defined as 12 or more credit hours. A minimum of nine (9) credit hours must begin before the end of the published regular season schedule of the student-athletes' chosen sport

Semester Eligibility

Prior to the 18th 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.

- A. First Season Academic Requirement: A first season participant must satisfy the academic progress eligibility requirement by meeting ALL of the requirements of at least ONE of the following rules or exceptions which apply to the student's situation: (Reference Appendix A)
 - a. Zero (0) Previous Terms of Full-Time College Enrollment: A student-athlete who is in his/her first fulltime college term is deemed to have satisfied the academic progress eligibility requirement for their initial term of full-time enrollment or participation, OR
 - b. One Previous Term of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a weekend or Federal Holiday) of the student-athletes second full-time college term must have accumulated 12 credit hours with a GPA of 1.75 or higher, OR
 - c. Two or More Previous Terms of Full-Time College Enrollment: On or before the 18th calendar day (not to end on a weekend or Federal Holiday) of the third full-time, and all subsequent terms of full-time enrollment, a student-athlete must have passed 12 credit hours with a GPA of 2.00 or higher in the previous term of full-time enrollment, OR
 - d. Best Hours Accumulation Rule: On or before the 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to participate in, a student-athlete must have accumulated passing credit hours with an associated GPA of 2.00 or higher in a number equal or greater than the student-athlete's terms of full-time enrollment multiplied by twelve, OR
 - e. Total Hours Accumulation Rule: On or before the 18th calendar day (not to end on a weekend or a Federal Holiday) of the term the student-athlete wishes to participate in, a student athlete-must have accumulated passing credit hours with a GPA of 2.00 or higher in a number equal or greater than:
 - i. 36 total semester hours for a fall season or 48 total semester hours for a spring season.

- ii. A student-athlete may only use this rule once per sport within the same semester. Once this rule is exhausted, the student-athlete must meet the requirements of D.2.c or D.2.d to maintain eligibility.
- f. First Participating Term Accumulation Exception for student-athletes with prior enrollment in multiple fulltime semesters: A student-athlete entering his/her first season of participation in a sport must have accumulated passing credit hours at a minimum of 24 semester hours or 36 quarter hours with a GPA of 2.00 or higher, on or before the 18th calendar day (not to end on a weekend or a Federal Holiday)
 - i. The First Participating Term Accumulation Exception may only be used once to establish a student athlete's eligibility in the initial term of participation. This exception may not be used to establish eligibility in subsequent terms.
- B. Second Season Academic Requirements: Prior to a student-athlete's participation in a second season of a sport he/she must meet the appropriate academic requirements of a first season participant, AND
 - a. Have accumulated 24 earned/passing semester hours with a GPA of 2.00 or higher.
- C. 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:
 - a. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - b. Their return from an official church sanctioned religious mission.
 - c. Their graduation from a high school or receipt of a state department of education approved equivalency diploma.
 - d. Their transfer from a college or university which has permanently ceased competition in that sport after the school year begins.
- D. 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, Softball, 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.

Hardships

A Hardship Waiver is available to a student-athlete, who is unable to complete a season of competition or did not satisfy one of the eligibility rules as a result of circumstances beyond his/her control.

- A. Medical Hardships (#1): A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete's inability to complete a season and/or did not satisfy one of the eligibility rules.
 - a. The injury or illness must be season ending in nature with accompanying medical documentation which supports this conclusion including the following

information provided in a statement provided and signed by the student-athlete's doctor:

- i. Name of the patient, AND
 - ii. Date(s) the patient was seen by the doctor, AND
 - iii. Detailed diagnosis of the injury, AND
 - iv. Plan of treatment for the injury, AND
 - v. Projected recovery time.
 - b. An applicant for a medical hardship should use Hardship Form #1 available in the compliance section of the NJCAA webpage.
- B. Non-Medical Hardships (#2): A second hardship exception is available for student-athletes who were unavailable to satisfy eligibility or participation requirements due to non-medical circumstances beyond the student-athlete's control.
- a. B Approval: All non-medical hardship requests are subject to the discretionary approval of the NJCAA National Office.
 - b. An applicant for a non-medical hardship should use Hardship Form #2 available in the compliance section of the NJCAA webpage.
- C. Limitations:
- a. Regular Season Percentage: Hardship applicant must not have participated in more than 30% of the allowable sport schedule as per the NJCAA Sport Procedures Chart.
 - i. The NJCAA Sport Procedures Chart identifies those sports which count dates of competition vs. games.
 - ii. Allowable sport schedule (games or dates) is to be multiplied by 0.3 and rounded up to the next complete game or date (for example 30% of a 56-game schedule is 16.8 or 17 games).
 - iii. Postseason (regional, district or national tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship.
 - b. Hardship applicant must not have participated beyond the mid-point of the allowable sport schedule nor in the postseason.
 - c. The injury/illness or situation must be season-ending in nature
 - d. Member college shall apply for hardship immediately following the completion of the season for which hardship is requested.
 - i. Under no circumstance may a student-athlete begin a third season of participation until a hardship is formally approved.
 - e. Hardship Application: The hardship applications must contain the following information:
 - i. Appropriate NJCAA Hardship Request form, AND
 - ii. A letter from the Athletic Director explaining the situation, circumstances and amount of participation, AND
 - iii. All of the student-athletes post-secondary/college transcripts, AND
 - iv. Documented proof of the hardship, AND
 1. Documentation must be that from a physician or medical records where applicable, or letters of verification from other individuals

