



KASKASKIA
COLLEGE
Student Handbook





A MESSAGE FROM THE PRESIDENT



Welcome to KC!

Your success is our priority. At Kaskaskia College, our philosophy is every student matters. I encourage you to review this student handbook, as it contains information that will assist you in achieving your educational goals. Information about support services such as financial aid, tutoring, the academic calendar, your student rights, and contact information are several essential topics covered in this book.

The three most significant indicators of college success are 1) Student Commitment, 2) Student Support, and 3) Student Connection.

Commit - You have made the commitment to join the KC family. Next, you must commit to class attendance and study. Work hard to reap the rewards of your investment of time, money, scholarships, and effort.

Ask - The student support piece contains information about KC's support available to you. Please seek it out when you need it! Let us know if you feel you are falling behind or struggling in any way. We have the resources available to help you succeed!

Connect - Students involved in the college experience tend to be more successful than those who are only engaged with their coursework. A connection can occur by joining one of the many clubs/organizations, participating or attending performing arts (music or theatre) activities, and attending athletic events to support KC!

Please keep your handbook as a reference resource here, and be sure to Commit, Ask, and Connect to increase your success. With the many educational choices available to you, we are proud that you chose KC.

Best of Success to You!

George Evans
President
Kaskaskia College

WELCOME TO KASKASKIA COLLEGE

We're glad you are here!

This handbook will tell you about services and opportunities available for you at Kaskaskia College. We invite you to take advantage of all the services and activities offered by the College.

Please take time to read through this handbook. It will enrich your campus experience.

Kaskaskia College is accredited by the Higher Learning Commission, an institutional accreditor recognized by the United States Department of Education. 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413. <https://www.hlcommission.org/>

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FREQUENTLY ASKED QUESTIONS WHERE TO GO

Academic Advising	Enrollment Services
Applying for Admission	Enrollment Services
Changing Program of Study	Enrollment Services
Changing Name	Enrollment Services
Course Supplies/Textbooks	Campus Store
Financial Aid	Financial Aid Office
Food and Refreshments	Student Services
Grades	Enrollment Services
Graduation	Enrollment Services
ID Cards	Enrollment Services
Instructor(s)	Vice President of Instructional Services Office

Insurance	Cashier's Office
Joining a Club	Academic Center for Excellence (ACE)
Library Cards	Academic Center for Excellence (ACE)
Lost and Found	Safety and Security Desk
Making up a Test/Incomplete Grade	Instructor
New Student Orientation.....	Academic Center for Excellence (ACE)
Ordering Cap and Gown	Enrollment Services
Parking Stickers	Safety and Security Desk
Paying Fees/Refunds.....	Cashier's Office
Placement Testing	Academic Center for Excellence (ACE)
Posting a notice (Bulletin Boards)	Vice President of Student Services Office
Problems (Personal)	Vice President of Student Services Office
(Course).....	Vice President of Instructional Services Office
Reading/Reference/Resources	Academic Center for Excellence (ACE)
Re-Admission to Class.....	Enrollment Services
Registration Information.....	Enrollment Services
Scholarships	Financial Aid Office
Security	Safety and Security Desk
Student Congress	Academic Center for Excellence (ACE)
Student Employment Opportunities.....	Human Resources
Transcript	Enrollment Services
Transfer Information	Enrollment Services
Tutoring.....	Academic Center for Excellence (ACE)
Vehicles/Fines for Traffic Violations.....	Cashier's Office
Veteran's Forms and Information.....	Veterans Services Office
Withdrawing from Class	Enrollment Services

STUDENT INFORMATION DIRECTORY

618-545-3000

www.kaskaskia.edu

**The directory is also accessible through the
KC Connect App.*



Scan the QR Code
to download the
KC Connect App

Link to the KC directory on the website: www.kaskaskia.edu/about-kc/directory/

ACADEMIC CALENDARS

FALL SEMESTER 2024	
First Day of Registration for Summer & Fall 2024	March 11
Tuition Payment Arrangement Due for Fall Classes	August 7
Professional Growth & Development (PG&D) - No Classes	August 14
Faculty Planning	August 15 & 16
Fall Classes and Session I Begins	August 19
Last Day to Drop First 8-Week Classes with 100% Refund*	August 23
Last Day to Drop 16-Week Classes with 100% Refund*	August 30
Labor Day - Campus Closed	September 2
Last Day to Withdraw from First 8-Week Classes (W Grade)**	October 4
Mid-term 16-Week Classes	October 11
Session I Ends	October 11
1st 8-Week Graduation	October 11
Professional Growth & Development (PG&D) - No Classes	October 14
Session II Begins	October 21
First Day of Registration for Spring 2025	October 21
Last Day to Drop Second 8-Week Classes with 100% Refund*	October 25
General Election - Campus Closed	November 5
Veterans Day - Campus Closed	November 11
Thanksgiving Holiday - Campus Closed	Nov 27 - 29
Last Day to Withdraw from 16-Week Classes (W Grade)**	November 29
December 2024 Graduation Applications Due	December 1
Last Day to Withdraw from Second 8-Week Classes (W Grade)**	December 6
Semester Examinations	December 10 - 13
Session II Ends	December 13
Fall Term Ends	December 16
Fall Grades Due by 1pm	December 16

*Students have the privilege of dropping a class without the class becoming part of their permanent academic record if they do so during the "drop" period. Courses dropped during the drop period automatically receive a 100% tuition refund. The length of the drop period will vary based on the length of the course.

**Students withdrawing from a course after the initial drop period will receive a "W" grade on their transcript that will not affect their grade point average at KC and are not eligible for a refund. A student who does not withdraw from a course during the withdrawal period may be subject to an "F" grade.

2/23/2024

Academic Calendars may change due to unforeseen circumstances or events.

SPRING SEMESTER 2025	
First Day of Registration for Spring 2025	October 21
Spring Interim Session Begins	December 17
Tuition Payment Arrangement Due for Spring Classes	December 18
Last Day to Drop Interim Classes with 100% Refund*	December 19
Holiday - Campus Closed	Dec 24 - Jan 1
Last Day to Withdraw from Interim Classes (W Grade)**	January 8, 2025
Professional Growth & Development (PG&D) - No Classes	January 8
Faculty Planning	January 9 & 10
Spring Interim Session Ends	January 10
Spring Classes and Session I Begins	January 13
Last Day to Drop First 8-Week Classes with 100% Refund*	January 17
Martin Luther King Jr. Birthday - Campus Closed	January 20
Last Day to Drop 16-Week Classes with 100% Refund*	January 27
President's Day - Campus Closed	February 17
Last Day to Withdraw from First 8-Week Classes (W Grade)**	February 28
May 2025 Graduation Applications Due	March 1
Mid-Term 16-Week Classes	March 7
Session I Ends	March 7
1st 8-Week Graduation	March 7
Spring Break - No Classes	March 10 - 14
Session II Begins	March 17
First Day of Registration for Summer & Fall 2025	March 17
Last Day to Drop Second 8-Week Classes with 100% Refund*	March 21
Professional Growth & Development (PG&D) - No Classes	April 17
Spring Holiday - Campus Closed	April 18
Last Day to Withdraw from Second 8-Week Classes & 16-Week Classes (W Grade)**	May 2
Session II Ends	May 9
Semester Examinations	May 12 - 15
Spring Term Ends	May 16
Graduation	May 16
Spring Grades Due by 1pm	May 19

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2/23/2024

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REGISTRATION & RECORDS



www.kaskaskia.edu

ACADEMIC ADVISEMENT

Academic advising is one of the most important steps a student can utilize to ensure success at Kaskaskia College. Every student should consult with an Academic Advisor during the admissions process and before registering for classes the first time. Academic Advisors are available to assist you with course selections that fit into your educational goals. This is important for students planning to transfer to a four-year college or seeking employment immediately after graduation.

Academic advising can be reached by e-mail at kcadvising@kaskaskia.edu or by phone at 618-545-3060.

ADDING CLASSES ONCE THE SEMESTER HAS BEGUN

Students may add classes as long as the total number of semester hours does not exceed catalog regulations. Students who would like to register for classes after the first day of class must follow the guidelines shown below.

For **16 week** courses, students can add a class until the end of the second week.

Face-to-face, in person courses:

- If a class meets more than once a week, students need instructor permission after the first time class meets.
- If a class meets more than once a week, students need instructor AND dean permission after the first week of classes.
- If a class meets only once a week, students must have both instructor AND dean permission after the first class meeting through the end of the second week.

Online, Online Proctored courses:

- Students need instructor permission from day two until the end of the first week.
- Students need instructor AND dean permission after week one until the end of the second week.

For **8 week** courses, students can add a class until the end of the first week.

Face-to-face, in person courses:

- Students will need instructor AND dean permission if they are unable to attend the first class.

Online, Online Proctored courses:

- Students need instructor permission from day two until the end of the first week.

ADMISSIONS AND REGISTRATION

Kaskaskia College maintains an open admissions policy that provides access to higher education for those individuals who can benefit from its comprehensive programs. Admission to the College does not ensure entrance into a particular course or program of study. If space is not available to accommodate all persons, the College reserves the right to establish selective admission procedures and requirements. Certain programs have selective admission entrance requirements, which must be met prior to being accepted in the program. They are: Dental Assisting, Diagnostic Medical Sonography, Nursing (LPN and ADN), Physical Therapist Assistant, Radiologic Technology, and Respiratory Therapy.

Detailed information regarding admission requirements and processes can be obtained in the Admissions Policy, which is accessible at policies.kaskaskia.edu. Students must have a high school diploma or Illinois High School Diploma in order to be eligible for Title IV Funds.

CREDIT FOR COURSES AT OTHER COLLEGES AND UNIVERSITIES

Credit may be granted for work successfully completed by the student at other Institutionally accredited institutions. Transfer credit is evaluated and awarded by the Registrar. Refer to page 41 in the College Catalog for the Transfer Credit Policy.

The College will accept, as transfer credit, all appropriate hours earned at Institutionally accredited institutions. Regardless of the number of hours accepted, a student must earn a minimum of 15 hours out of the last 24 at Kaskaskia College before he/she can be awarded a degree or certificate from Kaskaskia College.

CLASSIFICATION OF STUDENTS

Students are classified as follows:

Freshman	Less than 30 semester hours completed (not a high school student)
Sophomore	30-60 semester hours (without a previous degree) High school student enrolled in community college credit courses
Other	Adult Education student or students who already have an associate degree or higher

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS (STUDENT RECORDS)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

RIGHT TO INSPECT:

Students have the right to review and inspect all of their education records maintained by or at this College within 45 days of the day the College receives a request for access. Students should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

RIGHT TO REQUEST AMENDMENT:

Students have the right to request amendment of education records the student believes are inaccurate or misleading. The student should write to the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the college official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

RIGHT TO PREVENT DISCLOSURES:

Students have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in education records to those instances when prior written consent has been given to the disclosure or under the provisions of FERPA, which allow disclosure without prior written consent. Students may give written consent to disclosures to specific people by completing and submitting an "Authorization to Release Student Records and Information" form. This form is available from the Registrar or at the Enrollment Center.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security and health staff), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee,

or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions which allow for disclosure without consent include:

1. To officials of another school where the student seeks or intends to enroll only for purposes related to student's enrollment or transfer
2. For auditing
3. In connection with financial aid for which the student has applied or received
4. To persons/organizations doing research on behalf of the college
5. To accrediting bodies
6. In order to comply with judicial order or subpoena (reasonable efforts will be made to notify student prior to release)
7. In the event of a health and safety emergency
8. Designated directory information
9. To parents of a student's if there is a violation of federal, state, local laws or violations of college drug and alcohol policies

RIGHT TO FILE A COMPLAINT:

Students have the right to file a complaint concerning alleged failures by Kaskaskia College to comply with the requirements of FERPA to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-5920.

Kaskaskia College has designated "directory information" as the following student information:

- Student Name
- Address
- Phone Number
- Enrollment Status (Full-time, Part-time)
- Date of Birth
- Major Field of Study
- Classification (Freshman or Sophomore)
- Dates of Attendance
- Degrees and Honors Earned and Dates
- The most previous educational agency or institution attended prior to enrollment at Kaskaskia College
- Participation in officially recognized activity or sport and weight, height
- and photos of members of athletic teams or student activities
- Photo

Kaskaskia College retains the right to exercise discretion in determining the release of directory information.

1. The College may use directory information internally as well as release it

without prior consent. Currently enrolled students may prevent disclosure of directory information by completing and submitting a request to restrict disclosure of directory information form.

2. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to request that your directory information not be released to non-institutional persons or organizations. Please consider very carefully the consequences of a decision to withhold directory information. As you consider restricting your directory information from the public, please remember that by doing so, NO ONE (regardless of relationship, e.g., spouse, parent, relative) will be able to access this information (regardless of need, family emergency, etc.) There are no exceptions. In addition, your name will not appear in the commencement program or similar announcements. If a student desires to restrict disclosure of information, a request is made in writing to the College Registrar.
3. This restriction becomes effective immediately after the form is processed. Kaskaskia College will honor your request to withhold directory information but cannot assume responsibility of contacting you for subsequent permission to release it. Furthermore, Kaskaskia College assumes no liability for honoring your instructions concerning withheld information.

EDUCATION CENTERS

Kaskaskia College provides educational opportunities throughout District 501 at its five education centers for all residents of the district. Having centers in Greenville, Nashville, Salem, Trenton, and Vandalia makes it possible for those unable to attend on main campus to continue their education. Services available at the centers include advising, registration, placement testing, tutoring, financial aid assistance and making tuition payments. Kaskaskia offers programs and courses whenever feasible and consistent with efficient use of available resources at any of the locations. Information is available by calling 545-3000 or the phone number below for the specific center..

GREENVILLE EDUCATION CENTER

209 North 3rd Street - Greenville, IL 62246
Phone - 618-545-3465, Fax - 618-664-9397

NASHVILLE EDUCATION CENTER

17869 Exchange Avenue - Nashville, IL 62263
Phone - 618-545-3485, Fax - 618-327-1073

SALEM EDUCATION CENTER

1475 West Whittaker - Salem, IL 62881
Phone - 618-545-3428, Fax - 618-312-1105

TRENTON EDUCATION CENTER

520 East Broadway, PO Box 158 - Trenton, IL 62293

Phone - 618-545-3475, Fax - 618-716-2358

VANDALIA CAMPUS

2310 West Fillmore - PO Box 396 - Vandalia, IL 62471

Phone - 618-545-3445, Fax - 618-431-4106

HARRY L. CRISP TECHNOLOGY CENTER

2005 East McCord - Centralia, IL 62801

Phone - 618-545-3400, Fax - 618-532-4983

GRADING SYSTEMS

GRADE	DESCRIPTION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	
S	Satisfactory	
W	Withdrawal	
AU	Audit (no credit)	
CR	Credit (awarded through testing or portfolio evaluation)	

Kaskaskia College has a 4.0 grade point system.

GRADUATION REQUIREMENTS

Students should refer to the college catalog for a complete list of graduation requirements. All students who expect to graduate must file an application for graduation online through Self Service. Students should apply for graduation when registering for their last semester.

DEADLINES FOR GRADUATION APPLICATIONS

Fall December 1

Spring March 1

Summer July 1

MARITAL STATUS/NAME CHANGE/ADDRESS CHANGE

It is the student's responsibility to notify the Admissions and Registration Office of any change in marital status, name change or address change. This information is important to prevent confusion regarding the student's records.

Failure to report changes could affect graduation, financial aid and transfer to another college/university. Students will need to submit the appropriate documentation along with the Change of Information Form.

MAXIMUM LOAD

A student must have 12 hours in the fall or spring semester and six hours in the summer to be considered full-time. The normal full-time academic load for a student is 12 to 18 semester hours during the fall and spring semesters. If a student is in good standing (GPA above 2.0), approval may be granted for course overload (19 or more credit hours). Students must meet with an academic advisor for overload approval.

REPEATING A COURSE

If a student desires to repeat a course, credit for the course will be allowed only once but the highest grade achieved is used to calculate the over-all grade point average. If a student repeats a course and makes the same grade, this grade will be used only once in the computation of the grade point average. Repeated courses are not deleted from the transcript.

TRANSCRIPT RELEASE

A transcript is an official record of a student's academic history of course enrollment and achievements. All courses officially attempted are listed.

Official transcripts will be issued and sent from the Admissions and Registration Office upon request. You may request a copy of your transcript for your personal use or have a copy sent to a particular address. Kaskaskia College partners with Parchment to provide students and alumni access to an online ordering system through a secure website at <https://www.kaskaskia.edu/admissions/records/transcript-request/>.

A fee will be required before transcripts are released.

TUITION

K.C. District No. 501 Students	\$160.00/credit hour
Out-of-District Students*	\$259.00/credit hour
Out-of-State	
Students & International Students	\$419.00/credit hour
Out of District and Out of State Online credit hours	\$170.00/credit hour

*Out-of-district students may qualify for tuition on the same basis as in-district students if they present a Career Agreement letter or chargeback from their home community college district to the Dean of Career and Technical Education.

ADDITIONAL FEES

Some classes have additional course fees, to cover the cost of equipment and/or materials and student program insurance, that are not covered in tuition. Tuition total **DOES NOT INCLUDE** the cost of course fees, student/technology fees, student program insurance, textbooks, workbooks and most class supplies.

ID CARD INFORMATION

All KC staff, faculty, and students will need to acquire their KC ID card for College uses and purposes. Card processing is available at the Enrollment Center Welcome Desk on the Main Campus or at any of the five Education Centers. After completing your registration form, your picture will be taken and your card will be delivered if applicable to the Education Center from Main Campus.

How to get your ID card:

Students will need to present a current class schedule along with a valid photo ID (Driver's license, military ID, etc.).

A college identification card (student ID) will be provided to all registered students in credited courses upon presentation of proof of registration of current semester and picture ID. This does not include dual credit, continuing education, and KICK participants.

The ID card will have your photograph and Kaskaskia College student identification number. There is no fee for the first card.

Your KC ID Card:

- Is currently used for identification purposes and for verification of your current registration status in the Campus Store, Cashier's and Financial Aid Offices. Student ID Cards may also be presented at special Student Life functions for free participation, admission, or discounts as advertised.
- Is your KC Library Card. You may obtain and activate your Library Bar Code at the Library.
- Is your Fitness Center card and is required for facility use.
- Provides reduced admission cost into KC Athletic events, when presented at the entry of the game.

Lost/Stolen/Replacement Cards

- A replacement fee of \$5.00 will be assessed for photo updates, lost or stolen cards. Payments can be made to the Cashier's Office on the main campus or front desk staff at any of the Educational Centers.
- There is no charge for replacement cards due to name change because of marriage or divorce, or title changes due to change in duties or offices for College faculty and staff.

EMPLOYER IN-DISTRICT

Out-of-district students who are employed full-time within District 501 may qualify for in-district rates. The required form is available in the Admissions and Registration area and must be completed by the in-district employer. A new form must be submitted each semester.

COOPERATIVE AGREEMENTS (CAREER)

Kaskaskia College participates in the Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER) with other community college districts in the state of Illinois. This agreement allows students to attend programs in other districts if the home district does not have a career or occupational program desired by the student.

The agreement works in two ways:

- Residents of other community college districts to attend KC to pursue a career or occupational program NOT OFFERED by their home district community college and pay KC's in-district tuition rate.
- Students interested in enrolling at KC must request a CAREER Agreement from their community college district. Students who are approved will be eligible for in-district tuition rates and must meet all KC admission requirements.
- Residents of the KC district to attend other community colleges as an in-district student to pursue a career or occupational program NOT OFFERED by KC and pay that college's in-district tuition rate.
- Students interested in enrolling in one of the CAREER programs at another community college must request a CAREER Agreement from the Kaskaskia College's Dean of Career and Technical Education's office at 618-545-3031.

CHARGEBACK FOR OUT-OF-DISTRICT RESIDENTS ATTENDING KASKASKIA COLLEGE

The Public Community College Act provides that a student living in a public community college district which does not offer the program of study (not individual courses) in which the student is interested may receive partial tuition support from the community college district in which the student lives, providing the student receives approval from the community college district. Out of district students entering Kaskaskia College are reminded to make an early request to their home community college for this approval.

This authorization must be obtained for each academic year and should include the summer session for those who plan to attend.

PAYMENT OF TUITION AND FEES

WAYS TO PAY FOR YOUR CREDIT CLASSES AT KASKASKIA COLLEGE

1. Cash - Pay cash for the full amount of your tuition and fees at the Cashier's Office on the main campus.
2. Money Order - Make money order out for the full amount of your tuition and fees payable to "Kaskaskia College."
3. Personal Check - Make check payable to "Kaskaskia College" for the full amount of your tuition and fees.
4. Credit Cards (Visa, MasterCard, Discover, and American Express) - You may use credit cards in person at the Cashiers Office to make payments for tuition and fees. If using a credit card, tuition and fees can also be paid online or by phone.
5. Electronic Check - payments can be made online or by phone call to the cashiers line.
6. Payment Plan - We are currently working on improvements to our payment plan. Contact the cashiers at 618-545-3057 for the latest information.
7. Veterans' Benefits - If you are an veteran with an "honorable discharge" contact the Veterans' Services Office at 618-545-3075.
8. Financial Assistance - Financial assistance includes scholarships, grants, loans, and work-study. All students should complete the FAFSA to determine eligibility. For further information, contact the Kaskaskia College Financial Aid Office at 618-545-3080.
9. Special Programs - Tuition waivers are available for Senior Citizens age 65 and above. Dislocated workers may also be eligible for some assistance. Call 618-545-3166 for information regarding the Dislocated Worker Program.
10. Employer Paid Tuition - It is your responsibility to present the purchase order, tuition assistance form or letter of intent from your employer at the time of registration.

Questions concerning payment arrangement should be directed to the Cashier's Office at 618-545-3057.

When students register for classes, they should be prepared to (1) provide the Cashier's Office proof of financial aid, (2) pay balance due in cash or with a credit card, or (3) sign up for a payment plan to budget each term's cost. Failure to pay in full, sign up for a payment plan, or confirm financial aid may result in the student being dropped from the class rosters. The student may come in and pay in full or sign up for a payment plan in order to be reinstated if there are still available seats in the class(es) desired. Students who have unpaid financial obligations to Kaskaskia College will not be permitted to register until all past-due balances have been paid in full.