familiar with the student-athlete's hardship and without an athletic interest.

- v. Printed sport season schedule of completed contests with the student-athlete's participation in each contest indicated on the schedule.
- f. The NJCAA may not grant a hardship on the basis of an injury or other situation which did not occur while the student-athlete was a participant at or attending an NJCAA member college.
- D. Participation at a college offering Four-Year Programs: Student-athletes enrolled at a member college which offers certain four-year academic programs directly, and not through a satellite program or separate college, may participate in NJCAA sports despite being a Junior or Senior academically.
 - a. Seasons: Eligibility shall be determined by seasons of participation, (Article V, Section5).
- E. Covid-19 Related Hardships: The COVID-19 Hardship will remain in place for the 2021-2022 academic year. A request for hardship consideration would be filed with the NJCAA National Office as a hardship #2. The requests will be reviewed at the National Office level initially. Those hardship cases that cannot be approved and it is documented that the student-athlete was negatively affected by the pandemic and have not had the opportunity to regain their eligibility, those cases will be forwarded on the COVID-19 hardship committee as needed.

Note: Hardship Cases are reviewed on a case by case and first come first serve basis. Requests should be submitted to the NJCAA National Office in a timely as possible manner.

Eligibility of Students Who Withdraw from Classes

- A. The following withdrawal policy applies to students that are attending any college. Students are allowed fifteen (18) 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 who drop below full-time enrollment, after the 18th day of the term, become ineligible 48 hours from the time of dropping the class and remain ineligible until full-time enrollment is regained with the term. This applies to any student who is administratively withdrawn, is dismissed or self withdraws from a class resulting in the student's enrollment being reduced to 11 credits or less.

*There may be an exception to the 12-semester credit hour requirement by the NJCAA as their response to COVID-19 circumstances. Kaskaskia College's guidelines concerning the 12-semester credit hour requirement will follow the NJCAA recommendations

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 (Article V, D Section 4 and following) for guidelines and details regarding amateur status.

HEALTH AND WELLNESS

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 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). **Concussion screenings for designated sports will be completed on the KC Campus prior to beginning of the practice or competition session.**

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.

Chronic Communicable Diseases

Students with a communicable disease may attend Kaskaskia College when, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. A determination shall be made using this standard, in conjunction with current public health department guidelines concerning the disease in question. The determination of whether a student with a communicable disease may attend college shall be made on an individual basis, in consultation with appropriate college personnel and a consulting physician, the student's primary physician, public health personnel, and the student.

Decisions will be made based upon the facts of the particular case and may be re-evaluated periodically on a case-by-case basis. A student can appeal such decision to a panel of appropriate persons, selected by the College. The members of such panel may vary according to circumstances and could include, but are not be limited to, the Vice President of Student Services, the Dean of Nursing and Health Sciences, a medical expert designated by the student, a public health official from the respective students County Health Department, and an appropriate representative of the student.

Student with communicable diseases shall maintain all rights, privileges, and services as provided by law and the policies and procedures of the College. The student's medical condition will be kept as confidential as possible and shall be disclosed only to persons deemed to have "a direct need to know." Such persons will be made aware of confidentiality requirements. The College shall follow current law on the public health requirements for reporting communicable diseases to public health officials.

Kaskaskia College Response to COVID-19 Pandemic

The World Health Organization (WHO) declared the Coronavirus, which causes COVID-19 in humans, a Pandemic (Phase 6) on March 11, 2020. Following that declaration, the Governor of Illinois announced a "stay at home" order which resulted in all college courses being moved online with a few exceptions whereby students were able to return to campus in June 2020 to complete learning which required hands on instruction.

Illinois has adopted a five-phase plan (Restore Illinois) for the citizens of the state to follow to reduce the spread of the virus. As Illinois entered the final phase of the Governor's Restore Illinois Plan, face-to-face services have been available and plans for return to face to face instruction are being implemented.