TUITION REFUND POLICY

A student enrolling in a class automatically assumes the responsibility of officially dropping the class(es) should the student decide not to attend or complete the course. A refund of tuition and fees cannot be made unless a student officially drops the course in the Enrollment Center or at one of the KC Education Centers.

IF YOU DO NOT OFFICIALLY DROP A COURSE, YOU ARE FINANCIALLY RESPONSIBLE FOR THE TUITION AND FEES.

Refunds will be computed from the date that the official withdrawal is received in the Enrollment Center and will be based on the following schedule:

Summer Term

First Week of Term	100%
After First Week of Term	0%

Fall and Spring Semesters (16-Week Schedule)

During First Two Weeks of Semester	100%
After Second Week of Term	0%

Fall and Spring Semesters (8-Week) Schedule

First Week of Term	100%
After First Week of Term	0%

After the second week of classes, there will be no refund of tuition and fees. Title IV financial aid recipients who withdraw from all courses are subject to the federal refund policy. For more information, contact the Financial Aid Office at 618-545-3080. For courses not conducted following the regular calendar terms, the tuition refund shall be computed on the fractional portion of the class time used before the classes are dropped. When 1/8 of the class time is used, no tuition will be refunded. For more information, please contact the Cashier's Office at 618-545-3057.

DROP/WITHDRAWAL PROCEDURES

It is the student's responsibility to initiate the drop/withdrawal process. Each student is responsible for initiating the withdrawal request by completing the withdrawal form, which is available in the Admissions and Registration Office, at any KC Education Center, by emailing kcadmissions@kaskaskia.edu, or withdrawing online using the "Register and Drop" option in the Student Self Service on myKC and cannot be completed by phone. Failure to officially withdraw from classes may result in "F" grades.

Students have the privilege of dropping from classes without the classes becoming a part of their academic record if they adhere to the following guidelines:

1. Fall or spring semester (16-week schedule) - during the first two weeks of the semester
2. Fall or spring semester (8-week schedule) – during the first week of the class.
3. Summer semester (8-week schedule) - during the first week of the semester
4. Twelve-week class - during the first eleven calendar days

Students are advised to consult the Admissions and Registration Office for the exact dates that will apply to any irregular length course.

Reminder: Students will only receive a 100% refund for classes dropped within the time frames shown above.

FINANCIAL AID



www.kaskaskia.edu

FINANCIAL AID POLICY

A student must: A student may qualify for financial aid if pursuing a degree or certificate that meet the conditions established by the Department of Education (DOE). Eligibility for financial aid is determined by completing the Free Application for Federal Student Aid (FAFSA) and listing Kaskaskia College, federal code number 001701. If you are unsure if your program of study is approved for financial aid, please contact the Financial Aid Office for guidance at 618-545-3080. The following certificates and courses DO NOT meet the criteria established by the DOE:

CERTIFICATES

- Hybrid & Electric Vehicle Technology (AUTO.0532.CERT)
- Automotive Maintenance And Inspection (AUTO.0551.CERT)
- Finish Carpentry (CSTR.0533.CERT)
- Prep Cook's Certificate (CULI.0501.CERT)
- AUTOCAD (DFTG.540.CERT)
- REVIT-Architectural (DFTG.0546.CERT)
- Inventor-Mechanical (DFTG.0547.CERT)
- AUTOCAD Civil (DFTG.0548.CERT)
- AUTOCAD Electrical (DFTG.0549.CERT)
- Early Childhood Small Business (ECES.0510.CERT)
- Emergency Medical Technician (EMST.0530.CERT)
- Geospatial Essentials (GSTE.0535.CERT)
- Geospatial Essentials For C. Justice (LAWO.0555.CERT)
- Nurse Assistant (NURS.0535.CERT)
- Excel Specialist – Microcertificate (OFTC.0510.CERT)
- Word Specialist – Microcertificate (OFTC.0511.CERT)
- Administrative Office Basics (OFTC.0536.CERT)

COURSES

- Courses with level less than 100*
- Adult Basic Education
- GED preparation
- Food Sanitation (COOK 074)
- EMT courses*
- VOCS courses

Contact Financial Aid Office to ensure program eligibility

*exceptions for transitional studies and courses required for approved degree

- Meet all eligibility requirements of the Kaskaskia College Financial Aid Satisfactory Progress Policy.

- Must be a U.S. citizen or eligible non-citizen.
- Not be in default on student loans or owe a refund on any Title IV funds.
- Provide all requested documentation to complete the verification process.

Title IV funds are intended to be used for educational expenses at Kaskaskia College. For acceptable expenses, see Cost of Attendance.

- Financial aid will be calculated on the number of credit hours in which a student is enrolled at the end of the two-week refund period, enrollment will be reviewed before disbursement. If there isn't a FAFSA on file for the student at the start of the semester and the student completes one during the semester, the enrollment status the day the FAFSA was completed will be used to determine the amount of Pell Grant the student will receive.
- Financial aid awards are determined on a student's enrollment status as of the 16-week add/drop period if you are enrolled in full 16-week semester classes. A student will not receive aid for courses added after the 16-week add/drop period, even if the course(s) you add begin late in the semester unless all of your classes start during the 2nd 8-weeks. If your class or classes are dropped during the add/drop period you will reduce hours enrolled and will reduce your aid. Audit and tested hours are not counted in the total number of credits for financial aid purposes.
- During fall and spring semesters, the first disbursement refunds (excluding loan refunds) will be released to Bank Mobile the seventh week of a 16-week semester class for disbursement to the student in the manner chosen when Bank Mobile Refund Selection was completed by the student. Late applicants and students enrolled in late starting classes will have aid disbursed at a later date. All disbursements will be conducted after the add/drop period for specific classes enrolled. If possible, the Business Office and Office of Financial Aid may coordinate earlier disbursement. First disbursement for summer term refunds will be available the fourth week of the summer term. Disbursement dates may be subject to change.

A change in enrollment may affect your financial aid; it is the student's responsibility to notify the Office of Financial Aid when you make any schedule changes.

When Should I Apply for Financial Aid?

You should apply for financial aid after October 1st for the school year that begins the following fall. The FAFSA is an annual application. For the 2024-2025 school year, you can complete the FAFSA after January 1, 2024. Please note some grant aid is awarded on a first come, first served basis. We encourage all students to apply early. Don't delay.

Important Deadlines to Remember!

FAFSA Application Submission	June 30, 2025
Kaskaskia College Priority Processing Date	June 4, 2024
Satisfactory Progress Appeals	
Fall Semester.....	October 15, 2024
Spring Semester.....	March 15, 2025
Summer Semester.....	June 15, 2025

What happens after I apply for financial aid?

SUBMITTING REQUESTED DOCUMENTATION

After the FAFSA is completed electronically, the information will be sent to your designated school choices within 3-5 business days. If Kaskaskia College is listed as a school choice, you will receive notification from the Financial Aid Office requesting additional documentation. All communication through the Financial Aid Office will be done through the KC student email via myKC. If a student does not have internet access, information can be mailed per student's request. All students must provide some documentation to the Financial Aid Office for award eligibility to be determined.

Documentation requested is specific to the individual student. Financial Aid is responsible for ensuring information provided on FAFSA is accurate. Students may be asked to provide tax information, proof of income, and residency status.

The Financial Aid Office encourages students to start the financial aid process early. It is important to provide requested documentation to the Financial Aid Office in a timely manner to allow processing.

Award Notification

Once a student has provided all requested documentation to the Financial Aid Office, the FAFSA application will go through verification. Verification is the process of checking the information reported on your FAFSA for accuracy. The Department of Education selects what information a student will need to provide for the verification process. The verification process can take up to two weeks or more. It is important to provide requested documentation in a timely manner to allow processing to take place.

After the verification process is completed students are sent an Award Notification to their KC student email. A student may view financial aid eligibility at any time via their myKC under the Self Service tab.

Determining Financial Need

The family information you provide on the Free Application for Federal Student Aid (FAFSA) is calculated by the federal government’s comprehensive formula, to determine the amount the student and family can contribute. The amount that your family is expected to contribute to educational costs is the student aid index (SAI).

The student aid index is then subtracted from your total cost of attendance, which includes tuition, room and board, estimates of personal expenses and transportation. The remaining amount is your financial need, which becomes the basis for the financial aid award.

- Cost of Attendance (COA)
- Student Aid Index (SAI)
- Financial Need

Cost of Attendance - Student Aid Index = Financial Need

The student budget for 2024-2025 used to estimate Cost of Attendance is as follows for a full-time, in-district student during the nine-month school year.

Direct costs:

Tuition & fees (estimated mandatory fees)	
(based on 15 credit hours for 2 semesters).....	\$4,800
Estimate Lab Fees	\$360
Books/Supplies (estimate for 2 semesters).....	\$1,120
Estimated Total Direct Costs.....	\$6,280

Room, board, transportation, and personal expenses vary greatly with each student’s individual situation; however, for financial aid purposes, these costs are estimated as follows:

For dependent students:

Direct Costs.....	\$6,280
Room and Board.....	\$5,239
Transportation.....	\$3,255
Personal Expenses.....	\$3,929
TOTAL (for dependent students).....	\$18,703

For independent students:

Direct Costs.....	\$6,280
Room and Board.....	\$10,478
Transportation.....	\$3,255
Personal Expenses.....	\$3,929
TOTAL (for independent students).....	\$23,941

TYPES OF FINANCIAL AID

Students may receive financial aid from the following programs to help meet their educational financial needs:

Grants and scholarships

Student Employment (wages earned through campus employment)

Loans (money, which must be repaid)

UNUSUAL CIRCUMSTANCES AFFECTING FAMILY INCOME

If a student or a student's family has experienced unusual circumstances that have substantially impacted family income in a negative way, such as death, divorce, unemployment, or medical and/or dental expenses not covered by insurance, a special circumstance appeal may be filed.

Contact the Office of Financial Aid and request a Special Circumstance Form. Supporting documentation must be attached to your appeal before a review will be conducted.

A Financial Aid Administrator will conduct a professional judgement review. The decision of the Office of Financial Aid is final.

FINANCIAL AID BEYOND COST OF ATTENDANCE

When financial aid received is greater than the Cost of Attendance, aid must be reduced in the following order:

1. Loans
2. Work-Study
3. Scholarships
4. Grants

GRANTS AND SCHOLARSHIPS

Federal Pell Grant

The Federal Pell Grant provides gift aid for students who demonstrate financial need. The student must be enrolled in an eligible certificate program or a two-year degree program. Awards are based on need, your Student Aid Index (SAI) calculated by the federal government and your enrollment status. Students must file the Free Application for Federal Student Aid (FAFSA) to be considered for the grant. The Pell Grant will assist students with expenses such as tuition, fees, books and other educational expenses.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who have eligibility for a Federal Pell Grant may be considered for this grant. Due to limited funds, priority is given to students with exceptional need who have completed their financial aid files early. FSEOG will first be applied

to any tuition and fees owed the college. Refund disbursement policies are the same as for the Federal Pell Grant.

Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP) Grant

Students apply by indicating on their FAFSA that information is to be forwarded to their state of residence. The MAP Grant provides payment toward tuition and mandatory fees to eligible students enrolled at least half-time who are Illinois residents for at least one year prior to the start of the academic year. Due to limited funds, priority is given to students who complete their FAFSA early.

Federal Work Study Program

Federal Work Study (FWS) is based upon a student's financial need according to the FAFSA. Students who are offered Federal Work Study have the ability to seek employment at Kaskaskia College. FWS is contingent upon employment. FWS funds are earned by working and paid through paychecks. Students may complete the online application on the Human Resources page of the Kaskaskia College website. Students must have FAFSA submitted to Kaskaskia College to be considered for employment. All students in student employment program are required to undergo a background check prior to beginning employment. Students must enroll and complete Employee Soft Skills as a student employment requirement. For additional information, please contact the Financial Aid Office 618-545-3080.

Veterans Educational Benefits

The Financial Aid Office is available to assist veterans with applying/maintaining their veteran educational benefits. Veterans must meet federal and/or state requirements to qualify for educational benefits. Student veterans must provide a copy of their discharge documentation (DD214 member 4 copy). The discharge documentation is required to apply for the majority of veteran benefits. Veterans must notify the School Certifying Official if they wish to utilize their benefits on a semester basis. Student veterans are required to complete the online Veteran Registration Form each semester they wish to utilize their Federal and State benefits. For additional information, please contact the Veterans' Services Office 618-545-3075.

Federal Benefits

- Montgomery GI Bill® Educational Assistance Program Chapter 30
- Selective Reserve Educational Assistance Program Chapter 1606
- Post 9-11 GI Bill® Chapter 33
- Veteran Readiness and Employment (VR&E) Chapter 31
- Survivors' and Dependents' Educational Assistance (DEA) Chapter 35
- Tuition Assistance

State Benefits

- Illinois Veterans' Grant
- Illinois National Guard Grant
- MIA/POW Scholarship
- Tuition Assistance

All students receiving veteran educational benefits are required to meet the Financial Aid Satisfactory Academic Progress Standards. Students placed on Financial Aid Suspension will be ineligible for veteran educational benefits.

College credit Opportunity for Prior Military Service:

Joint Services Transcript (JST)

Joint Services Transcript (JST) is a synchronized transcript for the United States Army, Marine Corps, Navy and Coast Guard. The JST includes personnel services member dates, military course completions, military occupations, college level test scores and other learning experiences.

You can order your JST by going to <https://jst.doded.mil>

Air Force Members

Members of the Air Force can obtain their transcript by going to the following website: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>

Scholarship Opportunities

The Kaskaskia College Board of Trustees has established institutional scholarships for students in recognition of demonstrated abilities and potential. The scholarships include those listed below.

Withdrawal from the College, withdrawal from participation in the designated sport or activity for which the scholarship was granted, failure to meet the standards set forth, and/or failure to meet academic requirements automatically voids the College's scholarship for the remainder of the academic year.

Board of Trustees Scholarship

This academic award will be available to each in-district high school for the two students with the highest GPA in the graduating class or to the next highest ranking in-district high school student(s) who attends KC. Students receiving the award shall be in the upper 25% of their graduating class. Contact the VP of Student Services Office for more information at 618-545-3034.

Academic Department Scholarships

Academic Department Scholarships are merit based scholarships recognizing students who demonstrate potential for high academic achievement and leadership. Scholarship awards may be applied toward tuition and mandatory fees. Books and other student fees are not covered by Academic Department Scholarships. Academic Department Scholarships are dependent on the recipient meeting scholarship program requirements. Contact the Provost/VP of Instructional Services for more information at 618-545-3015

Contest Award Credit Hour Vouchers

Contest awards in the form of credit hour vouchers are awarded for select academic programs which coordinate and host on-campus competitions. Contest Award Credit Hour Vouchers are provided through the support of Kaskaskia College and sponsors of on-campus competitions. Contest Award Credit Hour Vouchers are redeemable at Kaskaskia College only and may be applied toward tuition and mandatory fees. Books and other student fees are not covered by Contest Award Credit Hour Vouchers. These vouchers may be awarded to top-ranking high school seniors who participate in on-campus college sponsored competitions. Recipients of Contest Award Credit Hour Vouchers must meet and adhere to the award program requirements.

Athletic Scholarships

Athletic tuition waivers are awarded for baseball, men's and women's basketball, men's and women's cross country, soccer, softball, men's and women's tennis and volleyball. These waivers are contingent upon compliance with the established conditions of eligibility. Student athletes must follow rules and regulations of the athletic program as written in the athletic manual. The scholarship/award shall be awarded annually and may be renewed for a similar length of time, as long as the student participates in the sport or activity. Athletes must participate in the sport for which they receive the scholarship. Failure to participate voids the scholarship and the student will reimburse the College for the tuition waiver.

Adult Education Scholarships

Illinois High School Diploma graduates of Kaskaskia College's Adult Education Programs are given the opportunity to continue their education at the college through the availability of a scholarship and other financial aid resources. Those graduates determined eligible for the scholarship are offered free tuition and student mandatory fees for 24 credit hours of coursework offered through Kaskaskia College's programs of study. For more information about the Adult Education Scholarship, call 618-545-3157.

Student Ambassadors

Kaskaskia College offers financial assistance to students who reside in the Kaskaskia College District #501 and graduate from a participating high school through the Student Ambassadors Program. The award is a waiver for tuition and mandatory student and technology fees at a maximum of 15 hours in the fall and spring and 6 hours in the summer semester. Unused semester hours may not be rolled over to the next semester. A selection committee will select qualified students during the interview process to participate in the program. Student Ambassadors are required to complete 10 hours of recruitment service each week and also participate in the other school functions.

Kaskaskia College Foundation Scholarships

Scholarship assistance is made possible through the Kaskaskia College Foundation. Though each scholarship has specific requirements, eligible students with demonstrated need are encouraged to apply by completing an application online.

Applications are made available in the fall semester of every year and awarded at the end of the spring semester for the following academic year. For a complete list of Foundation Scholarships available, please visit:

www.kaskaskia.edu/admissions/financial-aid/grants/foundation-scholarships

Private Scholarships

Several community sponsored scholarship applications are on the Kaskaskia College's Financial Aid website.

Tuition Waiver - Senior Citizens

A Kaskaskia College Board of Trustees resolution extends a waiver of tuition and activity fees to residents of the district who have attained the age of 65 at the time of registration. The waiver is applicable to all baccalaureate and vocational courses for which Kaskaskia College receives funding on a per semester hour basis from the Illinois Community College Board. The waiver is applicable to those courses where the minimum number of tuition paid registrants has been received and space is available up to the maximum class enrollment.

ALTERNATIVE LOAN PROGRAMS

Alternative loans are for students who need additional funding beyond grants, federal work-study, and scholarships. Private or alternative loans are provided by private banks or lenders. The student must apply through the lender directly and meet credit requirements determined by the lender. Interest rates vary by lender as well as terms and conditions. Sallie Mae, Commerce Bank, and private area banks are the preferred lenders with which Kaskaskia College partners. More information about private loans and how to apply can be found on the Financial Aid website at www.kaskaskia.edu/admissions/financial-aid.

SCHOLARSHIP SEARCH SERVICES

Students should be wary of any financial aid or scholarship search services that charge a fee. Before you pay any money to a search service, we strongly suggest you visit the following web site: <http://www.finaid.org/finaid/scams.html>.

FASTWEB: This is the Internet's largest free scholarship search and contains over 275,000 scholarships with 500 scholarships being added or updated on a daily basis. Check out FASTWEB at: <http://www.fastweb.com>

ISAC.ORG: This is a scholarship search service provided by the Illinois Student Assistance Commission (ISAC). ISAC will match your student profile with a national database. Keep in mind that after you receive a list of sources, you must follow up with each sponsor to apply for the award. The free website address is: <http://www.collegezone.com>

Answers for those hard questions your parents ask...

I am a dependent student and my parents won't give me the information I need? Completing the grant and scholarship applications for college can be a confusing and stressful time for families. Many parents refuse to help their children pay for college or even supply the necessary information for students to complete financial aid and scholarship applications. This is a major problem many students face when they make the decision to attend college.

According to the federal government, the family is ultimately responsible for the cost of a student's education. Whenever a family's resources are insufficient to cover the costs, the state and federal governments provide assistance in the form of grants, scholarships, work-study and loans. A student's eligibility is determined by the family information provided on the Free Application for Federal Student Aid (FAFSA).

While there may be many reasons why parents may refuse to provide the necessary information to help their children, some of the more common reasons are:

- Parents may believe they are no longer responsible for the child's education when a child reaches the age of 18. However, for educational purposes, a student does not become independent until they are 24 years old by December 31 of the award year. For example, students born on or after January 1, 2001 are considered dependent for the 2024-2025 academic year. A student born on or after January 1, 2001 is no longer required to submit parental information if:
 1. the student is married
 2. the student is or was a ward of the court until age 18
 3. the student is a veteran of the Armed Forces
 4. the student has legal dependents (receiving more than half of the support from the student), or

5. the student has already received a bachelor's degree.

- Some parents are concerned about the privacy of their income information that must be supplied on the application forms. However, all information is protected under the Family Educational Rights to Privacy Act of 1974 (FERPA) and is strictly guarded by the Financial Aid Office at the school the student will attend.
- In a divorce situation, a refusal is often used as a weapon against the other parent or there is fear that the information may be divulged to the other parent. Again, FERPA protects privacy and is strongly enforced by the Financial Aid Office.
- Step-parents may feel it is unfair that the applications require their information when stepchildren attend college. However, when parents remarry, the step-parent assumes responsibility for the child for FAFSA filing purposes, regardless of the divorce decree or prenuptial agreement.
- Parents have not filed tax returns or paid their taxes. Tax evasion is a serious violation of law punishable by fines and imprisonment.
- Parents think they make too much money and that the application is a waste of time. Many families are very surprised to discover that children actually do qualify for financial aid after they apply.

If there are serious mitigating circumstances in a student's life that are contributory to the student being unable to live in the family home, then a student may be able to appeal to the Financial Aid Administrator at the school he or she will be attending for a professional judgment dependency override.

These circumstances include the student being unable to reside in the family due to health, safety, or welfare concerns. The student will have to provide the Financial Aid Administrator with proper documentation such as copies of orders of protection, court documents, social worker reports, police records, medical reports, witness statements, etc. A student who simply does not want to live with his or her family does not constitute a basis for an appeal. We applaud those parents who accept their responsibilities and help their children achieve the education that is vital in the world today. The Kaskaskia College Office of Financial Aid is dedicated to the success of the student. If you would like to speak with a professional regarding the financial aid process, contact the Office of Financial Aid at (618) 545-3080 or toll-free at (800) 642-0859.

FINANCIAL AID REFUNDS, WITHDRAWALS, AND REPAYMENTS

Refunds are calculated based on the student's drop date in the Admissions Office.

During the First Week of 8 Week or First Week of 16 Week Class.....	100%
During the First or Second Week of 16 Week Class.....	100%
After First Week of 8 Week Class or Second Week of 16 Week Class.....	0%

For courses not conducted following the regular calendar terms, the tuition refund shall be completed on the fractional part of the class time used before the classes are dropped. When 1/8 of the class time is used, no tuition will be refunded.

BANKMOBILE

Beginning in January 2015, Kaskaskia College (KC) began partnering with BankMobile, a financial services company focused solely on higher education to bring you a new method for receiving refunds. After registration, you will receive an envelope from BankMobile with instructions on choosing your refund method. For more information about BankMobile, visit this link: <https://bankmobiledisbursements.com>.

Remember, even if you are not currently expecting a refund from KC, we may have a refund for you in the future. For more information, contact the Cashiers Office at 618-545-3057.

FEDERAL RETURN OF FUNDS POLICY

Financial Aid is awarded based on a student's active participation during a given semester. Students receive aid for each day they are enrolled and attending the course. If a student chooses to withdraw or stops attending all courses during the semester, their financial aid will be reviewed to determine their percentage of entitlement for the term, and may be required to return a portion of their Title IV funding.

DROP AND WITHDRAWALS

Official Withdrawals

It is the student's responsibility to initiate the drop/withdrawal process. Each student is responsible for initiating the withdrawal request by completing the withdrawal form, which is available in the Admissions and Registration Office, at any KC Education Center, by emailing kcadmissions@kaskaskia.edu, or withdrawing online using the "Register and Drop" option in the Student Self Service on myKC. Drops and withdrawals cannot be completed by phone. Failure to officially withdraw from classes may result in "F" grades.

Students have the privilege of dropping without the classes becoming a part of their academic record if they adhere to the following guidelines:

1. Fall or spring semester (16-week schedule) - during the first two weeks of the semester
2. Fall or spring semester (8-week schedule) – during the first week of the class.
3. Summer semester (8-week schedule) - during the first week of the semester
4. Twelve-week class - during the first eleven calendar days

Students are advised to consult the Admissions and Registration Office for the exact dates that will apply to any irregular-length course.

Unofficial Withdrawal

If a student stops attending all courses and does not officially withdraw according to Kaskaskia College's policy, this is considered an unofficial withdrawal. The college will investigate any transcript that reflects a student has not earned any passing grades to determine if there has been an unofficial withdrawal. The student's instructors will be consulted to establish the last date of academic engagement.

Reminder: Students will only receive a 100% refund for classes dropped within the time frames shown above.

The review process for a student's percentage of entitlement is known as a Return of Funds. A student is subject to a Federal Return of Funds if she/he withdraws from all courses and has received Title IV Financial Aid (Federal Pell Grant, FSEOG). Students who withdraw on or before the 60% point in the semester will have their aid prorated and the student may have "unearned aid" that will need to be returned to the applicable Title IV programs.

An example of Return of Funds calculation follows:

Example: A student's financial aid consists of a Pell Grant of \$2,822.00.

The student withdraws on the 20th day of a 117-day semester, so the student completed 17% of the semester ($20 / 117 = 17\%$). The student has therefore "earned" (is eligible for) 17% of \$2,822.00 or \$479.74. The College would return \$2,342.26 ($\$2,822.00 - \479.74) to the U.S. Department of Education.

What is "earned" and "unearned" aids?

During the first 60 percent of a term, the student "earns" Title IV funds in direct proportion to the length of time enrolled. If enrolled beyond the 60 percent point of the term, the student earns all the aid for that period. "Unearned aid" covers federal financial aid funds accepted, but have not yet earned by attending for a full term.

How is the amount of unearned aid determined?

The federal "Return of Title IV Funds" formula dictates the amount of federal Title IV aid that must be returned to the federal government by Kaskaskia College and the student. The percentage of Title IV aid to be returned—the unearned aid—equals the number of calendar days the student completed in the term divided by the total number of calendar days in the term.

Who is responsible for repaying unearned aid?

The student and Kaskaskia College share the responsibility to repay unearned aid, based on the proportion each is assumed to possess. If the student and

Kaskaskia College are required to return all or a portion of the financial aid that was accepted, this situation could result in the student owing aid funds to Kaskaskia College, the government, or both.

Kaskaskia College's share is returned by allocating the funds among the Title IV programs in this order:

1. Federal Grants (Pell Grants)
2. FSEOG
3. Other Federal Grants if applicable

Any remaining unearned aid is the student's responsibility, and Kaskaskia College is responsible to collect it from the student and then allocate it among the Title IV programs in the order shown above.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned during a term, you may be due a post-withdrawal disbursement. Grant funds must be disbursed within 45 days of the withdrawal. All post-withdrawal disbursements are applied to a student's account first towards outstanding balances. If any funds remain once balances have been paid (i.e. a credit balance), funding will be disbursed to the student via BankMobile per the student's chosen method of refund. For more information on setting up your refund preferences, contact the Cashiers office at 618-545-3057.

What is the timeline for return processing?

- Kaskaskia College calculates and returns its share of unearned Title IV funds no later than 30 days after the date the student is determined to have withdrawn.
- A post-withdrawal disbursement must be applied to the student account first, and any resulting credit balance must be disbursed no later than 14 days after the R2T4 is calculated.

Other information about withdrawals and tuition refunds

- The student may also be eligible for a refund of a portion of the tuition and fees paid to Kaskaskia College for the semester, according to the Kaskaskia College Tuition Refund Policy. The Kaskaskia College Tuition Refund Policy is completely separate and unrelated from the Federal Return of Funds Policy and does not affect each other. There may be instances where a student could receive a full tuition refund according to Kaskaskia College policies yet still owe the college due to the return of federal funds.
- If the student withdraws completely from Kaskaskia College, he/she must do so according to Kaskaskia College Withdrawal Guidelines and Policy.

REPAYMENTS

Students who have received Title IV funds for non-institutional expenses such as books, living expenses, transportation, as well as students who completely withdraw from college, may owe a repayment of a portion of these funds that have been disbursed. Repayment of financial aid funds owed by the student will not be used by the college to satisfy unpaid charges, but will instead be returned to the Department of Education. If the college cannot collect the repayment from the student, the student is reported to the NSLDS as being in overpayment status. Students owing a repayment are ineligible for any Title IV assistance at the school until the repayment is made and will be referred to the Department for collection. Repayments will be made in the following order:

1. Federal Pell Grant
2. FSEOG
3. Other Title IV Aid Programs
4. Other Federal Sources of Aid
5. Other State, Private, or Institutional Aid
6. Student

FINANCIAL AID POLICY IS SUBJECT TO CHANGE AND IS BASED UPON COMPLIANCE WITH FEDERAL AND STATE REGULATIONS.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

The Kaskaskia College Office of Financial Aid is required by the United States Department of Education, and Illinois Student Assistance Commission to monitor academic progress for students receiving federal and/or state financial assistance. Satisfactory Progress Standards are used to ensure that students who receive any federal and state assistance are satisfactorily progressing towards their educational goals in an approved certificate or degree program. Students must be in compliance with the Federal Aid Satisfactory Progress Policy regardless of whether the student has previously received any financial aid. All semesters of attendance are included in the evaluation. All transfer coursework that has been accepted for credit by Kaskaskia College will be considered in determining eligibility. Students who have not previously received financial aid will not be notified of their status until they have applied for financial aid.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

I. Authority

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, Kaskaskia College (KC) is required to establish minimum standards of Academic Progress to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making progress toward the completion of their educational program of study. Students who do not attend or withdraw from classes, defer grades and perform poorly

will not maintain satisfactory academic progress toward completion of their program of study and will become ineligible for financial aid. Minimal standards are subject to change in accordance with the U. S. Department of Education and State of Illinois regulations.

II. Financial Aid Programs Covered by SAP Standards

The Satisfactory Academic Progress (SAP) policy applies to students who are requesting or receiving funds from the following federal Title IV and state financial aid programs. This policy is as strict as the Standards for Academic Achievement that all students at Kaskaskia College are held to. For more information about the Standards of Academic Achievement go to page 39 of the college catalog.

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal TRIO
- ISAC, Monetary Award (MAP)
- ISAC, Illinois Veterans Grant
- ISAC, Illinois National Guard
- MIA/POW

III. Minimum Academic Standards Requirements

Students are held to the SAP standards for evaluation as defined, regardless of enrollment level, full-time or part-time. The SAP policy measures a student's academic progress in three ways. Students must meet all three standards to be in good standing.

- 1. Qualitative Cumulative Grade Point Average:** You must achieve and maintain at least a cumulative grade point average of 2.00 in all credit hours attempted at KC. The only courses that will be used to calculate the qualitative cumulative GPA are courses as follows:
 - a. Courses that are required for the student's program with a grade of 'A', 'B', 'C', 'D', or 'F'
 - b. Grades of 'I', 'W,' or 'F' are not considered completions.
 - c. All accepted transfer credits count toward accepted and completed hours.
- 2. Quantitative Cumulative Completion Rate (CCR):** CCR measures the pace a student is progressing through his/her program. Each student must pass a minimum of 67% of program-required courses attempted to ensure the student will complete the program within the maximum time frame. The CCR is calculated by taking the total credit hours earned and dividing them by the total credit hours attempted. The CCR is calculated for each student after each semester. A student's GPA and pace are affected by course incompletes, withdrawals, repetitions, or transfers of credit. For

CCR purposes all hours are counted for all terms, even those for which the students did not receive financial aid as well as those usually waived under Academic Renewal Policy. The only courses that will be used to calculate the CCR are courses as follows:

- a. Courses that are required for the student's program with a grade of 'A', 'B', 'C', 'D', or 'F'
- b. All accepted transfer credits count toward accepted and completed hours.
- c. Remedial coursework is accepted if the credit hours earned apply toward the degree or certificate program and no more than 30 credit hours will be allowed for financial aid benefits.
- d. Grades of 'I', 'W,' or 'F' are not considered completions.

3. Maximum Time Frame: You must complete your program of study within 150% of attempted credit hours relative to the credit hours required to complete the program. If during the SAP review it becomes clear that you cannot mathematically complete your program within the maximum time frame, you become ineligible for financial aid. The only courses that will be used to calculate Maximum Time Frame are courses as follows:

- a. Courses that are required for the student's program with a grade of 'A', 'B', 'C', 'D', or 'F'
- b. All accepted transfer credits count toward attempted and completed hours.
- c. Remedial coursework is accepted if the credit hours earned apply toward the degree or certificate program and no more than 30 credit hours will be allowed for financial aid benefits.

Incomplete Grades: Any student with an incomplete grade at the end of the term will be placed on Suspension status. Once the incomplete is replaced with a final grade, the Financial Aid office will perform an SAP evaluation at that time to determine the appropriate status.

Repeated Courses: Kaskaskia College takes the best grade for a course out of all of the attempts made, therefore only the best attempt will be used in the qualitative cumulative GPA calculation for SAP. However, all course attempts will be included in the calculation of the quantitative measures of cumulative completion rate and maximum timeframe.

Withdrawn Courses: Withdrawn courses are calculated as attempted courses toward the calculation of the quantitative measures of cumulative completion rate and maximum timeframe. Withdrawn courses are not calculated for qualitative cumulative GPA.

Frequency of and Definition of Evaluation

The SAP of degree-seeking and certificate-seeking students receiving or

applying to receive Title IV federal funding will be evaluated at the end of each semester: fall, spring, and summer. After each semester, students will be placed in the appropriate status. Students are only evaluated for a possible status change if they were enrolled in the previous term that is being evaluated. Students are also held to the same SAP standards for evaluation as defined above regardless of enrollment level, full-time or part-time.

Initial, Satisfactory, Warning, Suspension and/or Maximum Time Frame and Probation Status

Initial Status: Students who have no academic record at the College and are applying for financial aid for the first time are placed in initial status. Students in initial status may receive financial aid if otherwise eligible.

Satisfactory Status: Financial aid applicants who meet the SAP standards are in satisfactory status. Students with satisfactory status may receive financial aid if otherwise eligible.

Warning Status: When financial aid applicants are in satisfactory status and do not meet SAP standards for the first time, they are placed in warning status. Students in warning status may receive financial aid if otherwise eligible. Warning Status can only last for one term. At the next period of evaluation depending on the academic success of the student, the status must be changed back to Satisfactory or moved to one of the other statuses.

Suspension Status and Maximum Time Frame Status: When financial aid applicants who are in warning status do not meet SAP standards, they are placed in suspension or maximum time frame status and are not eligible to receive financial aid. Students may pursue the SAP Appeal process at this time if they would want their aid reinstated.

Probation Status: When financial aid applicants who are in suspension and/or maximum time frame status submit an appeal and the appeal is granted, they are placed on probation status for one semester. If after that semester the student does not meet SAP standards, they become ineligible to receive financial aid. Students in probation status may receive financial aid if otherwise eligible.

Students who have an academic record at the College, including transferred classes, and are applying for financial aid for the first time at the College will be evaluated according to SAP policy and placed in the appropriate status.

Notification of Status

The Financial Aid office will notify you via your KC email when you are in warning, suspension, and/or maximum time frame and probation status. However, it's the student's responsibility to know their status and if eligible for

financial aid.

Financial Aid Appeal

A student suspended from financial aid may submit a written appeal to be reviewed by the Satisfactory Academic Progress Appeals Review Committee. Financial Aid Suspension Appeals must be submitted within 14 calendar days after the date of the Financial Aid Suspension notice. The appeal should explain in detail the irregular or mitigating circumstances (i.e. student illness or death in the family) that prevented the student from meeting SAP standards and what has changed or will change to enable the student to improve by the next evaluation period. Maximum timeframe appeals would be considered for a change of major or transfer from another institution. The appeal should provide the action plan of the student for the next semester and any documentation should it be needed. Students do have the option to attend/enroll in courses while the appeal is under review, however, no financial aid will be released unless the appeal is approved. Students will be notified via their KC email if their appeal has been approved or denied. If an appeal is denied, the student in question will be responsible for the balance owed to the college.

VETERAN'S REQUIREMENTS

All students receiving state veteran educational benefits are required to meet the Financial Aid Satisfactory Academic Progress Standards. Students placed on Financial Aid Suspension will be ineligible for state veteran educational benefits until the Financial Aid Suspension is no longer in effect.

The College's SAP policy is subject to change without notice to comply with federal or state regulations or Kaskaskia College Board of Trustee policy or action.

This is the current policy as dictated by the US Department of Education.

FOR ADDITIONAL INFORMATION:

Kaskaskia College Office of Financial Aid - Telephone (618)-545-3080

Federal Student Information Center

1.800.4 FED AID (1.800.433.3243)

P.O. Box 84 - Washington, DC 20044

<http://www.ed.gov>

To request a duplicate FAFSA Submission Summary call 319-337-5665. To find out if the FAFSA has been processed visit www.studentaid.gov.

Illinois Student Assistance Commission (ISAC)

1755 Lake Cook Road - Deerfield, IL 60015

1-800-899-4722 (CASI) - www.isac.org

Internal Revenue Service (IRS)

1-800-829-3676 - www.irs.gov

Selective Service

1-847-688-6888 - <http://sss.gov>

Department of Education

Inspector General's Office -1-800-647-8733

(To report fraud, waste, or abuse of financial aid)

For a copy of the Federal Student Guide:

www.ed.gov/prog_info/SFA/StudentGuide

For a list of Title IV school codes:

www.ed.gov/offices/OPE/t4_codes.html

Department of Veteran Affairs

1-888-442-4551

Illinois Dept. of Veteran Affairs

<http://www.state.il.us/dva/geni/htm>

Mapping Your Future

<http://mapping-your-future.org>

National Association of Financial Aid Administrators information for students and families https://www.nasfaa.org/students_parents

The Financial Aid Information Page: <http://www.finaid.org>

Other sources of financial assistance for students include:

Career and Technical Programs - For students who are economically disadvantaged, disabled, have limited English skills, non-traditional, displaced homemaker or single parent and are enrolled in Career and Technical programs they may be eligible for:

- Financial assistance with uniforms, lab fees, lab kits, books, insurance, etc.
- Free tutoring
- Career information
- Referral service to other agencies
- Special materials

For more information, contact the Perkins Project Coordinator at 618-545-3067

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Students who are seeking education and training to move quickly into the labor market may be eligible for financial assistance. Please contact the local representative in your county for additional information.

Bond County - 618-545-3473

Marion County - 618-545-3252

Fayette County - 618-283-2780

St. Clair County - 618-825-3259

Washington County - 618-327-4191

Clinton County - 618-594-4520

Jefferson County - 618-998-0970

STUDENT SERVICES



www.kaskaskia.edu

ACADEMIC CENTER FOR EXCELLENCE (ACE)

The Academic Center for Excellence (ACE) provides easy access to learning support services for KC students. These services include assistance with identifying and using library resources, tutoring, placement testing, study groups, proctored testing for online courses, and academic workshops. Additionally, in accordance with the American Disabilities Act, equipment designed to assist those with special needs or disabilities is available for student use. To best serve student needs, appointments are required for testing and other personalized support services. The Academic Center for Excellence is located in the “L” Building on main campus and has brought three college departments together in one space forming a comprehensive student academic support center. The Business Learning Center, Success Center, and Library make up the Academic Center for Excellence. To find out more about the services offered or to make an appointment, please call 618-545-3160.

ADULT EDUCATION AND LITERACY

The Adult Education Department provides assistance to individuals who need to improve their academic, English speaking, employment, and life skills. The Adult Education Program provides the following grant funded programs: High School Equivalency (HSE) classes, English as a Second Language (ESL) classes, The Reading Link Program, and adult volunteer literacy tutoring. The Adult Education Program provides instructors and volunteer tutors to help learners to achieve personal goals. The program also provides free classes for adults who need a high school equivalency credential. Individuals who are interested in the Kaskaskia College Adult Education program should contact the department at 618-545-3115.

ADVISEMENT

Academic Advisors are available to help you select the appropriate courses to meet your educational goals. Whether you are planning to transfer to a four-year school to pursue a bachelor’s degree, obtain an Associate degree and go to work, complete one of our many certificate programs, or just take a few courses, meeting with an advisor is an essential step to ensuring you are on the right path to success. Advisors are available by walk-in or appointment. Please call 618-545-3060 for more information.

CAMPUS STORE

The Kaskaskia College Campus Store is the on campus provider for all course materials, KC apparel, school supplies and much more. The KC community can shop in-store or online at <https://kaskaskia.bncollege.com>. Orders placed through the website can be shipped directly to the customer’s residence for a small fee or to a KC Education Center for pick-up at no additional cost.

Course materials for KC Students will be delivered through the First Day Ready program! First Day Ready provides students with discounted first-day-of class

access to their required instructional materials as part of their tuition or fees. KC family we are here to assist you!

If you have any questions, please feel free to contact the Campus Store at 618-545-3090 or kcbookstore@kaskaskia.edu.

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

The Workforce Development and Community Education (WDCE) Department was established to coordinate the organizational, personal, and lifelong learning goals of individuals, businesses, and industries.

Workforce Development

Kaskaskia College understands that a trained workforce is the key to keeping the region as economically sound as possible. Workforce Development programs or courses are designed to help organizations and employers increase operational efficiency, improve employee morale, and enhance the organizational bottom line.

The college works directly with employers to identify training needs and develop customized solutions to build and maintain a highly skilled workforce. These training topics include, but are not limited to, soft skills, supervisory skills, industry specific technical skills, computers and software, OSHA, and more. Training can be delivered at a Kaskaskia College location, or onsite at the business location. Online training is also available and includes a wide range of topics.

Continuing/Community Education

Kaskaskia College is proud to serve the lifelong learning needs of our district. Continuing and Community Education is all about providing classes, workshops and other learning opportunities to enrich lives.

Continuing Education programs are life-long learning activities. They include programs and classes that bring participants up to date in a particular area of knowledge or skill set. Some classes offer continuing education units and certification. These experiences may be offered in the form of traditional classroom presentations, online, or workshops.

Community Education provides wholesome recreation alternatives and meaningful community programs designed to enhance our community's everyday quality of life. These personal enrichment classes provide an opportunity for participants to learn a new hobby, gain life skills, and improve quality of life for community members. Community Education courses are informal and provide participants a chance to engage and collaborate with other students in a comfortable and welcoming environment.

Ed2Go

Through a partnership with Ed2Go, WDCE offers a wide variety of continuing education courses and programs online on an ongoing basis. These courses are non-credit. Courses are offered in Accounting and Finance, Business, Computer Applications, Technology, and a number of other areas.

KICK

The Kids in College at Kaskaskia program is designed for children from pre-Kindergarten through 8th grade and offers a variety of creative, learning-based programs, taught by fun and enthusiastic instructors. The KICK program's broad range of classes allows participants to enjoy learning and career exploration. With programs in math, science, art, reading, photography, computer and sports, children can pick their destination. The KICK program is offered at the Main Campus as well as education centers and various locations throughout the District.

For further information concerning services and training provided by Workforce Development and Community Education call (618) 545-3256

CHILDREN ON CAMPUS

Because of safety and supervision requirements, children will not be permitted on any Kaskaskia College campus or Education Center unless they are attended by a parent or guardian. Children are not permitted in the classroom any time while class is in session.

CHILDREN'S LEARNING CENTER

The Children's Learning Center accepts children of students, staff, faculty and alumni. The Children's Learning Center is licensed by the Illinois Department of Children and Family Services and provides educational programs, outdoor activities, a healthy food program, and quality care for your children. During the fall and spring semesters, programs are available for children ages 6 weeks through 6 years. Programs for ages 6 weeks through 12 years are available during the summer semester. Financial assistance to help cover the cost of childcare is available for eligible families. Please contact the Director of the Children's Learning Center for additional information on financial assistance.

The Children's Learning Center hours are Monday-Thursday 7:00-5:30 and Friday 7:00-4:30 for Fall and Spring Semesters. For the Summer, Monday-Thursday 7:00-6:30 and closed Friday if the College is closed. Children are not required to be potty trained. For further information, or to schedule a tour, contact the Director of the KC Children's Learning Center at 618-545-3323 or 1-800-642-0859.

DISABILITY SUPPORT SERVICES OFFICE

The Disability Support Services Office provides services and accommodations for students with documented disabilities, which can include learning, physical, sensory, or other disabilities. The services are designed to make educational opportunities at KC equitably accessible to all students enrolled in college credit classes.