In response to COVID-19, Kaskaskia College developed a Return to School Plan. These guidelines were created for the safety of our students and to ensure compliance with federal, state, and local directives. Because of the changing nature of COVID-19 and the Governor's Restore Illinois Plan, this information may change without notice.

1. If students or staff are experiencing COVID19 symptoms, the completion of the KC prescreening tool is required to be completed for self-assessment of your health conditions prior to entry into campus buildings. Students shall utilize the KC prescreening tool available on the KC Connect Mobile App, the Kaskaskia College website or here: <https://apps.kaskaskia.edu/covid-19/>.
2. Practice social distancing whenever possible, wash hands often and if experiencing any illness symptoms do not come to campus. Face coverings are optional for students and staff.
3. Deep cleaning and disinfecting of frequently used and “high touch” spaces continues at all facilities.

In these unprecedented times, Kaskaskia College and its staff are taking every precaution necessary to keep our students safe as they continue their academy journey with us. The steps listed above are vital as we provide fall classes in manner to continually promote the health and well-being of everyone.

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, Snap Chat 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 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 Review 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 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, cannabis, 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, cannabis 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 Athletic 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 of cannabis, illegal drugs or synthetic drugs that mimic the effects of cannabis or 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 January of 2020, the State of Illinois legalized the use of cannabis. However, the possession and use of cannabis by any Kaskaskia College student athlete is not allowed.

Any student testing positive for cannabis will be immediately removed from their scholarship following the procedures outlined in the Drug Testing for Student Athletes appendix of this Manual (Appendix A).

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, and managers. 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 department 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 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 Information, Rules and Sanctions (see Appendix B)**. Each student athlete is required to read the Housing Information, Rules, Sanctions 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 incur 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.

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-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.

Kaskaskia College Awards Ceremony

Annually, as the year ends, 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 student athletes attend class. There is a direct correlation between classroom attendance and academic success. Student athletes should inform instructors if illness or games require them to miss class. If a conflict is caused by home or away games, instructors will allow student athletes to make up work. However, notice must be given by 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 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

Student athletes will schedule to meet with the Coordinator of Student Athlete Development to schedule first semester courses, and/or review their educational plan. Student athletes are also required to attend group registration events held with each team at the time registration before the following semester begins.

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).

*There may be an exception to the 12-semester credit hour requirement by the NJCAA as their response to COVID-19 circumstances. Kaskaskia College's guidelines concerning the 12-semester credit hour requirement will follow the NJCAA recommendations.

Repeat of Courses

Any scholarship student who fails 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 an academic integrity code of conduct violation.

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 table hours in the Academic Center for Excellence (ACE) and/or team study table hours with their coaching staff. All students are encouraged to register for Tutor.com and begin on-line tutoring (available at all times) for any course they anticipate that they might need assistance. Tutor.com sessions may be substituted for ACE hours or team study table hours at a rate of one hour of tutor.com time equals two hours of ACE or team study table time. Students are required to “check in” to the ACE so that accurate records of study table hours are logged.

New incoming freshmen and first year transfer student athletes are required to complete 2 hours of study tables per week. At the fourth, eighth and twelfth week of the semester, all student athletes will have their grades reviewed and if student is earning a “C” grade or below in any of their classes they will be required to participate in study tables for two additional hours (total of 4 hours). If the student is earning a “C” or below in two or more classes, they are required to participate in an additional two hours of study tables (total of 6 hours).

Freshman:	Grades	Required Hours per week
	All “A” and “B”	2 hours
	One below “C” grade	4 hours
	Two or more below “C”	6 hours

For returning sophomore students, after a Kaskaskia College GPA is established then the following chart is followed for the study table hour requirements.

GPA	Required Hours per week
3.00 or higher	No required hours
2.99 - 2.50	2 hours
2.51 - 2.01	4 hours
Below 2.0	6 hours

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 sanctions are 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

1. 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 order of cap and gowns are received at the beginning of April. This is a free service to 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

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 cannabis, 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 of cannabis, illegal drugs or synthetic drugs that mimic the effects of cannabis or illegal drugs and/or misuse of 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 whom 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 done 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.

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

Substances to be tested for are the following five (5) panel drugs:

- 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 (Kaskaskia College Athletic Department Drug Testing Urine Screen and Analysis Informed Consent, Waiver and Release from Liability). 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. 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, 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

A 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 log book. 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/or other designated College representative. These results are typically delivered via email. 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.

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.

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 decided 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 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, cannabis and synthetic drugs that mimic the effects of cannabis or 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.

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 over hydrate.

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.

APPENDIX B

Housing Information, Rules and Sanctions

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, Athletic Director or Landlord for help with this process.