Students are responsible for identifying themselves as needing disability support services, for providing appropriate documentation, and for requesting accommodations through the DSS office.

For more information please email wellness@kaskaskia.edu or phone 618-545-3280.

FITNESS CENTER

The Fitness Center has a sauna, multi-purpose rooms, racquetball courts, free weights, and cardio/circuit areas. It also features a 16th of a mile track on the second floor. Students enrolled at Kaskaskia will have free access to the Fitness Center through their KC ID. All other individuals will pay a rate of \$5.00 per day or \$20.00 per month. Members of Alumni and Friends monthly rate is \$15.00.

KC ID Cards are required of all participants at all times. The Fitness Center is open Monday through Friday during the fall and spring, and Monday through Thursday in the summer. An orientation is necessary before regular use of the Fitness Center can begin. For more information, call 618-545-3162.

FITNESS TRAIL

The trail circles around the wooded area on the south edge of the campus and is 7/10 of a mile in length. Both credit and non-credit classes are offered to promote fitness and wellness. The trail is open to the public for year round use. Various obstacles/weight areas are placed around the trail. Blue colored equipment and area instructional signs are in place for easy use.

Walking, running, roller-blading and bicycling are permitted as well as wheelchairs, including motorized wheelchairs. Leashed pets are permitted, but leashes must be less than six feet long. Please clean-up after your pet. For more information, call 618-545-3162.

ILLINOIS ARTICULATION INITIATIVE

Institutions in Illinois grant two types of transferable Associate degrees. The Illinois Articulation Initiative general education package is part of both. The Associate of Arts degree, or A.A., has a full general education package (GECC) fully incorporated. When you complete an A.A. degree and transfer, your general education requirements should be waived at the next 4-year IAI participating institution you choose to attend. The Associate of Science degree, or A.S. is

specifically designed for science, technology, engineering, and mathematics, or STEM, areas of study. This degree has a modified general education package which allows students in these demanding fields the opportunity to remain on track with their cohorts at the 4-year institutions and complete a couple of general education courses after they transfer to their institution of choice. Under the A.S. degree model, students will take one additional math course and one science course, which will delay two GECC courses in the Humanities and Fine Arts and Social and Behavioral Sciences categories. The GECC package remains intact; however, a student will complete the package upon transfer to a university.

LOST AND FOUND

The Lost and Found is located at the Department of Public Safety Main Security Desk or call 618-545-3199. Students finding articles should turn them in at the Main Security Desk located at the HB Main Entrance, the First floor ST Security Desk, or to any Public Safety Officer. Students who have lost articles should make inquiries at the Main Security Desk.

KC 101 (NEW STUDENT ORIENTATION)

KC 101 is a free program designed to introduce new students to information and contacts important for a successful start of their college experience.

Information about services, activities, and classroom success strategies will be included. Students who attend new student orientation programs perform better in college than students who do not. Therefore, we strongly encourage students to participate in the activity. Family members are welcome to attend. For more information, call 618-545-3070.

NONTRADITIONAL/GENDER EQUITY PROGRAM/ PERKINS GRANT

The Nontraditional Program assists students enrolled in a nontraditional program (a program where 75% of the students enrolled are of the opposite sex) i.e.: male in nursing, female in drafting. The program provides career assessment and planning, referrals, and financial assistance to those who qualify. Financial assistance is available, specifically for books or transportation. Students must be working towards an Associate Degree/Certificate in a Vocational Program. For further information, call 618-545-3067.

SERVICES AVAILABLE TO STUDENTS

In several of the College's programs, students seek to learn by offering services to students and members of the KC staff. These services are provided by students with faculty oversight and are typically at a reduced price. Services are limited to student availability and educational content being covered at any given time.

Below is an example of available services.

Type of Service	Student Program	Contact Number
Full Service Salon	Cosmetology	545-3321
Auto Maintenance	Automotive Technology	545-3388
Sonograms	Diagnostic Medical Sonography	545-3365
Massage Clinic	Physical Therapist Assistant	545-3242

SNACK STATION

The Kaskaskia College Snack Station is open to students and employees who for whatever reason do not have the funds to buy food on campus. Individuals may visit the snack station once per day when classes are in session. The mission of the Kaskaskia College Snack Station is to combat hunger and food insecurity by providing food to KC students and staff. The Snack Station is located in the Academic Center for Excellence (ACE). Please visit or call the ACE (545-3160) to access the Snack Station.

STUDENT ACCIDENT INSURANCE

Student accident insurance is required for certain programs for each enrolled term. The accident insurance plan provides coverage for on campus or clinical location accidental injuries. The insurance rate is based on a group policy. For information regarding student accident insurance visit or call the Cashier's Office at 618-545-3057.

STUDENT CENTER - MAIN CAMPUS

The Geary Student Loft and Student Center provides facilities for on-campus social events, watching television, listening to music, and relaxing. For student convenience, the loft is open daily between 7:30 a.m. and 10:00 p.m. *Summer hours are adjusted; please contact security. The cafeteria is located in the Student Center, hours of service are 7:30 - 2:00 pm Monday through Thursday, 7:30-1:00 pm on Friday. Breakfast served till 10: 30 am Monday through Friday.

KC VETERAN AND MILITARY FAMILY STUDENT CENTER

The KC Veteran and Military Family Student Center's mission is to provide a space for the military community of Kaskaskia College to come together for camaraderie and support, while transitioning from the military to the classroom. The center is a space that gives our military community a place to meet while achieving their personal and academic goals. The center is located on the main campus in the Student Center.

STUDENT WELLNESS INTERVENTION AND FACILITATION TEAM - SWIFT TEAM

Kaskaskia College, by and through its Student Services division, is committed to provision of timely support and facilitation of referral for students, faculty and staff in addressing student behavioral and mental health issues and promoting student safety and academic success. The mission of SWIFT is to

assist students in addressing needs related to wellness and facilitating referrals as necessary to help students achieve overall success. The goal of the team is to provide early identification of needs and assistance to persons on campus, while facilitating referrals as needed. The existence of the Team in no way guarantees that incidents will be prevented. The Team is not a crisis response entity and should an incident occur, the Kaskaskia College emergency plan would become operational. Kaskaskia College assumes no liability for any identified or unidentified crisis situations that occur either with or without involvement of the SWIFT Team.

The SWIFT provides students with confidential, respectful proactive support, while offering resources and balancing the educational needs of students with the mission of Kaskaskia College. Campus wide support of the process is essential because staff and faculty are on the “front lines” with the student, often on a daily basis. If students are experiencing behavioral or mental health issues which may interfere with their learning, a faculty or staff member may submit a SWIFT referral. Team members will contact the student and respond with support and referral to professional services when needed. Together we can help ensure a safe and supportive learning environment. Referrals to SWIFT can be made by submitting a Incident Report found on myKC. Click on “Report an Incident” located on the navigation panel at the left side of the myKC page, and then click on SWIFT. Referrals may also be made through the link on the Wellness Page on the KC website. If you have questions, please, contact the Vice President of Student Services office at 618-545-3033. SWIFT resources can be found on the Health and Wellness webpage, <https://www.kaskaskia.edu/campus-life/services--resources/health-and-wellness/>.

TECHNOLOGY RESOURCES

Kaskaskia College is committed to providing the latest technology in direct support of student learning and assisting students to achieve their academic goals. To access the College’s technology resources, a student is assigned a KC student ID and temporary password when they apply to the College.

This account information is mailed directly to the student’s home to insure privacy is maintained and will act as your login ID as long as you remain an active student. Technical Support may be contacted by phone at 618-545-3098 or by e-mail at itsupport@kaskaskia.edu.

ACCESS TO YOUR STUDENT INFORMATION USING MYKC

Every student issued a Login ID and Password has access to the student portal, myKC (<http://myKC.kaskaskia.edu>). Using the portal allows students to:

- Search and register for classes
- Receive notifications regarding important dates
- Access student email account
- Check financial aid status
- Print class schedules

- Access account statements and payment deadlines
- Make a payment
- View grades

EMAIL NOTIFICATION - Kaskaskia College assigns an email account to students consisting of an official College email address with a domain name of @students.kaskaskia.edu. All official communications will be emailed to these addresses.

Kaskaskia College has the right to expect all students to check their official email account on a frequent basis and read their emails in a timely fashion in order to remain informed of official College communications, which may contain time sensitive information or affect day-to-day activities.

Microsoft Office 365 - The College uses this free hosted communication and collaboration service from Microsoft to provide students with the storage space, messaging, calendaring, and file-sharing tools including:

- A “@students.kaskaskia.edu” email address.
- OneDrive
- Office Web Apps – to create, view, edit, and share Microsoft Word, Excel, PowerPoint, and OneNote files online without having Microsoft Office.

STUDENT PRINTING - Kaskaskia College recognizes the importance of printing to its students and the need to reduce paper waste. Each semester students are given an allowance of 100 print copies, at no cost to them. Statistics show that this allowance meets the printing needs of most students.

Once logged into a KC computer, students can check their printing account by viewing the Print Management icon located in the Task Bar. In the cases that students use their allowance, they are able to purchase additional credits as needed at \$.10 per print copy. These can be purchased at Cashiers Office and at all Education Centers.

KC ALERTS - This notification service is provided to students, staff, and faculty by email or text message on their cell phone, of campus closures for class cancellations, inclement weather closings, and/or other emergencies. This is an opt-in service provided by Kaskaskia College. Users are removed at the end of each fiscal year. Each person is required to opt-in again in July if they wish to continue the service.

TESTING SERVICES

1. KC Placement Tests

Kaskaskia College uses Wonderlic for English/Reading Placement and ALEKS PPL for Math Placement. Contact the ACE to schedule a test at 618-545-3160.

2. PEARSON VUE/GED Testing

Kaskaskia College is a certified Pearson VUE testing site. To register for a Pearson VUE test, please go to <http://www.pearsonvue.com> or for GED testing go to <http://gedtestingservice.com>.

3. Illinois Nurse Assistant/Aide Competency Evaluation Exam

The Nurse Aid Competency Evaluation Program is given to students completing Nurse Aide Training to meet the evaluation requirements of federal and state legislation. Application is made through SIU-C. Information is available from the KC Nursing Department.

4. ASE Testing

Testers can register online for ASE certification tests at www.ase.com. Appointments can be scheduled by calling the Academic Center of Excellence (ACE) at 618-545-3160.

5. Proctored Testing for Outside Schools & Employers

Contact the ACE for an appointment at 618-545-3160. \$25 test fee.

6. Proctored Testing for KC Classes

Contact the ACE for an appointment at 516-545-3160.

TRIO PROGRAM – STUDENT SUPPORT SERVICES

The TRIO/Student Support Services Program is one of a group of programs established by Congress under Title IV of the Higher Education Act of 1965 to help students overcome social and cultural barriers to higher education. The KC TRIO/Student Support Services program is dedicated to student success through individualized proactive and deep-reaching advisement and academic assistance. The goal of the TRIO/Student Support Services is to motivate and support students as they work toward improving their grade point average, staying enrolled in classes and completing their chosen degree or certificate program. TRIO/SSS supports students by offering a selection of the FREE services listed below:

- Professional Tutoring
- Financial Literacy – counseling and workshops on financial aid, budgeting, and FAFSA assistance
- Academic Advising
- Course Registration
- Career Advising
- College Visits to 4-year universities
- Assistance and support for the transfer process to 4-year universities
- Referrals to other support services
- Workshops – opportunities to improve student skills and success
- Cultural Enrichment Experiences

TRIO/Student Support Services is located in the Health and Business Building. However, TRIO/SSS serves students at all KC locations and TRIO advisors stay in regular contact with all of their students regardless of location.

There are eligibility requirements for this Federal program:

- Students must be a U.S. citizen or a permanent resident
- Students must be pursuing a degree or certificate and planning to transfer to a four-year institution
- Students must also fit at least one of the following characteristics:
 - * Be a first generation student (neither parent has a 4-year college degree)
 - * Meet income guidelines as outlined by the U.S. Department of Education
 - * Have a verifiable physical or learning disability
- Students must also display the willingness and ability to be an active partner with their TRIO/SSS advisor to seek and maintain academic success and reach their academic goals.

TRIO/Student Support Services has a proven track record in supporting student success and can be a part of the student's support team as they use Kaskaskia College as a stepping-stone to overall success.

TRANSFER PATHWAYS

For many years, the College has enjoyed successful partnerships with a variety of four-year colleges and universities. KC is working to increase the number of those partnerships and the breadth of programs and disciplines included.

For more information about institutions with whom we have articulation agreements with or are working on future transfer opportunities can be found at: www.kaskaskia.edu/academics/transfer-from-kc or contact Academic Advising at 618-545-3060.

STUDENT ACTIVITIES



There are many opportunities for students to become involved with activities at Kaskaskia College. If you want to know more about any of these groups, please contact the Academic Center for Excellence at 618-545-3160.

AGRICULTURE CLUB

The Agriculture Club is an organization dedicated to the improvement of agriculture for our school, our community and our country. The club strives to promote leadership, improve communications, disseminate information and foster cooperation in agriculture throughout the College community. For more information, contact Aaron Heinzmann at 618-545-3381, aheinzmann@kaskaskia.edu.

ALPHA DELTA NU NURSING HONOR SOCIETY

Alpha Delta Nu Nursing Honor Society of Kaskaskia College recognizes the academic excellence of students in the study of nursing. Alpha Delta Nu encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a lifelong professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing. Contact Rebecca McElhose at 618-545-3347, rmcelhose@kaskaskia.edu.

ATHLETICS (INTERCOLLEGIATE)

Kaskaskia College strives for academic and athletic excellence in a friendly and positive atmosphere through support of a well-balanced athletic program. Kaskaskia College competes in men's intercollegiate basketball, tennis, cross country and baseball. Women's intercollegiate teams offered through the athletic program include: volleyball, softball, soccer, cross country, tennis and basketball. It is one of the athletic department's goals that KC be very competitive in all sports on the community college level and a full program of contests are scheduled each year. The College is a member of the Great Rivers Athletic Conference (GRAC), Mid-West Athletic Conference (MWAC), and Region XXIX of the National Junior College Athletic Association (NJCAA).

Athletes must maintain a minimum grade point average of 2.0 on a 4.0 point scale in a minimum of 12 hours of coursework to be eligible for athletic competitions.

Student athletes interested in intercollegiate athletics should contact the Athletic Director, Scott Steward, at 618-545-3440, [ssteward@kaskaskia.edu](mailto:sssteward@kaskaskia.edu) for more information.

AUTOMOTIVE TECHNOLOGY STUDENT ORGANIZATION

Membership in the Automotive Technology Student Organization is available to all students enrolled in the Automotive Technology Program. The organization provides opportunities to develop leadership skills, expands interest in related activities outside the classroom, promotes professional and ethical development and builds active relationships with automotive employers, trainers, organizations and industry leaders. Alumni will be considered for special membership. For more information, contact Chuck DeBernardi at 618-545-3369, cdebernardi@kaskaskia.edu.

BASIC (BROTHERS AND SISTERS IN CHRIST)

The purpose of the organization is to establish a group for Christian students for promoting growth, fellowship and outreach. The organization is non-denominational and welcomes students of all religious faiths. For more information, contact Ken Ingersoll at 618-545-3336, kingersoll@kaskaskia.edu, or Bruce Fink at 618-545-3305, bfink@kaskaskia.edu.

BLACK STUDENT ASSOCIATION

This organization motivates all students, regardless of race in shaping their own destinies within the College and to stimulate pride in college life. To this end, BSA also uplifts hopes and dreams of the black community in relation to the College. For more information, contact Robert Rhymes at 618-545-3311, rrhymes@kaskaskia.edu.

CLUB TRIO

The purpose of Club Trio is to provide an opportunity for members to become involved in activities facilitating the development of a campus climate supportive of academic, social, and personal success. Additionally, members learn leadership skills, and to broaden individual experiential backgrounds. For more information, contact Yvette Nothaus at 618-545-3035, ynothaus@kaskaskia.edu.

CNET

CNET is open to computer students and others interested in fostering positive attitudes and skills in the field of data processing. CNET is affiliated with the national chapter. For more information, contact Angenien Huffstutler at 618-545-3315, ahuffstutler@kaskaskia.edu.

COSMETOLOGY CLUB

The purpose of the Cosmetology Club is to promote continued interest in the program at the College and to provide opportunities for further participation after completion of the training program in arranging special programs and training seminars. For more information, contact Kelli Malone at 618-545-3306, kmalone@kaskaskia.edu.

CRIMINAL JUSTICE CLUB

The Criminal Justice Club is open to all KC students interested in seeking to establish a more positive attitude toward criminal justice employees and administration of justice as a career. For more information, contact Ken Ingersoll at 618-545-3336, kingersoll@kaskaskia.edu.

DENTAL ASSISTANT CLUB

The purpose of the Dental Assisting Club is to actively participate in the promotion, development, and implementation of dental oral health. The club plans active involvement in community events. Membership is open to students currently enrolled in the Dental Assisting Program at KC. For information contact: Lori Schmidt at 618-545-3320, lschmidt@kaskaskia.edu.

FCA (FELLOWSHIP OF CHRISTIAN ATHLETES)

The Fellowship of Christian Athletes is touching millions of lives one heart at a time. Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in the world. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. For more information about FCA, contact Jenna Eldred at 618-545-3044, jeldred@kaskaskia.edu.

FUSION GAY-STRAIGHT ALLIANCE CLUB

Fusion provides a supportive, safe, social setting for gay, lesbian, bisexual, transgendered and straight students. Fusion works to provide educational resources to counter misconceptions and stereotypes regarding issues of sexual diversity. For more information contact Amy Sapp at 618-545-3074, asapp@kaskaskia.edu

FBLA COLLEGIATE

Phi Beta Lambda is a professional association serving postsecondary students nationwide and abroad. Phi Beta Lambda (PBL) membership is open to any student interested in the field of business. Involvement in PBL helps future business leaders convert their ambitions and abilities into financial success and professional recognition. Phi Beta Lambda members accelerate their climb up the career ladder. PBL gives you a head start on your career by facilitating meetings with peers, make friends with present and future business leaders, practice business and leadership skills, plan career strategies, win individual and chapter awards in state and national competition testing a range of business skills, and attend professional seminars.

Membership is open to all students interested in pursuing a business or business-related career. FBLA-PBL has a combined membership of over 240,000 active members in over 13,000 chartered chapters in the U.S., Puerto Rico, Virgin

Islands, U.S. Territories, and Department of Defense Dependent Schools worldwide. Membership is open so that students can join at any time throughout the school year. For more information, contact Kerri Richards at 618-545-3353, krichards@kaskaskia.edu.

GETTING DOWN TO BUSINESS CLUB

The Getting Down to Business Club is designed to empower students in the business and accounting fields to grow professionally and personally by interacting with business leaders through service and professional development opportunities. The Club will allow students to demonstrate their marketing, management, and financial skills in practical and rewarding environments, such as organizing service events, attending speaker series, and participating in business or accounting case challenges. The officers of the Club will be given opportunities to lead by making key strategic decisions in order to achieve the short and long-term goals established by the Club at the beginning of each academic year. For more information, contact Connor Pollmann at 618-545-3328, cpollmann@kaskaskia.edu and Suzanne Arndt at 618-545-3329, sarndt@kaskaskia.edu.

INDUSTRIAL AND CONSTRUCTION TRADES CLUB

The ICT club looks to introduce members to an industrial work setting and show what it takes to complete tasks and assignments as a team in a skilled trades setting. We will also show the organization and decision-making processes needed to be successful members of an organization or group. This is designed to help mold future trade leaders, bosses, or supervisors. For more information contact Eric Howard at 618-545-3378 or ehoward@kaskaskia.edu.

KASKASKIA ENGINEERING ASSOCIATION

Kaskaskia Engineering Association aims to spark interest in engineering disciplines and promote the engineering program at KC. Members will have the opportunity to design and build projects of interest. KEA hopes to establish connections with local engineering firms and tour their facilities in order to understand the daily operations of an engineer. Another goal of the group is to take trips in order to explore the engineering wonders of our local area through field experiences. Sponsor for the group is Michael Geiger at 618-545-3370, mgeiger@kaskaskia.edu.

KC CULINAIRES

This club promotes the skills of the culinary profession. The group encourages leadership, volunteerism and community service. Members are active in preparing gourmet dishes for various events held on KC campus. For more information, contact Robert Rhymes at 618-545-3311, rrhymes@kaskaskia.edu.

PHI THETA KAPPA, IOTA OMICRON CHAPTER

The purpose of Phi Theta Kappa is to recognize and encourage scholarship, leadership and service among community college students. Membership in Phi Theta Kappa is recognized among top colleges in the state and nation and opens opportunities for financial consideration for students as they complete Bachelor's degree coursework. To be eligible for membership in Phi Theta Kappa, a student must be regularly enrolled in a community college, have earned 12 or more credit hours that could be applied to a degree program and have earned a career Grade Point Average of 3.5 or greater. Potential new members are evaluated and mailed an invitation. There is an initiation fee. For more information, contact Dr. Erin Landers at 618-545-3385, elanders@kaskaskia.edu.

PHYSICAL THERAPIST ASSISTANT CLUB

All currently enrolled students and alumni of the Associate Degree Physical Therapy Assistant Program are eligible for membership in the club, which provides special training programs and seminars, field trips as well as social activities. For more information, contact Cheryl Rushing at 618-545-3220, crushing@kaskaskia.edu.

RESPIRATORY CARE CLUB

All currently enrolled students of the Respiratory Program are eligible for membership, which provides special training programs and seminars as well as social activities. For more information, contact Beth Urban at 618-545-3352, burban@kaskaskia.edu.

SPARKS CLUB

The SPARKS club aims to promote leadership, professional responsibility, and connections with the community. Members will have the opportunity to explore occupations in the electrical field through local industry tours, receive industry leader mentorship, work on community projects, and develop skills essential to success in the workforce. Membership is open to students enrolled in the Residential and Commercial Electricity Program at Kaskaskia College. For more information, contact Mark Litteken at 618-545-3478 or mail to: mlitteken@kaskaskia.edu.

STANDING OVATION SOCIETY

The SOS chapter at Kaskaskia College is designed to improve communication for both students and faculty within the campus and surrounding communities. The purpose of its founding is to offer communication advice, listening, suggestions, help, etc. as needed throughout the year by both Kaskaskia College students and community members. As a chapter, we dedicate ourselves to serving our campus by being positive communicators that are strong role models with our own presentations and behaviors. For more information contact Brandi Wilkins at 618-545-3368 or bwilkins@kaskaskia.edu

STUDENT CONGRESS

The purpose of the Student Congress is to represent the student body in matters pertaining to Kaskaskia College. As the voice of the students, it is dedicated to securing, implementing and protecting equal rights, privileges, and responsibilities for students. The Congress is committed to the best interests of Kaskaskia College. Contact Kali Michael at 618-545-3134, kmichael@kaskaskia.edu.

STUDENT NURSE ORGANIZATION

The purpose of the Student Nurse Organization is threefold: to promote opportunities for growth through extra-educational activity, socializing and professional activities. For more information, contact Marsha Baro at 615-545-3333, mbaro@kaskaskia.edu, or Rebecca McElhose at 618-545-3347, rmcelhose@kaskaskia.edu.

STUDENT PRACTICAL NURSE ORGANIZATION (SPNO)

The Student Practical Nurse Organization is open to all currently enrolled practical nurse students. Some of the purposes of this organization are to allow the students to explore employment opportunities, to further interest in the PN program, represent the KCPN program at the annual state LPN convention and to act as volunteers at various community and college functions. For more information, contact Kim Storm at 618-545-3448, kstorm@kaskaskia.edu.

STUDENT RADIOLOGY CLUB

Students enrolled in the Associate Degree Radiologic Program of Kaskaskia College are eligible for the Student Radiologic Club, which provides special training programs and seminars as well as social activities to promote leadership abilities in the Radiology field. For more information, contact Sharon Elwood at 618-545-3380, selwood@kaskaskia.edu.

VETERAN'S CLUB

The Student Veteran's Organization was developed to provide KC student veterans and their families a network of support while fostering an environment of patriotism on the KC campus and within the community. Contact Jody Roper at 618-545-3085, jroper@kaskaskia.edu.

WRITERS GUILD

The KC Writers Guild is a club that promotes creative writing skills through the use of workshops, exercises, and guest speakers, eventually leading to a published work created by the club. The Writer's Guild supports all genres, dealing mainly with but not limited to the genres of short fiction, poetry and creative non-fiction. The club is open to all active KC students. Contact Josh Woods at 618-545-3241, jwoods@kaskaskia.edu or Lesley Bower at 618-545-3340, lbrower@kaskaskia.edu.

SPONSOR MUST BE PRESENT AT ALL ON CAMPUS OR OFF CAMPUS KC ACTIVITIES. IF THE SPONSOR IS UNABLE TO ATTEND, IT IS THE RESPONSIBILITY OF THE SPONSOR TO SECURE A REPLACEMENT. THE REPLACEMENT MUST BE APPROVED BY DIRECTOR OF STUDENT RETENTION & SUPPORT SERVICES AND/OR THE VICE PRESIDENT OF STUDENT SERVICES.

POLICY & PROCEDURES



Kaskaskia College policies and procedures are available at <https://policies.kaskaskia.edu/Home>

NOTICE OF NON-DISCRIMINATION

Kaskaskia College is an equal opportunity/affirmative action employer and administers all of its educational and employment programs in conformity with state and federal laws prohibiting discrimination.

Kaskaskia College does not discriminate in admissions, educational programs, or employment against any individual on the basis of sex, race, color, religion, national or ethnic origin, age, disability, sexual orientation, gender identity, veteran status, genetic information or any other protected categories under the law (including, but not limited to the Illinois Human Rights Act, Titles IV, VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, as amended respectively).

Inquiries from students regarding non-discrimination, sexual harassment or misconduct, or affirmative action in employment, admissions and administration should be directed to Kaskaskia College's Vice President of Student Services who also serves as the Title IX Coordinator.

For additional information regarding Kaskaskia College's policies on harassment, discrimination, and sexual misconduct, please see the College's policies and procedures at www.kaskaskia.edu and clicking on About Us.

ACCREDITATION REQUIREMENTS REGARDING COMPLAINTS

Kaskaskia College is required to share information about formal written student complaints filed with certain institutional officers with The Higher Learning Commission, its institutionally accrediting body. To file formal complaints, please see the Student Complaint Policy. Additional information can be obtained from the VP of Student Services.

GRADE APPEALS

Kaskaskia College is committed to ensuring student grade appeals are handled fairly, effectively and in a timely manner. Therefore, grade appeals shall be handled in accordance with establish policy and procedures.

Students are responsible for reading the Grade Appeal policy and procedures and for complying with all procedures and established deadlines. Students may not use this appeal process for final grades assigned for academic dishonesty and academic integrity violations.

To read the procedure, see page 59 of the College Catalog or contact the Registrar at jeldred@kaskaskia.edu or 618-545-3044.

STANDARDS FOR ACADEMIC ACHIEVEMENT

Standards for Academic Achievement at Kaskaskia College have been established in order to guide the student in pursuit of academic success and maintain an academic environment that clearly defines expectations for progress. Academic Achievement standards apply to students enrolled in six or more credit hours and actively pursuing a certificate or degree. Special admit program progression requirements replace the standards set forth below.

Good Standing

Students with a cumulative GPA of 2.0 or higher are in good standing.

Academic Warning

Any student who is attempting six or more credit hours during a semester and whose cumulative grade point average falls below 2.0 will be placed on “Academic Warning.”

Continuing Academic Warning

A student who was placed on “Academic Warning” during his or her previous term of enrollment and has a current term grade point average of 2.0 or higher and has a cumulative term grade point average of less than 2.0 will be placed on “Continuing Academic Warning.”

Academic Suspension

Any student who has a current term grade point average of less than 2.0 and cumulative grade point average of less than 2.0 for a second consecutive semester will be placed on “Academic Suspension.”

Any student who is placed on suspension for a second time will not be allowed to appeal. The suspended student will not be allowed to attend for one semester following suspension.

Any student who is placed on suspension for a third time will not be allowed to appeal. The suspended student will not be allowed to attend for one year following the suspension.

Any enrollment following the third suspension will be at the discretion of the Vice President of Student Services.

Academic Standing Appeal Process

Students who have been placed on “Academic Suspension” may appeal in writing to the Registrar or a designated representative.

For additional information on the Standards for Academic Achievement, refer to page 39 of the College Catalog.

ACADEMIC RENEWAL POLICY

GENERAL POLICY STATEMENT

Kaskaskia College is committed to providing its students the opportunity to succeed academically. The Academic Renewal Policy pertains to Kaskaskia College students who have a period of at least seven consecutive years of non-attendance at any institution of higher education prior to returning to college.

This policy provides students with the opportunity to have their cumulative grade point average reflect their current academic success. Therefore, following the period of non-attendance, a student must complete at least 12 credit hours at Kaskaskia with a grade point average of “C” or better before he/she may utilize this policy.

This option is a one-time irreversible action that allows previously earned credit to no longer be included in the student’s Kaskaskia College grade point average. It is the student’s responsibility to ascertain if use of this policy would affect his/her current status, particularly financial aid eligibility.

Students who have completed and earned a degree or certificate from Kaskaskia College are not eligible for this policy.

Definition of Academic Renewal

Academic Renewal is the process whereby a student who has not been enrolled in an institution of higher education for seven consecutive years may submit an appeal to have all courses taken in a specific semester removed from his/her Kaskaskia College grade point average.

1. Upon returning to Kaskaskia College, the student must complete at least 12 semester hours with a grade point average of “C” or better before they are eligible to utilize this policy.
2. A student must use this policy on all courses taken in a particular semester.
3. A student may use this policy once for one semester only.
4. Upon approval, a revised grade point average will be displayed upon the Kaskaskia College transcript.

ACADEMIC RENEWAL PROCEDURE

1. A student may petition the Dean of Enrollment Services.
2. The student and the Dean of Enrollment Services or his/her designee will discuss whether academic renewal is the appropriate course of action.
3. If appropriate, and after the student has successfully completed at least 12 semester hours with a grade point average of at least 2.0, the Dean will recommend that recorded grades be removed from the student’s Kaskaskia College grade point average.
4. The courses removed from the student’s grade point average must remain on the student’s transcripts due to financial aid regulations but they will be

marked with a symbol to indicate that they are no longer included in the student's grade point average.

5. A student who disagrees with the actions of the Dean of Enrollment Services may appeal in writing to the Vice President of Student Services.

STUDENT COMPLAINTS POLICY

Kaskaskia College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints concerning issues other than grade appeals or claims of harassment shall be handled in accordance with established procedures. For complaints concerning grade appeals or claims of harassment, separate procedures have been established and are provided elsewhere in this publication.

(Non-Grade Appeal and Non-Harassment Issues)

Steps to be followed:

- A. Informal Resolution - Within 10 working days of the problem or incident occurring, the student should confer with the individual who is the subject of the complaint in an effort to resolve the issue informally. If the particular situation is not amenable to the student addressing the individual, then this step can be skipped.
- B. If the student is not satisfied that the complaint has been resolved in Step 1 or if no response is provided to the student through Step 1 above, then the student is required to file a written complaint, using the Student Complaint Reporting Form. The Student Complaint Reporting Form is accessible through the Student MyKC web links section.
- C. Upon submission, the student complaint form will be sent to the college Complaint Officer who will distribute directly to the immediate supervisor, department head, or division dean to the individual whom which the complaint is issued against.
- D. The immediate supervisor, department head, or division dean will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within 10 working days of receiving the written complaint, the immediate supervisor, department head, or division dean shall respond to the student in writing. If the complaint is determined to have merit, the College will take appropriate action to resolve the complaint. If the complaint is not determined to have merit and no College action is taken, the student may proceed to the next step if he/she chooses.
- E. If the student is not satisfied with the results of Step 3, he/she may

appeal to the appropriate vice president (or President, where he/she is the immediate supervisor). Such appeal must be made in writing and must be made within five working days of receiving the decision from Step 3.

- F. The vice president (or President, where he/she is the immediate supervisor) will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within 10 working days of receiving the appeal, the vice president or President shall respond to the student in writing. If the complaint is determined to have merit, the College will take appropriate action to resolve the complaint. If the complaint is not determined to have merit and no College action is taken, the student may proceed to the next step if he/she chooses. If the President is the immediate supervisor in this step, the decision rendered is final.
- G. If the student is not satisfied with the results of Step 5, he/she may appeal to the President (if the President was not involved in Step 5). Such appeal must be made in writing and must be made within five working days of receiving the decision from Step 5.
- H. The President will review the written complaint and obtain any additional information needed for resolving the complaint. After such review is completed, and within 10 working days of receiving the appeal, the President shall respond to the student in writing. The President's decision rendered is final.

The student may terminate the above process at any point by sending a written notice to the last individual contacted through the above procedures. Please note that for questions regarding the appropriate personnel to contact pursuant to the above procedures, students contact the KC Complaint Officer, Staci Palm, Dean of Enrollment Services at spalm@kaskaskia.edu or 618-545-3048. Records of formal complaints will be held by the KC Complaint Officer.

HARASSMENT POLICY

GENERAL POLICY STATEMENT

Kaskaskia College is committed to providing its employees and students with a work and learning environment that is professional and free of unlawful discrimination, including harassment, on the basis of legally protected status. Accordingly, the College prohibits all harassment, including sexual harassment, based on protected group status and will not tolerate any form of harassment. This policy includes conduct directed toward any student or employee by any co-worker, student, supervisor, vendor, client or any other third party. Everyone at Kaskaskia College is responsible for ensuring that our College is free from harassment and is expected to avoid any behavior or conduct that could reasonably be interpreted as harassment. The College will take whatever action

is needed to prevent, stop, correct or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension or dismissal for cause. The College will take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All employees are expected to participate in such education and training.

Definition and Examples of Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite sex or the same sex and can occur on or off campus.

1. Prohibited sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal, physical, visual or other expressive behaviors or physical conduct commonly understood to be of a sexual nature, when:
 - a. Submission to or toleration of such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities;
 - b. Submission to or rejection of such conduct is used as a basis for employment or academic decisions or assessments affecting the individual's status as an employee or student; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile or offensive work or educational environment.
2. The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. It is generally the characteristics and context of the behavior and how the behavior could be reasonably perceived by the affected individual that determine whether sexual harassment occurred.
3. Examples of behavior that may be considered sexual harassment include, but are not limited to, the following:
 - a. physical/sexual assault
 - b. direct or implied threats that submission to sexual advances will be a condition of employment, work or academic status, promotion, grades or letters of recommendation
 - c. repeated sexual flirtations, advances or propositions
 - d. the posting of sexually suggestive objects, pictures, cartoons or posters
 - e. suggestive or obscene letters, notes or invitations
 - f. comments of a sexual nature and/or sexually explicit statements, questions, jokes or anecdotes
 - g. offensive physical contact, such as patting, grabbing, pinching or brushing against another's body
4. For conduct to be considered sexual harassment, it need not be direct or explicit. Sexual harassment can be implied from the conduct, circumstances, and the relationship of the individuals involved.

Prohibited Conduct

The conduct prohibited by this policy includes unwelcome conduct, whether verbal, physical or visual that is based upon the individual's protected status, such as sex, color, race, national origin, religion, age, disability, sexual orientation or other protected group status as defined by law. This policy also prohibits malicious and/or knowingly false accusations.

Retaliation

Kaskaskia College forbids retaliation against any individual for seeking information on harassment, making a charge, filing a harassment complaint, or testifying, assisting, or participating in an investigation, proceeding or hearing involving a complaint of harassment.

Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The College will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

Complaint Procedures

Individuals may report acts of harassment using the procedures following this policy and/or may file a complaint with an external agency. A complaint filed with an external agency does not initiate the College's internal complaint procedures.

NON-HARASSMENT PROCEDURE

If an individual believes that he/she has experienced or witnessed any conduct that may be inconsistent with this policy, he/she should immediately notify the Human Resources Department or one of the following:

1. College President
2. Vice President of Administrative Services
3. Provost / VP Instructional Services
4. Vice President of Student Services
5. CIO, VP of Institutional Support & Technology
6. Dean of Arts and Sciences
7. Dean of Career and Technical Education
8. Dean of Health Sciences
9. Dean of Workforce Engagement & Industrial Career Service
10. Complaint Officer

When one of these individuals receives such a report, he/she will immediately notify the Human Resources Department, which will begin an investigation. All reports of conduct that is inconsistent with this policy will be promptly, thoroughly and impartially investigated as expeditiously as possible. As part of the investigation, all involved parties will have an opportunity to present information. If an investigation confirms that a violation of this policy has

occurred, the College will take corrective action including discipline, up to and including dismissal or expulsion, as is reasonable and appropriate under the circumstances.

In the event of a violation of this policy by an individual who is not a College employee or student, the College will take corrective action that is reasonable and appropriate under the circumstances.

Retaliation

Any individual that believes he/she has experienced or witnessed any conduct he/she believes to be retaliatory should immediately notify the Human Resources Department or any of the individuals named above.

Confidentiality

All parties in the complaint process are obligated to protect the privacy of all persons involved. The College will take reasonable steps to ensure confidentiality; however, confidentiality cannot be guaranteed.

DISABILITY SERVICES PROCEDURE

The Director of Equity and Access will serve as the Disability Services Coordinator and will be responsible for addressing the needs of qualifying students with disabilities. The name and contact information for such Coordinator shall be published in the Student Handbook, College Catalog, on the College website, on all course syllabi, and other appropriate locations accessible to students. In order to receive accommodations, students are required to notify the Director of Equity and Access of their pending enrollment and follow the appropriate steps to request accommodations.

Procedures for formally requesting accommodations due to a disability

1. The student will begin an interactive process with the college by completing the Disability Accommodation Request Form. The form is found under Apply for Services on the Disability Support Services (DSS) webpage of the Kaskaskia College's main website. Choosing Accessibility at the bottom of any Kaskaskia College webpage will redirect to the DSS page and subsequent form as well.
2. The Disability Accommodation Request form will ask the student to identify what their disability is and the needed accommodation that will provide equitable access to the campus, its programs, courses, and methods of assessment. Students will have an opportunity to upload documentation to substantiate their request.
3. Students may receive assistance in completing the form, including help with converting print copies of documentation into digital format from staff at the

college, including, but not limited to, the DSS office.

4. To convert print copies of documentation into a digital format, college personnel may scan a student's document and email it to the student's college email account. If the student request, the documentation may also be sent to the Director of Equity and Access. The student will still need to complete the application for the documentation to be reviewed and formally accepted.
5. The form will be housed in Maxient and routed to the Director of Equity and Access in the DSS office for review. Most request will be reviewed in 1-3 business days. Students will be notified by email if the review process will exceed 3 business days.
6. The Director will reach out to the student via the student's college email to either notify the student that the request is granted or to further engage in the interactive process if the request cannot be granted with the information received.
7. If a request is incomplete, such as insufficient documentation of a disability is uploaded with the request, the Director will reach out to the student to notify that the request is incomplete and list what items are needed to complete the request. Once all items are received, the Director will engage in an interactive process with the student in order to determine if the request can be granted. The interactive process will allow the student to have an in-person, phone, or video meeting as needed.
8. Once a request is granted, the student's disability will be coded into the Student Information System, using the ICCB 4-digit coding. The start date will be the date the accommodation was reviewed, approved, and coded. Approved accommodations will be coded and assigned to specific disabilities if the student is requesting accommodations for multiple disabilities.
9. Prior to the start of each semester, the DSS office will review the student's schedule and send out accommodation notifications stating granted accommodations via email to the student, faculty members teaching their courses, Academic Center for Excellence (ACE) as a site for testing accommodations, and the appropriate education center where a student may be taking courses. If a student has a change in their schedule after the notice is sent, it is the student's responsibility to notify the DSS office of the change.
10. The DSS office will send out notifications for students who maintain continuous enrollment at the college in subsequent semesters until such time a student graduates or discontinues enrollment. If a student has a semester, other than the summer semester, in which they are not enrolled, it is the

student's responsibility to notify the DSS office that they would like to continue utilizing previously granted accommodations or they may complete a new request for accommodations. If a graduating high school student completes a request that is granted, but then does not enroll the fall semester after a spring graduation or the spring semester after a fall graduation, the student will need to complete a new request upon enrollment to be on the automated notification list.

11. If through the interactive process it is determined the student does not have a disability or the accommodation requested is not reasonable or does not provide equitable access the request will not be granted. In such cases, the Director will work with the student to identify other resources as appropriate to meet the student's needs and document in the note's section of the Maxient request as to why the accommodation is not being granted before closing the request.
12. In cases where an accommodation is not granted, the student will reserve the right to appeal the decision to the Vice President of Student Services. The student will also reserve the right to make a new request and submit any new information at any time.
13. In the event that any student with a disability feels that he/she has been discriminated against or has generally been treated unfavorably due to his/her disability, the individual should file a written complaint pursuant to Policy/Procedure 5.1004 – Student Complaints.

Contact Information:

Director of Equity and Access: Terri Freeman

618-545-3280 | tfreeman@kaskaskia.edu

Vice President of Student Services: Amy Zanton

618-545-3033 | azanton@kaskaskia.edu

Federal Office for Civil Rights for Illinois:

312-730-1560 | OCR.Chicago@ed.gov

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.

ACCEPTABLE USE OF KASKASKIA COLLEGE TECHNOLOGY RESOURCES

GENERAL

The Kaskaskia College Acceptable Use Policy promotes the efficient, ethical, and lawful use of the College's information technology resources. These resources are intended to support the educational, administrative, and public service missions of the institution. Access to these resources is granted subject to College policies and procedures, local, state, and federal laws.

SCOPE

This policy applies to all users of Kaskaskia College technology resources, whether affiliated with the college or not, and to all uses of those resources, whether at the main campus, education centers, or other locations, whether leased or owned by the college, in addition to personally owned devices connected by wire or wireless to the college network. Information technology resources consist of all college owned, leased, licensed computing hardware and software, email services, electronic devices, telecommunication systems, college network, and electronically stored data.

ACCEPTABLE USE

All users of Kaskaskia College information technology resources must:

- Comply with all Federal, Illinois, and other applicable laws; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit

“hacking,” “cracking,” and similar activities; the College’s Student Handbook; the College’s sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses. The use of college technology resources for viewing, receiving, sending or any other use of pornography, as defined by reasonable standards, is strictly prohibited and is subject to disciplinary action up to, and including discharge.

- Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized. Users are responsible for ascertaining what authorizations are necessary, and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned to by the college. Ability to access technology resources does not, by itself, imply authorization to do so use such resources.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Respect the capacity of technology resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disc space, CPU time, or other limits to applicable uses of the college’s technology resources, the college may, at its sole discretion, require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all relevant circumstances.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of college technology resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user’s job or other college responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures and the college has the sole discretion to determine whether personal use of

technology resources is interfering with the performance of the user's job or other college responsibilities. Users accessing personal accounts via College technology are solely responsible for the security and integrity of those accounts. The College disclaims any responsibility for any compromises or losses incurred while utilizing College technology to access personal accounts.

- Refrain from stating or implying that they speak on behalf of the college and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. Authorization to use College trademarks and logos on College technology resources may be granted only by the Marketing Department, as appropriate.
- For curricular purposes, we advise against the utilization of Chromebooks, Macs, or iPads for best results.

ACCESS REQUIREMENTS

Access to information technology resources is granted by the Information Technology Department in the form of computer and network accounts to registered students, faculty, staff, and others as appropriate for such purposes as research, education, or College administration. Unique passwords are used to protect these accounts.

Accounts are assigned to individuals and are not to be shared. Each user is solely responsible for all functions performed from accounts assigned to them. It is a violation of this policy for any user to allow others (including other users of the College network) to use or have access to his/her account. It is a violation to use another user's account, with or without that person's permission. Intentionally or negligently revealing one's password is prohibited. It is a violation to attempt to learn the password to another user's account, whether the attempt is successful or not.