Security Deposit and Inspections

All students who reside in the apartments near the College will be required to pay a security deposit and fee for Wi-Fi. Student athletes who are paying privately for their apartment rent make arrangements with the Landlord for these fees when entering into their apartment lease. Student athletes who have room included in their athletic scholarship are required to pay the deposit and fee at the beginning of the fall semester(\$250/annually) and Wi-Fi fee (\$150 annually) to the KC Cashier. At check in, mid-term and check out the Coach, student and property owner will conduct routine apartment reviews for the purpose of determining the condition of apartments and assessment of damage charges. An Inventory and Inspection Record shall be completed during these routine apartment reviews.

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.

Health and Safety Guidelines

Prior to the student moving into Prairie Creek Apartments, the student will review and sign the housing Acknowledgement, Kaskaskia College – Student-Athlete Housing presented to them at check in. The student athlete acknowledges the following:

Acceptance of residence at the property with the mailing address of 9805 – 9851 Shattuc Road, Centralia, IL., owned and operated by Prairie Creek Apartments, LLC., for the fall and spring semester(s) in fulfillment of Kaskaskia College's (the "College") commitment to provide "room" as part of my scholarship. By accepting residence at the Property, I acknowledge that I am required to abide by all housing-related rules and regulations set forth by the College and/or the Landlord, including those related to health and safety. I understand that the College is neither the owner nor operator of the Property and that the College is leasing a portion of the Property, for my use, from the Landlord. I acknowledge that the College does not control the Property, and that College is not responsible for conditions at the

Property, including the Landlord's observation of and compliance with state and federal recommendations and requirements concerning health and safety measures to prevent the spread of communicable disease.

Also, following a time of national concern related the ongoing COVID 19 pandemic and the state of Illinois implementation of the Restore Illinois Phase 4 guidelines student athletes will be continually compliant with hand hygiene and sanitization practices according to Illinois Department of Public Health (IDPH), Center for Disease Control (CDC) guidance for optimum health and wellness. Guidelines from the CDC regarding use of regarding use of communal space are outlined below.

CDC Guidance for Sharing Communal Spaces

<https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html>

Shared kitchens and dining rooms

- Restrict the number of people allowed in the kitchen and dining room at one time so that everyone can stay at least 6 feet (2 meters) apart from one another.
- People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat or be fed in their room, if possible.
- Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. Wash hands after handling used food service items.
- Use gloves when removing garbage bags and handling and disposing of trash. Wash hands

Laundry rooms

- Maintain access and adequate supplies to laundry facilities to help prevent spread of COVID-19.
- Restrict the number of people allowed in laundry rooms at one time to ensure everyone can stay at least 6 feet (2 meters) apart.
- Provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants icon for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.
- Follow posted guidelines for doing laundry such as washing instructions and handling of dirty laundry.

Shared bathrooms

- Shared bathrooms should be cleaned regularly using EPA-registered disinfectant at least twice per day (e.g., in the morning and evening or after times of heavy use).
- Make sure bathrooms are continuously stocked with soap and paper towels or automated hand dryers. Hand sanitizer could also be made available.
- Make sure trash cans are emptied regularly.
- Provide information on how to wash hands properly. Follow signs regarding handwashing in the bathrooms.

- Residents should be instructed that sinks could be an infection source and should avoid placing toothbrushes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the bathroom.

Visitation Rules

Guest of the opposite sex are allowed in the common's 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.

Parking Rules

On arrival, information regarding make, model, and license number of student's car will be provided to Landlord and Campus Safety and Security. Students are to park only in the designated spaces and shall reserve handicapped spaces for those who have a registered handicapped sticker.

- **Sanction**
 - Clinton County Sheriff Department will fine cars parked in designated handicap parking. Towing of the vehicle will be at the owner's expense.

Noise Violations

Loud music or noise will NOT be tolerated. Quiet time will be from 10:00 p.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.

- **Sanctions**
 - 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.

Cleanliness Violation

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.

- **Sanctions**

- 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, and 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.

Drug and Alcohol Possession and Consumption

No alcohol, cannabis or cannabis infused product, or illegal drugs are not to be possessed or consumed in/or on the property of the apartments at any time.

- **Sanction** for cannabis, illegal drugs or cannabis infused product or illegal drugs:
 - 1st offense - Removal from the apartment, loss of entire scholarship. Sanction for alcohol possession, consumption or having it present in/or on the property of the apartments at any time.
- **Sanction** for possession or consumption of alcohol:
 - 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.

Emergency Situations

For emergencies call:

- 911
- Campus Police 618-545-3199
- Athletic Director _and Coach
- Prairie Creek Apartment Owners- Travis Simpson 618-407-5957.

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

- Landlord: Travis Simpson 618-407-5957

Any disruptive behaviors or problems are to be reported to the Security 618-545-3199, Athletic Director 618-545-3440 or Coach.

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

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