- The password used with an account, is the equivalent of an electronic signature. The use of a user ID and password authenticates an identity and gives online affirmations the force of a legal document.
- Users are responsible for ensuring that they also comply with all Kaskaskia College information technology related policies. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

SECURITY AND PRIVACY

The College employs various measures to protect the security of its technology resources and of its users' accounts. In addition, users should engage in "safe

computing” practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their use of college technology resources is not completely private. While the college does not routinely monitor individual usage of its technology resources, the normal operation and maintenance of the college’s technology resources require the backup and caching of data and communications, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The college may also specifically monitor the activity and accounts of individual users of college technology resources, including individual login sessions and communications, without notice, when the college, in its sole discretion, has determined that: (a) the user has voluntarily made them accessible to the public, as by posting to social networks or a web page; (b) it is necessary to do so to protect the integrity, security, or functionality of college or other technology resources or to protect the college from liability; (c) there is cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law. Any such individual monitoring, other than that specified in “(a),” required by law, or necessary to respond to emergency situations, must be authorized in advance by the appropriate Executive Level Administration.

The college, in its sole discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate investigation proceedings and disciplinary actions.

REPORTING VIOLATIONS OF UNACCEPTABLE USE REGULATIONS

Violations of this Acceptable Use Policy should be reported immediately to the Information Technology Department or Vice President of Administrative Services. The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

INVESTIGATIONS

In the event of any investigation, the College shall have the authority to examine all data or such other material that may aid in the investigation. The College reserves the right to access and review all information transmitted on the campus network. These include, but are not limited to: (a) investigating performance deviations and system problems (with reasonable cause); (b) determining if an individual is in violation of this policy; or (c) to ensure that the College is not subject to claims of institutional misconduct.

Authority to access user account information can only come from the Executive Level of Administration. External law enforcement agencies and public safety may request access to this information through valid subpoenas and other legally binding requests. All such requests must be approved by the Director of Legal Services, Risk Management, and Planned Giving. Information obtained in this manner can be admissible in legal proceedings.

DISCIPLINARY ACTION

Users who violate this policy may be denied access to college technology resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College's disciplinary procedures applicable to the relevant user. The College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college or other technology resources or to protect the college from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

ACCEPTABLE USE EXAMPLES

The following scenarios are intended to provide examples of acceptable and unacceptable uses of information technology resources based on the Acceptable Use Policy. These examples are not comprehensive but are merely illustrations of some types of acceptable and unacceptable use.

EMAIL POLICY

Kaskaskia College's email services support the educational and administrative activities of the College and serve as a means of official communication. The purpose of this policy is to ensure that this critical service remains available and reliable, and is used for purposes appropriate to the College's mission.

SCOPE

The email system is a vital part of Kaskaskia College's Information Technology resources. It is a service provided to support necessary communication in conducting and administering academic and business related activities of Kaskaskia College. Access to these resources is granted subject to applicable College policies and procedures, including the Acceptable Use Policy for technology resources, as well as local, State, and Federal laws. This policy applies to all users of the Kaskaskia College email system and services, regardless of where the use is initiated.

GENERAL

Kaskaskia College assigns an email account to all faculty, staff and students consisting of an official College email address with a domain name of @kaskaskia.edu or @students.kaskaskia.edu. All official communications,

pertaining to college-related business, will be emailed to these addresses. Kaskaskia College has the right to expect that all faculty, staff, and students check their College email account on a frequent basis and read their emails in a timely fashion in order to remain informed of official, college-related communications, which may contain time sensitive information or affect day-to-day activities.

Examples of official communications include but are not limited to:

- Departmental communications including but not limited to: Registration, Admissions and Records, Financial Aid, Payroll, Human Resources, President's Office, etc.
- All communication between staff/faculty and students.
- Notices of scholarship, educational and financial aid opportunities.
- Notices and academic and other deadlines.

ACCESS TO EMAIL

Faculty, staff, and student email accounts are web accessible. Students who are not in possession of a home computer, or do not have access to a computer at work, can use computers available in the open computer labs at the main campus and all Education Centers.

SECURITY AND PRIVACY OF EMAIL

Kaskaskia College attempts to provide secure, private and reliable email services by following standard information technology practices. However, the College cannot guarantee the security, privacy or reliability of its email service. All email users, therefore, should exercise extreme caution in using email to communicate confidential or sensitive matters. It is especially important that users are careful to send messages only to intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

It is a violation of College policies, including the Student Conduct Code, for any user of a College email address to impersonate a College office or office, faculty/staff member, or student. To minimize this risk, confidential information will be made available through myKC or other secure web sites that are password protected. In these cases, students will receive email correspondence directing them to myKC (or other web sites), where they can access the confidential information by supplying their Student ID and PIN numbers. Confidential information will not be available in the email message.

EMAIL ADDRESSES AND ACCOUNTS

Employees

College email services are to be used by faculty and staff to conduct and communicate College business. Faculty and staff are required to use a KC-assigned email address for sending communications to students at the student's official KC-assigned email address. Email services are provided only while a

user is employed by the College or a student at the College and once a user's employment with the College ends or a student is no longer enrolled for the time set forth below in this policy, the account is terminated.

Students

College email services are provided available for students to support learning and for communication by and between the various administrative departments and the students. Official email addresses shall be considered directory information.

Acceptable:

- While at your friend's house, you use their computer to connect to myKC to check your email. After you have finished, you log off of your account, close the browser window, and make sure your email password was not saved on the computer.
- While on vacation, you ask a staff person to check your email for you by forwarding your email to their account, removing the forwarding on your return.
- You need to review some specific student data, so you call the IT Department and request access.
- Your student worker does not have access to systems in order for her to do her job. You call IT and ask for her to have access.
- As a student, you go to the LRC to use the computer for study assignments and to print out your homework.
- You are running for political office. You use your personal email and home computer to promote your candidacy and refrain from sending the information to college-issued email addresses.
- As a member of the Media Center, you store a video of a musical performance on the network.
- Displaying a legally reproduced copy (with copyright notice) of a videotaped work in a classroom to a group of students and faculty as part of the instructional program.

Unacceptable:

- While your friend is using his or her computer, you give them your login and password to myKC and have them open your email.
- While on vacation, you ask another staff person to check your email by giving them your login and password.
- Another staff member is logged into Colleague and has access to student data that you do not. You ask her for her login and password.
- When your student worker arrives to work, you sign them into a computer using your own login and password.
- You wait until your classmates have left the computer lab, then you connect your USB drive to your computer and print out the invitations you made for your son's birthday party.
- While running for political office, you use your KC email account to send out email about your candidacy to people who live in your district, promoting yourself as a candidate.
- As a staff member, you download all the pictures from your iPhone and store them on the College's network so you can show everyone that stops by your desk.
- Playing a video in a classroom for entertainment purposes, or for its cultural or intellectual value unrelated to a teaching activity.

Departmental

Departments that provide services in response to email requests should create a shared email account to help support departmental functional continuity for managing requests sent via email. Access to these accounts is limited to appropriate faculty and staff, and only in accordance with standard security practices.

ACCEPTABLE USE

Email users have a responsibility to review and comply with Kaskaskia College's Acceptable Use of College Technology Resources policy. Violation of Kaskaskia College policies (including this one) may result in disciplinary action, dependent upon the nature of the violation.

Examples of prohibited uses of email include:

- Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email must be consistent with FERPA regulations.
- Transmission between a KC email address and a non-KC email address must not be used to communicate highly sensitive data such as Personally Identifiable Information (PII) that, if exposed, can lead to identity theft. Examples of PII include but is not limited to the first name or first initial and last name in combination with and linked to any one or more of the following data elements about the individual:
 - Social security number
 - Driver's license number or state identification card number
 - Passport number
 - Financial account number, credit card or debit card number
 - Email shall not be the sole method for notification of any legal action.
 - Intentional and unauthorized access to other user's email account.
 - Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.
 - Use of email for commercial activities or personal gain.
 - Use of email for partisan political or lobbying activities.
 - Use of email that constitutes any violations of the Student Handbook.
 - Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications.
 - Use of email to transmit materials in a manner, which violates copyright laws.

For faculty convenience, student email addresses are displayed on class lists. Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations, they will specify these requirements in their course syllabus. Faculty may reasonably expect that students are accessing their College email, and may use email for their courses accordingly. In addition to using student's primary email addresses, online faculty and students may also communicate within Canvas using its "Messaging" feature.

BEST PRACTICES IN USE OF EMAIL

Compliance

Emails must comply with relevant local, Federal and State laws, in addition to other related Kaskaskia College policies and procedures.

Viruses and Spyware

Kaskaskia College email users should be careful not to open unexpected attachments from unknown or even known senders, nor click web links within an email message unless the user is certain that the attachment or link is legitimate. Following a link in an email message executes code that can also install malicious programs on the workstation.

Identity Theft

Forms sent via email from an unknown sender should never be filled out by following a link. Identity theft can result.

Attachments

In order to effectively manage network resources, email attachments have a maximum size of 15Mb. All incoming and outgoing emails that exceed the allowable limit will not be delivered to the designated email account.

Original Policy Date: March 23, 2015
KASKASKIA COLLEGE PROCEDURE
PERSONNEL PROCEDURE 4.66
EMAIL

ASSIGNMENT

Policy information related to employee email has not been included here - for additional information or to see the complete policy contact the Human Resources Office at 618-545-3023.

Students

Kaskaskia College uses Microsoft Live@edu to provide students with email service. Once the student's application information is entered into Datatel Colleague, the student's email account on Live@edu is created. The email address consists of the student first initial, last name @students.kaskaskia.edu (bwilson@students.kaskaskia.edu). Using Communication Management, a letter is automatically generated and mailed to the student regarding access to Student Technology Resources including email services.

Students

It is recognized that students may not complete their academic goals during sequential semesters. Therefore, using reasonable system security measures, student access to technology resources remain active until the student has not registered for two (2) consecutive semester terms. Student system accounts and email accounts are terminated at this time, but can be recreated upon the student's return to the College.

DRUG AND ALCOHOL ABUSE PREVENTION AND EDUCATION PROGRAM FOR STUDENTS AND EMPLOYEES

Kaskaskia College is required to comply with various federal statutes and state statutes regarding a Drug Free Workplace and Environment. Such statutes include the Drug Free Schools and Communities Act (Unified Statutes Code Title 20 Section 1011), Higher Education Opportunity Act of 2008, Section 107 Drug and Alcohol Abuse Prevention (Public Law 110-315), Drug Free Workplace Act (30 Illinois Compiled Statutes Chapter 580) and Title 34 of the Code of Federal Regulations - Education Department General Administrative Regulations (EDGAR) Part 86. Because of those statutes, the Board adopts the following policies:

- It is a condition of employment and a condition of participation as a student, that employees and students understand this policy and adhere to this policy. Failure to adhere to the policy may result in expulsion or termination of employment.
- It is the policy of the College to prohibit the unlawful manufacture, distribution, disposition, possession, or use of a controlled substance, including cannabis, in or on the premises owned or controlled by the College, or at any time while engaged in any college-sponsored activities. It is further the policy of the College to prohibit the use or possession of alcohol while on College property (whether owned or controlled) or at any time while engaged in any college-sponsored activities. The foregoing prohibitions against controlled substances or the use of alcohol are hereinafter referred to as “Prohibited Uses”.
- The Vice President of Student Services should be contacted immediately if a student is suspected to be under the influence of drugs or alcohol.

The College recognizes that it is part of the American landscape that people have problems relating to the abuse of drugs or alcohol. The College encourages students and employees to voluntarily seek help in the event the student or employee is concerned with the use of drugs or alcohol. The seeking of rehabilitation does not, in all cases, automatically excuse ongoing disciplinary actions or violations of rules that have previously occurred, but may be used as a mitigating circumstance to any disciplinary proceedings. Those with specific drug-free participation requirements must comply with program standards.

Counseling and Treatment Programs

- A campus prevention program and process for referral to counseling resources.
- Awareness activities are held and educational materials are provided to students and employees at a minimum on an annual basis.
- College health, first aid, psychology, and other classes include instruction on the prevention and assistance for drug and alcohol abuse.

Treatment

- Students and employees who need assistance for drug abuse will be referred to the Community Resource Centers for treatment.
 - * Carlyle Community Resource Center – phone contact 618-594-4581
 - * Centralia Community Resource Center – phone contact 618-533-1391
 - * Salem Community Resource Center – phone contact 618-548-2181
 - * Vandalia Community Resource Center – phone contact 618-283-4229
- Contact may be made with the Student Wellness Intervention and Facilitation Team (SWIFT), the Vice President of Student Services, or deans who will make expedient referrals.

Distribution of Program Information

- Program information will be distributed to students during each semester in student emails.
- Program information will be distributed to employees during the fall semester via campus wide email from Human Resources.
- Program information will also be available in the Academic Center for Excellence material racks as well as the Human Resources Office.

For More Information

- Students should contact SWIFT or Vice President of Student Services
- Faculty members should contact the Vice President of Instructional Services or academic deans
- All other employees and staff members should contact the Office of Human Resources

Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol. The College has reference materials available to any person who is concerned about his or her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the Vice President of Student Services or the Academic Center of Excellence:

- Description of health risks associated with illicit drug use
- Treatment and education information

Students or employees who violate the prohibiting the use of alcohol or other drugs policy are subject to both the sanctions and criminal sanctions provided by federal, state, and local law. The following information is available in the Academic Center for Excellence material rack:

- Federal penalties for alcohol and illicit drug violations
- Illinois sanctions for violations of alcohol and illicit drug statutes

Violation of this policy by either a student or employee may lead to the

termination of employment or expulsion of student and referral for prosecution.

PROHIBITING SEX-BASED MISCONDUCT POLICY

GENERAL POLICY STATEMENT

Kaskaskia College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Non-Harassment Policy 2.101.

It is the policy of Kaskaskia College to comply with Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act (“VAWA”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

I. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Vice President of Student Services as the Title IX Coordinator(s), who are responsible for coordinating the College’s efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College’s Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

II. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an

investigation), is strictly prohibited.

III. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct,
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinator(s) and Human Resources Department ;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator(s), Title IX Investigators, Title IX Advisors, campus law enforcement, campus safety & security, responsible employees and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

TITLE IX COORDINATOR

To ensure compliance with applicable statutes and College policies and procedures, Kaskaskia College has appointed the following Title IX Coordinator:

Vice President of Student Services
Office # AD 205, Administration Building
27210 College Road
Centralia, IL 62801
618-545-3033

Kaskaskia College students who have experienced behavior they believe violates this policy to report the conduct immediately to one or both of the above coordinators and seek all available assistance and remedies. Such matters may also be reported to the Kaskaskia College Safety and Security Department, as follows:

Safety and Security
Located at front of HB Building
27210 College Road
Centralia, IL 62801
618-545-3199

The Title IX Coordinators named above will work with the complainant to address the reported behavior, to ensure the complainant pursues the appropriate procedures for addressing the matter, to ensure a complete and thorough investigation is conducted and a resolution is completed, and to ensure that the complainant feels safe throughout the process.

IMMEDIATE ACTIONS TO BE TAKEN

Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:
Campus Safety and Security 618-545-3199

Main Campus--Clinton County Sheriff's Office
810 Franklin Street Carlyle, IL 62231

Non-emergency 618-594-4555 / Emergency 911
Crisp Technology Center--Centralia Police Department
City Hall, 1st Floor 222 S. Poplar Centralia, IL 62801
Non-emergency 618-533-7602 / Emergency 911
Nashville Education Center--Nashville Police Department
875 S. Mill St., Nashville, IL 62263
Non-emergency 618-327-8232 / Emergency 911

Greenville Education Center--Greenville Police Department
404 S. 3rd St., Greenville, IL 62246
Non-emergency 618-664-2131 / Emergency 911

Vandalia Education--Center Vandalia Police Department
219 S. Fifth St., Vandalia, IL 62471
Non-emergency 618-283-2132 / Emergency 911

Salem Education Center--Salem Police Department
201 S. Rotan Ave., Salem, IL 62881
Non-emergency 618-548-2232 / Emergency 911
Trenton Education Center--Trenton Police Department
25 West Indiana St. Trenton, IL 62293
Non-emergency 618-224-9226 / Emergency 911

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the

following health care providers:

Fayette County Hospital,
650 W. Taylor St., Vandalia, IL 62471,
618-283-123 (victim transferred to Sarah Bush Lincoln Health Center after
stabilization)

*Holy Family Hospital,
200 Health Care Dr., Greenville, IL 62246,
618-664-1230

*St. Joseph Hospital,
9515 Holy Cross Lane, Breese, IL 62230,
618-526-4511

*Salem Township Hospital,
201 Ricker Dr., Salem, IL 62881,
618-548-3194

*SSM Health St. Mary's Hospital,
400 N. Pleasant Ave., Centralia, IL 62801,
618-436-8000

Washington County Hospital,
705 S. Grand St., Nashville, IL 62263
618-327-8236 (victim transferred to another hospital for care).

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Victims receive a voucher which provides for no charging for medical forensic services.

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinator or President, Vice Presidents, Deans, Directors, Safety and Security, Faculty, Coaches and Clubs/Organization Sponsors. Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-

based misconduct. Some College employees (referred to as “Responsible Employees”) are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person’s rights and options pursuant to these Procedures.

Immunity for Good Faith Reporting: Students who in good faith report an alleged violation of the College’s Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

The complete Prohibiting Sex-Based Misconduct Policy and Procedure can be found at: <https://www.kaskaskia.edu/about-kc/student-right-to-know/>

CAMPUS SAFETY & SECURITY CRIME PREVENTION

1. KASKASKIA COLLEGE DEPARTMENT OF PUBLIC SAFETY & SECURITY

Kaskaskia College Department of Public Safety provides a full range of law enforcement services to assist in providing students, faculty and staff with a safe and secure environment. The department provides many services for the Kaskaskia College community including crime awareness, escorts, assistance with motorist emergencies, correction of safety hazards, and processing lost and found items.

The Kaskaskia College Department of Public Safety receives and investigates all reports of criminal activity occurring on campus. The department is responsible for the reporting and investigation of crimes, traffic accidents and all other matters related to the security of the campus. The department maintains a close and open relationship with the Clinton County Sheriff’s Office and all state and federal law enforcement agencies.

2. CRIME PREVENTION

- a. DO report all crimes and/or suspicious activities to the Department of Public Safety Security Desk or any Public Safety Officer.

- b. DO protect your personal property just as you would money.
- c. DO mark your property such as tape recorders, calculators, radios, etc. with some form of identification number.
- d. DO call the Safety and Security Desk when you would like a personal escort at 618-545-3199 or extension 3199 from any campus phone.
- e. DON'T leave books, jewelry, purses, wallets, backpacks or other valuables unattended for any length of time.
- f. DON'T leave personal property in a locker unattended without locking it.
- g. DON'T leave purses in plain view or in desks or file cabinets unattended unless the cabinet or desk is locked.
- h. DON'T leave valuables on a chair behind you while at a study carrel.
- i. Remember, by always protecting your property you reduce the opportunity for a thief to commit a crime.

3. *SAFETY AND SECURITY POLICY*

- a. The Department of Public Safety's policy is to protect and serve all persons whether students, faculty, staff, or visitors on Kaskaskia College property.
- b. The Department of Public Safety's policy is to observe, report, and act on all violations of state, federal, county, and institutional laws, regulations and ordinances.

4. *SAFETY AND SECURITY DESCRIPTION*

Kaskaskia College has a Department of Public Safety which is comprised of a law enforcement division and security division consisting of a sworn full-time Director, sworn Police Officers, and full and part-time Security Officers. This campus is also patrolled periodically by the Clinton County Sheriff's Department and the Illinois State Police.

5. *TRAINING OF PUBLIC SAFETY OFFICERS*

- a. Officers are trained in basic first aid, severe trauma aid, AED, CPR, and personal safety
- b. Officers are trained in interviewing skills, and
- c. Officers stay current on all mandated training and are trained in various types of in-service training relating to specific needs of the campus

6. *ASSISTANCE PROGRAMS*

- a. Provide battery jump-starts and open locked cars.
- b. Render emergency first aid
- c. Manage campus parking
- d. Provide escort services
- e. Make emergency notifications
- f. Investigate all criminal incidents on campus

7. *HOW TO REPORT CRIMES AND EMERGENCIES*

- a. On Campus - Individuals may report a crime or other emergency at the Information Desk or to any staff member
- b. Off Campus - A crime which occurs off campus should be reported to the police department having legal jurisdiction for that area.

VOTER REGISTRATION POLICY AND RESOURCES

Kaskaskia College encourages all students, faculty, staff, and district citizens to register and vote in all local and general elections. Voter registration is conducted on campus before every primary and general election. The following links provide information on elections and voter registration procedures.

Voting and Elections Information from the US Government
www.us.gov/Citizen/Topics/Voting.shtml
United States Election Assistance Commission
www.eac.gov

GENERAL INFORMATION



www.kaskaskia.edu

PARKING RULES

Student parking stickers will be issued free of charge during the enrollment process once the parking lot revisions are completed. The stickers should be placed on the inside corner of the rear driver's side window.

Continued enrollment is dependent upon observance of posted speed signs and traffic control signs on the campus roads, county roads and the campus parking lot. Only employees may park in the areas designated for employees. These areas are marked with signs on the light poles, signs along the edges of the parking lots and yellow painted parking stalls. Students may park in two places - the west and east parking lots.

1. Park only in lined spaces, NOT IN SHADED AREAS.
2. Restricted parking is designated by signage.
3. Do not park on the grass or on the ends (north or south) of the west parking lot.

If regulations are not followed, tickets and a fine for the violation may be issued. Parking by buildings is prohibited without prior written approval of the appropriate College Official or the Vice President of Administrative Services. Township supervisors have requested that students **DO NOT PARK ON THE TOWNSHIP ROAD** bordering the campus on the north side.

FINES for parking violations are as follows: warning ticket, \$5.00 fine and/or administrative action requested. All fines are to be paid to the Cashier's Office immediately. Non-payment and/or late payment of tickets can result in a hold being placed on the student's grades at the end of the semester until parking fines are reconciled.

PARKING FOR INDIVIDUALS WITH DISABILITIES

Requests for special disability parking permits should be registered with the Department of Public Safety Security Desk. Disabled parking spaces are clearly marked around campus. If an individual cannot find a disabled parking place, please contact the Department of Public Safety Security Desk as soon as possible at 618-545-3199.

Vehicles must display the appropriate disabled license plates, tag or number in order to park in disabled parking. The vehicle must be transporting a disabled individual in order to park in the marked spaces.

Questions regarding disabled parking can be addressed to the Department of Public Safety Security Desk or Vice President of Administrative Services.

CLASS CANCELLATION & INCLEMENT WEATHER

There occasionally are circumstances such as inclement weather conditions or emergencies that may require the College to cancel classes. The decision to call off classes because of inclement weather will be made by the President or his designated representative as close to 5:00 a.m. as possible. The announcement will be made on the following radio and TV stations:

WILY (1210 AM).....	Centralia
WRXX (95.3 FM).....	Centralia
WCXO (96.7).....	Carlyle
WJBD (1350 AM/100.1 FM).....	Salem
WPMB (1500 AM)	`Vandalia
WMIX (94.1 AM & FM)	Mt. Vernon
WGEL (101.7 FM).....	Greenville
WNSV (104.7 FM)	Nashville
WCXO (96.7 FM).....	Carlyle
KSDK - TV Channel 5	St. Louis
KFVS - TV Channel 12	Cape Girardeau
WKRV (107.1 FM)	Vandalia
KMOV - TV Channel 4.....	St. Louis

****During severe weather conditions the College requests that all students make the decision on attending classes or clinical assignment based on the weather and road conditions in their area. Please use your best judgement with the road conditions in your area. Also, contact your instructor with the information provided on syllabus.**

Cancellations can also be found on our web site at www.kaskaskia.edu and via the college's official social media pages on Facebook, Instagram, and X.

EMERGENCY EXITS, TORNADO SHELTER, & EVACUATION AREAS

Campus maps are posted in the hallways of all floors of all buildings. Fire exits, locations of First Aid Kits and Evacuation meeting areas are designated and oriented to the location of the map consulted. Designated evacuation meeting areas can also be found in the KC Connect app under "Maps".

When a tornado warning is announced:

- Proceed immediately to the interior hallway of the lowest floor of the building, tornado shelter areas are designated on Campus maps.
- If time does not permit, get into the safest area of your classroom or office.
- Avoid windows, auditoriums, gymnasiums and other structures with free span roofs.
- Take shelter.

When the fire alarms sound:

- Proceed to the nearest outside exit and don't use elevators
- Fire discovered in the buildings: persons discovering fire or s.moke in any part of the college complex should contact the Department of Public Safety Security Desk at 618-545-3199 or by dialing the programmed "911" button on any campus phone or the Director of Facilities at 618-545-3169.

Depending on the size and type of fire:

- Pull the building alarm from the nearest box.
- Use the appropriate fire extinguisher to contain the fire.
- Orally sound alarm and evacuate the buildings, if necessary.
- Make sure all persons are 500 feet away from the building and out of the fire department's way.

Emergency Contact Numbers:

- Call 911 from any phone on campus by dialing 9 then dial 911
- Contact Department of Public Safety Security Desk from any phone on campus by dialing 3199 or by dialing the programmed "911" button.
- If using outside phone, dial 618-545-3199
- Contact the Clinton County Sheriff Department by dialing 618-594-4555
- The Kaskaskia College main number is 618 545-3000

Knowledge of Violent Behavior On Campus:

- Faculty should immediately lock students and themselves in the classroom.
- Cover windows or openings exposed to the hallway
- If possible, immediately call the Department of Public Safety at 618-545-3199 or by dialing the programmed "911" button on any campus phone, then dial 911.
- Do not sound the fire alarm
- Stay away from windows.
- Turn off lights and all audio equipment
- Remain calm and keep everyone together
- Get to a secure room and keep it locked and deploy door fortification tool until advised by authorities
- Stay out of open areas and be as quiet as possible

SMOKE FREE CAMPUS

Kaskaskia College recognizes the need to provide a healthy environment for the well-being and safety of students, faculty, staff and visitors to provide a more productive, learning and working environment for all members of the College community. The College also strives to create a more environmental friendly facilities and properties. In order to further these goals, Kaskaskia College shall be entirely smoke free. Effective January 1, 2015 this policy is consistent with the Smoke Free Illinois Act, which prohibits smoking and vaping in any public buildings, and with continued legislative efforts to entirely prohibit smoking on

all Illinois public college campuses.

All smoking and the use of smokeless tobacco is prohibited in all Kaskaskia College facilities and locations, whether owned or leased by the College, and all College vehicles, whether owned or leased by the College. Smoking and the use of smokeless tobacco is also prohibited outdoors on all College property, whether owned or leased by the College, including parking lots and athletic fields. This policy applies to all students, faculty, staff, vendors, contractors and other visitors on campus, regardless of the purpose for their visit. For purposes of the Smoke Free Campus policy, the following definitions apply:

- **Smoking** means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an E-cigarette, which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.
- **E-cigarette** means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor or nicotine or any other substances, and the use of inhalation of which stimulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- **Smokeless Tobacco** means the use of snuff, chewing tobacco, smokeless pouches, or other form of loose-leaf tobacco, which is ingested by sniffing, sucking, chewing or any other means.

STUDENT CONDUCT



STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Trustees, administration, faculty, and staff recognize the right of a Kaskaskia College student, as member of the college community, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association which shall be diligently protected. Further, Kaskaskia College students have the right to access and participate in the academic and non-academic opportunities offered by the College and be informed regarding access to these opportunities. Kaskaskia College guards these rights on behalf of all persons associated with the institution and does not tolerate actions by any individual or group that would seek to restrict the appropriate freedoms of any individual or group.

It is the responsibility of Kaskaskia College students to follow the College's Code of Conduct and observe all College regulations in a manner that does not impose on the rights of other students, faculty, or staff. The student is responsible for complying with federal, state, and/or municipal constitutions and statutes, as well as the rules and regulations of the College. Knowing and observing the requirements of his/her curriculum and the rules governing academic work is the student's responsibility. The ultimate responsibility for meeting the requirements for graduation rests with the student.

Disciplinary actions against Kaskaskia College students will be conducted with assurance of guaranteed due process and a speedy and fair hearing before the appropriate individual and/or committees. Certain decisions of individuals and/or committees, charged with disciplinary responsibilities, may be appealed through the appropriate process and channels. Procedures outlining the disciplinary processes for non-compliance with student responsibilities outlined in the Student Code of Conduct are included online at www.kaskaskia.edu appearing in the Student Handbook, and copies of those procedures and guidelines are available through the Office of the Vice President of Student Services.

This procedure outlines the specific rights of students, how these rights are protected, and the specific responsibilities required of students as members of the college community.

I. Freedom of Speech

As an institution of higher learning devoted to the search for truth in a democratic society, Kaskaskia College is dedicated to the maintenance and expression of a spirit of free inquiry. For its students, accordingly, it promotes the development of an atmosphere of open exchange and of conditions conducive to critical evaluation of divergent points of view. As a result, all students shall have the right to address members of the student body in such a fashion that does not materially and substantially disrupt the operation of the College.

This policy does not apply to those speakers who are brought on campus as part of the in-class or instruction related programs, even if open to the public. It is expected that off-campus speakers will contribute to the exploration of new ideas and become an integral part of the education process at Kaskaskia College. Therefore, any student, faculty member, or administrator may invite a speaker to be heard on the campus of the College, subject to restraints imposed by federal, state and/or municipal constitutions and statutes; as well as the rules and regulations of the College, provided the following circumstances exist:

- A. The person or group inviting the speaker has submitted the Request Form to the Office of Student Life at least one week before the date of the scheduled meeting.
- B. Suitable facilities are available.
- C. An opportunity is provided at the end of the speaker's presentation for discussion, and if desired, opposition to the views of the speaker.
- D. Requests by persons to speak on the campus shall be made to the Student Engagement Specialist responsible for Student Life and shall be subject to the above regulations.

Questions concerning any speaker's application shall be referred to the Vice President of Student Services, who in conjunction with the President, shall determine any action deemed necessary to preserve:

- 1. The right of the audience to hear speakers.
- 2. The freedom of the speaker to express whatever view he/she holds.
- 3. The right of the institution and community to offer meaningful discussion and/or rebuttal.

The Office of Student Life will serve as the spokesperson for the College in relationships with speakers and their representatives. Additionally, it is understood that the trustees, administration, faculty, and/or students do not necessarily endorse the views of any speaker.

II. Rights of Assembly:

Kaskaskia College will preserve the rights of its students to assemble but will not permit this assembly to, materially and substantially, disrupt any operation of the College. Non-students who participate in any assembly in violation of this section shall be subject to prosecution under the State Criminal Trespass Law and/or any other civil or criminal remedies available to the College.

III. Redress of Grievances

In addition to the opportunities for effecting change through participation in student government and institutional committees, a student shall have the right

III. Redress of Grievances

In addition to the opportunities for effecting change through participation in student government and institutional committees, a student shall have the right to address situations of concern through the formal complaint process. While every effort shall be made by the student to resolve situations of concern informally, the formal complaint process shall begin with the person or persons designated in the line of responsibility for the particular concern. Completion and submission of a Complaint Information Form to the Kaskaskia College Complaint Officer initiates the formal complaint process. A Student shall maintain the right of appeal to the appropriate Vice President, and the President. The decision of the President is final.

V. Distribution of Materials on Campus

Distribution of material on campus by non-college related persons is prohibited. Additionally, distribution of printed material for purely commercial purposes or material which is inconsistent with the preservation of the educational environment is prohibited. The Office of the Vice President of Student Services shall have responsibility for this determination. Distribution on campus of printed material by students or student groups shall be permitted subject to the following:

- A. Materials for posting shall be stamped in the Office of the Vice President of Student Services to indicate how long they are to be displayed.
- B. Materials must bear identification as to publishing agency and distributing organization or individual.
- C. Distribution of material shall be in such a manner as to not materially or substantially disrupt the operation of the College.
- D. Materials for posting shall be posted in designated areas.
- E. The distributing agency, group, or individual is responsible for the condition, removal, or resultant litter of distributed materials.
- F. Approval to distribute materials regulated in this section shall not be construed as approval of content by the College or by the Board of Trustees of Community College District No. 501.

VI. Student Clubs and Organizations

Members of the Kaskaskia College Clubs and Organizations have inherent rights and responsibilities as members of the College community. Student club and organization charters shall delineate rights and responsibilities including a procedure of due process which aligns with the College. Student club and organization charters are available in the Student Life Office, Academic Center for Excellence.

VII. Students Right to Know

As members of Kaskaskia College community, students are entitled to certain rights and provisions, including a quality education and quality services. In

addition, students have the right to know the following:

- A. College admission requirements
- B. Degrees and certificates offered
- C. Types of career and personal development resources available
- D. When classes are offered
- E. Course requirements
- F. Textbook information and availability posted on the College webpage
- G. Class attendance and participation policies and procedures
- H. Grading policies and procedures
- I. Cost of attendance
- J. Financial aid available
- K. Calculation of financial aid awards process
- L. When financial aid is awarded
- M. College and financial aid satisfactory academic progress requirements and their implications
- N. College refund policy
- O. College policies and procedures
- P. Academic and other support services available
- Q. Student activities available
- R. Campus crime statistics
- S. Graduation rates
- T. Graduation requirements
- U. Job placement rates
- V. Emergency procedures
- W. Building hours
- X. College operational hours
- Y. Process for inspecting academic records
- Z. Process for establishing confidentiality of academic records
- AA. Process for suppressing personal directory information
- AB. Process for filing a grievance

VIII. Statement of Student Responsibilities

Listed below are responsibilities that students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and general personal responsibility with a strong commitment to Kaskaskia College's Core Values of respect, responsibility, honesty, compassion, and fairness. Additionally, as members of the Kaskaskia College learning community, students have a responsibility to:

- A. Read the College Catalog and Student Handbook
- B. Become knowledgeable about College policies and procedures including but not limited to:
 - 1. Acceptable Use of Kaskaskia College Technology Resources Policy
#4.65

2. Student Code of Conduct Policy #5.52

- C. Abide by College policies and procedures
- D. Be aware of academic and graduation requirements
- E. Provide accurate information on College forms
- F. Meet financial obligations to the College
- G. Attend classes punctually
- H. Complete assignments and exams following course syllabus information
- I. Participate in class
- J. Fulfill their academic responsibilities in an honest and forthright manner
- K. Seek assistance from faculty and support staff when needed
- L. Seek out answers to questions
- M. Meet published deadlines
- N. Notify College officials if a condition exists which is in violation of a student's rights, College policies, rules, standards, and/or procedures
- O. Join groups and seek out individuals that will assist in goal attainment
- P. Abide by local, state and federal laws
- Q. Protect, support and contribute to a safe environment within the learning community
- R. Show regard for the property of the College, its community members and visitors

STUDENT CODE OF CONDUCT POLICY

Students will conduct themselves as responsible members of the Kaskaskia College community, will obey federal, state, county and municipal laws, and will comply with the established rules, regulations, and procedures of the College, promulgated by the Board of Trustees. On campus or at any College-sponsored activity, it is expected that students will not engage in activities which negatively affect academic integrity or social conduct including, but not limited to, cheating, plagiarism, theft, assault, destruction of property, forgery or alteration of records, acts relating to the illegal use of alcoholic beverages, drugs or other illegal substances, and/or acts that endanger the health, safety, or welfare of other persons. Furthermore, students will not behave in such a manner as to interfere with the conduct of College activities or to disrupt the normal procedures of the College and will respect the rights, privileges and property of members of the College community.

The Student Code of Conduct policy will be approved by the Board of Trustees and communicated to students in the Student Handbook. The Office of the Vice President of Student Services will review the Code annually prior to publication of the Student Handbook (available online at www.kaskaskia.edu). Copies of those procedures and guidelines are available through the Office of the Vice President of Student Services.

The Student Code of Conduct shall include disciplinary processes, an outline of possible sanctions for non-compliance, and the student appeal procedures.

Possible sanctions may be imposed for a violation of this Code of Conduct, and any accompanying conditions, including, but not limited to, restitution of damages, work projects, required counseling or therapy, required academic performance, etc. A condition may include loss of certain College privileges. If a condition accompanies a sanction, the condition must be related to the violation. The levels of disciplinary sanctions are:

- **Disciplinary Reprimand** – is used in cases of minor violations, and when the violation is acknowledged by the student. The purpose of the reprimand shall be to call to the student's attention the responsibility of meeting certain minimal community standards. Since a reprimand is given only when the violation is acknowledged, the sanction may not be appealed.
- **Disciplinary Censure** – is a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct may result in more severe disciplinary action. The student may appeal the finding of a violation but may not appeal the severity of the sanction.
- **Disciplinary Probation** – is a sanction, which removes a student from good disciplinary standing. The probation shall last for a stated period of time and until specific conditions have been met. Any misconduct during the probationary period will bring further disciplinary action and may result in suspension (level 4 sanction). Probationary status prevents the student from representing the College in extracurricular activities, and may result in the loss of some types of financial assistance.
- **Disciplinary Suspension** – is an involuntary separation of the student from the College for a stated period of time and until a stated condition is met, after which readmission will be permitted. Disciplinary Suspension is entered on the student's transcript for the duration of the suspension.
- **Indefinite Suspension** – is an involuntary separation of the student from the College for an unprescribed period of time and until a stated condition is met. Any consideration for readmission requires a written petition to the appropriate administrative official before readmission will be considered. The Indefinite Suspension is entered on the student's transcript for the duration of the suspension.
- **Interim Separation** – is imposed when the Vice President of Student Services has reasonable cause to believe that a serious and direct threat to the safety and well being of the members and/or property of the College community will be present if an individual is permitted to remain an active member of the community. The opportunity of a preliminary hearing shall be afforded. If it is impossible or unreasonably difficult to conduct a preliminary

hearing prior to the Interim Separation, the individual shall be afforded the opportunity for such a preliminary hearing at the earliest practical time.

The purpose of the preliminary hearing is to determine if there is justification to invoke an Interim Separation. During the preliminary hearing, the student will be provided a statement of the reasons for Interim Separation and will be afforded an opportunity to rebut. Interim Separation is temporary and shall be enforced only until the completion of a full disciplinary hearing. A full disciplinary hearing shall be provided within a reasonable period of time.

During an interim suspension, a student will be denied access to College services, including but not limited to, any College campus(es), classes (face-to-face, ITV, and online), and/or other college activities or privileges for which the student might otherwise be eligible. The interim suspension does not replace the regular student conduct processes, which will proceed on the normal schedule.

The following outlines the procedures related to the Student Code of Conduct including a listing of violations, explanation of discipline, and information regarding student appeals.

I. Code of Conduct Violations - Academic Integrity

A. Cheating

The improper use of any information or material, which shall be used to determine academic credit. Examples include, but are not limited to the following:

1. Copying from another student's test or homework paper
2. Allowing another student to copy from a test or homework assignment
3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes, including those stored in electronic devices
4. Collaborating during a test with any other person by giving them or receiving information without authority
5. Having another individual write or plan a paper, including those purchased from research paper services
6. Submitting the same paper/project in more than one class

B. Plagiarism

The attempt to present the work of another, as it may relate to written or oral work, computer-based work, mode of creative expression (i.e., music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through the use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness. Examples include:

1. Quoting using another person's actual words without quotation marks or documentation
2. Using another person's idea, opinion, or theory without documentation, even if it is completely paraphrased in one's own words
3. Drawing upon facts, statistics, or other illustration materials without documentation – unless the information is common knowledge

C. Misrepresentation

Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade, lying or misrepresenting facts when confronted with allegations of academic integrity violations.

D. Fabrication

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage; also, the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects, or internships. Examples include:

1. Citing information not taken from the source indicated
2. Listing sources in a Works Cited or reference not used in the academic exercise
3. Inventing data or source information for research or other academic exercises
4. Submitting any academic exercise as one's own (e.g., written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources
5. Taking a test for someone else or permitting someone else to take a test for you

E. Collusion

The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been previously approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these policies and rules.

F. Academic Misconduct

The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers
2. Selling or giving away all or part of an un-administered test and/or test answers or any graded work
3. Asking or bribing any other person to obtain a test or any information about a test
4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade, and lying or misrepresenting facts when confronted with an allegation of academic dishonesty

G. Improper Electronic Device Usage

1. Examples of improper electronic device use include but are not limited to:
 - a. Unauthorized access, modification, use, creation, or destruction of calculator-stored or computer-stored data and programs
 - b. Selling or giving away all or part of the information stored electronically will be used as graded material
2. Improper online, web, and hybrid course use include:
 - a. Having or providing unauthorized outside help with completing online quizzes or assignments
 - b. Obtaining access to confidential test materials or questions before quizzes or assignments

H. Unauthorized Use of Artificial Intelligence (AI) in Academic Work

Kaskaskia College acknowledges the benefits and advancements of artificial intelligence (AI) in the educational domain. However, it emphasizes the importance of genuine, individual intellectual effort. As a result, the policy

seeks to strike a balance between embracing technology and preserving academic integrity.

1. Definition and Context:

- a. The use of AI in academic work varies across courses. While some instructors may regard the use of generative AI as a form of plagiarism, others may permit or even encourage it.
- b. It remains the student's responsibility to read and understand each instructor's policy on the matter. This can often be found in the course syllabus or on assignment directions, or it can be clarified by directly approaching the instructor.
- c. Each instructor at Kaskaskia College has the discretion to decide if the use of AI fits within the boundaries of their course. Failing to adhere to an instructor's guidelines can lead to academic sanctions.
- d. Examples of AI include, but are not limited to, text and code generators (including large language models), image and video generators, voice synthesizers (such as text-to-speech or voice cloning technologies), computer vision systems, automatic translation tools, chatbots, virtual assistants, and automatic speech recognition systems.

2. Examples of Unauthorized Use of AI:

- a. Using AI technologies to generate or complete assignments, projects, or assessments without disclosing the use of AI or without instructor permission.
- b. Leveraging AI technologies to procure answers or assistance during exams, tests, quizzes, or other tasks where the use of such tools is not explicitly sanctioned.
- c. Manipulating AI systems or algorithms to sidestep security protocols, gain access to restricted data, or jeopardize the integrity of academic assessments.
- d. Presenting AI-generated content as one's original work, especially without suitable acknowledgment or correct citation.

II. Code of Conduct Violations - Social Misconduct

A. Violence

1. Physical abuse
2. Direct threat of violence
3. Bullying
4. Stalking
5. Sexual assault/rape
6. Harassment
7. Intimidation

8. Retaliation
9. Hazing (as defined by Illinois Revised Statutes)
10. Abusive or Disorderly Conduct
11. Intentional obstruction or substantial interference with any person's right to attend or participate in any college function
12. Participation in any activity to disrupt any function of the College by force or violence
13. Reckless behavior representing a danger to person(s)

B. Property Damage

1. Arson
2. Willful or malicious damage or destruction of property
3. Reckless behavior representing a danger to property

C. Weapons (unauthorized possession and/or use)

1. Firearms
2. Fixed-blade knives
3. Pellet guns, bb guns, and airsoft pistols
4. Explosives and/or explosive devices
5. Any type of arms defined as weapons in Chapter 38 code revised 720/CLS 5/24-1, Illinois Criminal Code Deadly Weapons

D. Disobedience

1. Disobedience, interference, resistance, or failure to comply with directions of an identified College Official acting in the line of duty
2. Trespassing
3. Unauthorized entry

E. Deception

1. Furnishing false information to the College with the intent to deceive
2. Forgery, alteration, or misuse of College documents, records, and identification cards
3. Forgery or issuing a bad check, e-check, or insufficient funding sources with intent to defraud
4. Unauthorized use of an ACH account or credit card account presented as a form of payment

F. Theft

1. Misappropriation or conversion of College funds, supplies, equipment, labor material, space, or facilities

2. Possession of stolen property

G. Safety

1. Intentionally entering false fire alarms
2. Bomb threats
3. Tampering with fire extinguishers, alarms, or safety equipment
4. Tampering with elevator controls and/or equipment
5. Failure to evacuate during a fire, fire drill, or false alarm

H. Cannabis or Illegal Drugs/Controlled Substances (as defined by Illinois Revised Statutes)

1. Manufacture
2. Sale or delivery
3. Unauthorized possession and/or use

I. Violations of other duly promulgated College policies or regulations, including but not limited to alcohol, demonstrations, service animals, smoking, solicitation, and guidelines for access to data and programs stored on the computer are adjudicated under this code.

J. Acts against the Administration of this Code

1. Initiation of a complaint or charge knowing that the charge was false or/with reckless disregard of its truth
2. Interference with or attempt to interfere with the enforcement of this Code including, but not limited to, intimidation or bribery of hearing participants, acceptance of bribes, dishonesty, or disruption of proceedings and hearings held under this Code
3. Knowing violation of the terms of any disciplinary sanction or attached conditions imposed in accordance with this Code
4. Solicitation, aiding, abetting, concealing, or attempting conduct in violation of this Code

III. Students as Employees

Students functioning as employees of the College will be accountable to employee policies and accountable to the Student Code of Conduct.

IV. Student Organization Responsibility

- A.** Student organizations are expected to conduct themselves in a manner consistent with the College's function as an educational institution. Student organizations must observe all federal, state, local laws and College policies, including the Code of Conduct, both on and off campus. A student group will be responsible for the actions and conduct of its members when one or more of its members, acting in the capacity of their membership, commit a violation of the Code of Conduct. Student organizations found in violation of the Code of Conduct will be subject to student conduct procedures and sanctions in the same manner as individual students.
- B.** Any Notice of Complaint regarding alleged misconduct involving a student organization will be delivered to the Vice President of Student Services and to the organization's advisor. Student organizations are responsible for responding to all complaints and failure to respond may result in resolution of the matter in the absence of any representative of the organization.
- C.** A complaint filed against a student organization doesn't preclude the possibility of complaints being filed against any or all individual students involved in the alleged misconduct.

V. Reporting Code of Conduct Complaints

A. Academic Integrity

Determining whether the academic integrity violation is intentional will be left to the faculty's discretion. Upon suspicion of policy violation, the faculty member contacts the student and provides the student an opportunity to respond to the faculty allegations of violation of the academic integrity code. The faculty member may choose to only impose a Class-Level Penalty; however, the faculty member may choose to report the incident at the administrative level as an infraction. If the faculty member chooses to report to the administrative level, the process includes the following steps:

1. The faculty member observing or investigating the apparent academic integrity violation documents the act on the Academic Integrity Incident Report Form, found on myKC and submits the form to the faculty member's instructional dean.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating documentation of the incident. This documentation will be submitted with the Academic Integrity Incident Report Form.

3. The faculty member explains to the student the procedures and penalties for an academic integrity incident and provides the student with a copy of Kaskaskia College's Student Code of Conduct Policy and Procedure.
4. The incident report and related documentation are forwarded to the student's program Dean if this Dean was not in receipt of the information from the reporting faculty. The student's program instructional dean contacts the student to notify them that an Academic Integrity Incident Report has been filed. The dean will discuss the following:
 - a. Determination of their receipt of the Academic Integrity Incident Form and an opportunity to discuss the incident with the faculty member.
 - b. Dean will provide the student with an opportunity to describe the incident and listen to the student's explanation of the event in an informal hearing and may take steps to resolve conflicting information described by the student.
 - c. Dean will inform the student regarding the procedure for appeal.
 - d. Dean will enter an academic integrity hold on the student record using the incident date. Once student signs the Incident Report form, Dean will end-date the hold. If the program Dean is unable to reach student for meeting described above, the academic integrity hold will remain on the student's record and a meeting will be required prior to the student registering for subsequent semesters.
 - e. Dean will sign the incident form indicating the due process conversation has occurred. If the Dean is unable to establish contact with the student within a two week period, the Dean will note "no response" on the incident form and continue with the process.
 - f. Student will sign the Academic Integrity Incident form as an indication that the meeting between the instructional dean and the student has occurred.
 - g. Signed incident form will be emailed to Vice President of Instructional Services (for final signature), Instructional Services Coordinator, and cc to Administrative Assistant (AA) to Vice President of Student Services.
 - h. Instructional Services Coordinator will upload signed incident form to Maxient after the case is created.
 - i. AA to Vice President of Student Services processes the submitted documentation by creating a case in Maxient. This process provides notification to the Vice President of Student Services.
 - j. A formal notification letter regarding the Student Code of Conduct Academic Integrity violation is provided to the student from the Vice President of Student Services through the college's student conduct management system. Receipt of this notification is documented in this system. A copy of the student letter is also sent to the faculty who reported the incident so the faculty is aware of the final outcome.

5. If there is a second Academic Integrity code of conduct by a student, the student will be required to meet with the Vice President of Instructional Services following the submission of the incident report by the faculty. During this meeting, the student will be informed regarding the appeal process and that there is an ongoing academic hold on their account which requires a meeting with the VP of Instruction prior to registering for subsequent semesters.

B. Acts of Social Misconduct

Documents reporting social misconduct should include an email describing the incident and/or a completed Incident Report to be submitted by the reporter of the social conduct violation. Incident reports are also completed by security officers as a part of their routine duties. All reports of code of conduct violations shall be forwarded to the Vice President of Student Services.

VI. Hearing Procedures

A. Academic Integrity Violation

1. If the accused student contests the faculty member's decision, a formal appeal hearing may be requested in writing by the student to the Vice President of Student Services within 10 college business days of the time the dean and student meet to discuss the faculty generated Academic Integrity Incident Form. Written notices of a student appeal will be provided from the office of the Vice President of Student Services to all parties announcing the date, time, and location of the conduct appeal hearing.
2. A hearing requested by a student under this section is conducted by a Conduct Appeal Committee.
 - a. The Conduct Appeal Committee will consist of the following members:
 1. One (1) Instructional Services Dean or Associate Dean (represented by instructional area other than the area under appeal).
 2. One (1) Student Services Dean or Director
 3. One (1) Faculty (must not be the faculty member whose report is being appealed)
 4. One (1) student peer –appointed by the Vice President of Student Services
 5. One (1) advisor chosen by student bringing appeal. The advisor is a non-voting and non-presenting member of the appeal

committee.

- b. The Vice President of Student Services facilitates the appeal hearing process and is a non-voting member of the committee.
3. At the hearing, the faculty member and the student will not be present at the same time. The faculty will present information regarding the academic integrity incident to the committee and then the student will present their information to the committee. The student's advisor will only be present in the hearing when the student is present. Both, the faculty member and student will be asked to remain available in the event the committee has additional questions after hearing from both presenters.
4. If the student misses the hearing, the Conduct Appeal Committee may proceed with the process to completion.
5. Within 10 college business days of the hearing, the Vice President of Student Services sends written notification of the result to the student and faculty member, Instructional Dean, and Vice President of Instructional Services.
6. Within 10 college business days of the notification, the student may submit a written appeal to the Vice President of Instructional Services. The decision of the Vice President of Instructional Services is final.

B. Social Misconduct

1. The Vice President of Student Services has the authority to issue sanctions for Code of Conduct violations, up to suspension, without convening a student conduct board. In these cases, a student would have the option to appeal a decision to the Conduct Appeal Committee.
2. The Vice President of Student Services will determine the composition of the student conduct board and appeal committee and will determine which student conduct board and/or appeal committee will be authorized to hear each case. The student conduct board shall include representation from instructional and student services divisions of the college, the student, and an advisor if so desired, and a member of Student Congress or the Student Trustee.
3. The Vice President of Student Services will develop procedures for the administration of the student conduct program and rules for the conduct of hearings that are consistent with the provision of the Code of Conduct.
4. Decisions made by the student conduct board will be final unless the student initiates the appeal process.

5. A student conduct board may be designated as arbitrator/mediator of disputes within the student community in cases not involving a violation of the Code of Conduct. All parties must agree to arbitration/mediation and to be bound by the decision with no right to appeal.
6. In certain circumstances, the Vice President of Student Services may impose an interim suspension prior to a hearing before the student conduct board. Circumstances could include but are not limited to, theft or abuse of College property or students posing a danger to themselves or others.
7. Charges and Hearings
 - a. Any member of the College community may file a complaint against any student for misconduct. Complaints will be prepared in writing and directed to the Vice President of Student Services who is responsible for the administration of the college student conduct process. Any complaint should be submitted as soon as possible after the event takes place.
 - b. The Vice President of Student Services will (or will appoint a student conduct board who will) determine if the charges warrant an investigation. If the complaint is not found to warrant an investigation, the complaint will be dismissed.
 - c. If the charges cannot be disposed of by mutual consent, a student conduct board will be called to hear the charges. The Vice President of Student Services may be authorized to serve simultaneously as a student conduct administrator and member of a student conduct board. All charges will be presented to the accused student in written form by the Vice President of Student Services with a date of hearing regarding the charge. The hearing date will be set not less than three nor more than 10 college business days after the date of notice to the student. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student Services.
 - d. Any student may seek advice about the Code of Conduct, hearing procedures, and/or student rights and responsibilities from the Vice President of Student Services Office at any time.
 - e. Hearings are conducted by a student conduct board to provide the accused student an opportunity to respond directly to the alleged violation and to offer a response. The hearing is an educational forum designed to enable the student conduct board to determine if there has been a violation of the Code of Conduct. Formal rules of process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in the student conduct process. Hearings will be conducted according to the following guidelines.
 1. Hearings normally will be conducted in private.
 2. Admission of any person to the hearing will be at the discretion

- of the student conduct board. Hearings are not considered open to the public.
3. In hearings involving more than one accused student, the student conduct board may permit the hearings concerning each student to be conducted separately.
 4. The complainant and the accused student have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused student is responsible for presenting his/her own case and therefore, while advisors may be present, they are not permitted to speak or to participate directly in any hearing before a student conduct board.
 5. The complainant, the accused, and the student conduct board may present witnesses. All witnesses are subject to questioning from the conduct board. Advisors may not, in any circumstances, question the complainant, accused student, or conduct board. Pertinent records, exhibits, and written statements may be accepted as information at the discretion of the student conduct board.
 6. All procedural questions are subject to the final decision of the student conduct board.
 7. At the conclusion of the hearing, the student conduct board will determine (by majority vote) whether the student violated each section of the Code of Conduct that the student was alleged to have violated.
 8. The student conduct board's determination will be made on the basis of preponderance of the evidence (whether it is more likely than not that the accused student violated the Code of Conduct.)
 9. For conduct hearings that involve sexual and gender-based misconduct, proceedings of the hearing will be modified to be in compliance with state and federal laws and the Prohibiting Sex-Based Misconduct Policy and Procedure.
- f. In each case in which a student conduct board determines that a student has violated the Code of Conduct, the sanction(s) will be determined and imposed by the Vice President of Student Services. In cases in which persons other than, or in addition to, the Vice President of Student Services have been authorized to serve as the student conduct board, the recommendation of all members of the student conduct board will be considered by the Vice President of Student Services in determining and imposing sanctions. The Vice President of Student Services is not limited to sanctions recommended by members of the student conduct board. Following the hearing, the student conduct board and the Vice President of Student Services will advise the accused in writing and/or orally of its determination and of the sanction(s) imposed, if any.

- g. There will be a record of all hearings maintained by the Vice President of Student Services. The record will be the property of the College.
- h. Except in the case of a student charged with failing to comply with a request to attend a meeting with a student conduct board, no student may be found to have violated the Code of Conduct solely because the student failed to appear. In all cases, if the accused student, with notice, does not appear at a hearing, the information in support of the complaint shall be presented and considered and the hearing will proceed in the student's absence.
- i. The student conduct board may accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, video technology, telephone, or other means approved by the Vice President of Student Services.

VII. Disciplinary Sanctions

A. Academic Integrity Violations

The following are examples of sanctions that may be imposed by the faculty member for conduct violations related to Academic Integrity. The College allows the faculty member the option to impose the appropriate sanction(s) based on each individual case; however, the faculty should follow the established policies outlined in their course syllabus when imposing the sanction(s).

1. Class-Level Penalties:
 - a. Warning
 - b. Failure of an assignment, quiz, test, examination, or paper. A failing grade (F) may be assigned for the work in which the violation occurred.
 - c. Failure in the course: A failing grade (F) may be assigned for a course in which the violation occurred.

2. Institutional-level Penalties

In addition to the Class-Level Penalties outlined above, the College will impose Institutional-Level Penalties based on the individual situation or if the student is a repeat offender. These additional penalties include:

- a. Disciplinary Reprimand (First Offense) - a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct will result in more severe disciplinary action. In addition, the student will be placed on "Academic Integrity Hold" that will remain on the student record for the remainder of the semester in which the policy violation occurred

and through the time they register for their next semester. This hold will require the student to meet with an instructional dean prior to registering for classes.

- b. Disciplinary Probation (Second Offense) - removes a student from good disciplinary standing. The probation shall last the entire time that the student is enrolled at the College. The student will continue to be placed on “Academic Integrity Hold.” The student will be required to meet with the Vice President of Instructional Service prior to registering for subsequent semesters. The student will also be financially responsible for all costs incurred for the course in which the academic integrity incident was reported. Any misconduct during the probationary period will bring further disciplinary action and will result in suspension.

Note: Certain scholarship programs may impose additional sanctions, beyond the faculty and College sanction, for academic integrity incidents.

- c. Disciplinary Suspension (Third Offense) - is an involuntary separation of the student from the College that will begin at the end of the academic term in which the academic integrity incident occurs. If the student is on scholarship, all scholarship funds will be revoked and the student will be financially responsible for all costs as a result of the loss of awarded institutional scholarships. This suspension will be for one calendar year, after which, readmission will be permitted. Disciplinary Suspension is entered on the student’s transcript for the duration of the suspension. Upon readmission to the College, the student will be placed on “Academic Integrity Hold” and on Disciplinary Probation, which will remain on the student record while the student is enrolled at the College.
- d. The student will be afforded the right to appeal the severity of the sanctions imposed by the established Conduct Appeal Committee and Procedures.

B. Social Misconduct

- 1. Sanctions for violations of College regulations or conduct that interferes with College affairs will be imposed by the College. Sanctions, up to and including dismissal from the College, may be imposed for failure to comply with the policies and regulations as outlined in this document. These sanctions will define whether, and under what conditions, the violator may continue as a student in the College. The College may impose sanctions independent of any action taken by civil authorities. The College may impose sanctions in response to actions taken by civil authorities on matters not involving the College if the civil actions bring negative attention to the College. In keeping with the educational purpose

of the College, disciplinary actions are intended to be remedial rather than punitive.

2. The following are sanctions that may be imposed for a violation of this Code of Conduct. In addition, a condition may accompany a sanction. Conditions include, but are not limited to, restitution of damages, work projects, required counseling or therapy, required academic performance, etc. A condition may include loss of certain College privileges. If a condition accompanies a sanction, the condition must be related to the violation.
 - a. **Disciplinary Reprimand** – In cases of minor violations and when the student acknowledged the violation, a written reprimand may be issued by the appropriate vice president. The purpose of the reprimand shall be to call to the student's attention the responsibility of meeting certain minimal community standards. Since a reprimand is given only when the violation is acknowledged, the sanction may not be appealed.
 - b. **Disciplinary Censure** – is a written warning to the student that the cited behavior is not acceptable in the College community and that further misconduct may result in more severe disciplinary action. The student may appeal the finding of a violation but may not appeal the severity of the sanction.
 - c. **Disciplinary Probation** – removes a student from good disciplinary standing. The probation shall last for a stated period of time and until specific conditions have been met, if imposed. Any misconduct during the probationary period will bring further disciplinary action and may result in suspension. Probationary status prevents the student from representing the College in extracurricular activities and may result in the loss of some types of financial assistance.
 - d. **Disciplinary Suspension** – is an involuntary separation of the student from the College for a stated period of time and until a stated condition is met, if imposed, after which readmission will be permitted. Disciplinary Suspension is entered on the student's transcript for the duration of the suspension.
 - e. **Indefinite Suspension** – is an involuntary separation of the student from the College for an unprescribed period of time and until a stated condition is met, if imposed. Any consideration for readmission requires a written petition to the appropriate administrative official before readmission will be considered. The Indefinite Suspension is entered on the student's transcript for the duration of the suspension.
 - f. **Interim Separation** – is imposed when the Vice President of Student Services has reasonable cause to believe that a serious and direct threat to the safety and wellbeing of the members and/or property of the College community will be present if an individual is permitted to remain an active member of the community. A preliminary hearing

or the opportunity of a preliminary hearing shall be afforded. If it is impossible or unreasonably difficult to conduct a preliminary hearing prior to the Interim Separation, the individual shall be afforded the opportunity for such a preliminary hearing at the earliest practical time.

3. The purpose of the preliminary hearing is to determine if there is justification to invoke an Interim Separation. During the preliminary hearing, the student will be provided a statement of the reasons for Interim Separation and will be afforded an opportunity to rebut. Interim Separation is temporary and shall be enforced only until the completion of a full disciplinary hearing. A full disciplinary hearing shall be provided within a reasonable period of time.
4. During an interim suspension, students will be denied access to the campus, including classes, to college activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services determines appropriate. The interim suspension does not replace the regular student conduct processes, which will proceed on the normal schedule.

VIII. Appeals

- A. A decision reached or a code of conduct sanction may be appealed by accused students to an appeals committee within ten college business days of receipt of the decision. Failure to respond within the five college business days after the receipt of the decision will result in the implementation of the recommended sanction(s).
- B. Except when explaining the basis of new evidence, an appeal will be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes.
 1. To determine whether the original hearing:
 - a. Was conducted fairly in light of the charges and evidence presented
 - b. Conformed to prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated
 - c. Gave the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations
 2. To determine whether the decision reached regarding the accused student was based on the preponderance of the evidence, that is,

whether the facts in the case were sufficient to establish that a violation of the Code of Conduct occurred

3. To determine whether the sanction(s) imposed was appropriate for the violation of the Code of Conduct, which the student was found to have committed
 4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing because the person appealing did not know such evidence and/or facts at the time of the original hearing.
- C.** In cases involving appeals by students accused of violating the Code of Conduct, a review of the sanctions by an appeal committee may result in more severe sanctions for the accused students. An appeal to the Vice President of Student Services may not result in more severe sanctions for the accused students.
- D.** A decision reached by an appeal committee may be appealed by accused students or complainants to the Vice President of Student Services within five college business days of the decision. Such appeals will be submitted in writing to the Vice President of Student Services, or designee. Conditions to (D.2. a-d) apply.
- E.** The Vice President of Student Services may, upon review of the case, reduce, but not increase, the sanctions imposed by either the Vice President of Student Services and/or an appeal panel.
1. The Vice President of Student Services will notify the student of the appeals committee's decision in writing. This notification will include final charges, sanction(s), and/or instructions for a new hearing.
 2. The decision of the Vice President of Student Services shall be final.

Note: The ACADEMIC INTEGRITY INCIDENT REPORT FORM link can be found on myKC under Miscellaneous.

CAMPUS MAP



BUILDING LEGEND

A

FINE ARTS & STUDENT CENTER

Culinary Arts
Cafeteria
Drafting Technology
Faculty Offices
Music
Theatre

AD

ADMINISTRATION BUILDING

AD Conference Room
Business Offices
Dean of Arts and Sciences
Dean of Career and Technical
-Education
Faculty Offices
Family Restroom
Human Resources
Institutional Effectiveness
Lactation Room
President
Purchasing
Vice President of Instructional
-Services
Vice President of Administrative
-Services
Vice President of Student Services

AEC

AGRICULTURAL EDUCATION CENTER

Agriculture
Facilities
Family Restroom
Horticulture
Physical Plant

G

GYMNASIUM

Athletic Director
Fitness Center
Physical Education Coordinator

HB

HEALTH AND BUSINESS

Academic Advising
Accounting
Admissions
Art
Business
Campus Store
Cashier
Computer Information Technology
Dean of Enrollment Services
English
Enrollment Center
Faculty Offices
Family Restroom
Financial Aid
History
Jane Knight Auditorium
Literature
Logic & Ethics
Marketing
Perkins Program
Philosophy
Registrar
Security
Sociology
Speech
Trio
Veterans Services

BUILDING LEGEND

L

LIBRARY

ACE (Academic Center for Excellence)

Adult Education
Associate Dean of Institutional
-Advancement
BLC (Business Learning Center)
Career Services
Computer Information Systems
Education
English Lab
Faculty Offices
Library
Mail & Copy Center
Marketing/Public Information
Office Technologies
Online Student Support
Open Computer Lab
Psychology
Tutoring
Testing

LC

LIFELONG LEARNING CENTER

Advancement Office
Alumni Relations
Art Gallery
Dee and Sue Boswell Art Gallery
Title III Office
Wedekemper Board Room

N

NURSING EDUCATION CENTER

Associate Degree Nursing
Certified Nurse Assistant
Dean of Nursing and Health
Sciences
Family Restroom
Licensed Practical Nursing

Paramedicine

PC

PROFESSIONAL CAREERS

Children's Learning Center
Cosmetology
Criminal Justice
Dental Assisting
Diagnostic Medical Sonography
Early Childhood Education
Faculty Offices
Health
Physical Therapist Assistant
Respiratory Therapy
Radiologic Technology

SA

SPORTS & ACTIVITIES

ST

SCIENCE AND TECHNOLOGY

Anatomy & Physiology
Astronomy
Athletic Department
Automotive Technology
Biology
Botany
Chemistry
Faculty Offices
Family Restroom
Geology
Human Resources
Information Technology
Mathematics
Media Center
Physical Science
Physics
Pre-Engineering
Zoology

BUILDING LEGEND

VA

VOCATIONAL ANNEX

Maintenance & Grounds T.

1. Main Entrance
2. Clock Tower
3. Disabled Permit Parking/
Visitor Parking
4. East Parking Area
5. West Parking Area
6. Sports & Wellness Building
7. Baseball Field
8. Softball Field
9. Tennis Courts
10. 10. Soccer Field
11. KC Boulevard
12. Agricultural Education Center
13. Physical Plant Storage
14. Jim Beasley Veterans Tribute
15. Nursing Education Center
16. Fitness Trail
17. Ceramic Classroom and Kiln



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