



Institutional Scholarship Manual

2026-2027

INTRODUCTION

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

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

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

INSTITUTIONAL SCHOLARSHIPS POLICIES AND RULES

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

Recruiting

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

academic history. However, neither Kaskaskia College nor any outside organization shall permit a prospective scholarship student to be solicited to attend the institution by promising gifts, compensation, or other form of inducement.

ACADEMIC POLICIES

Class Attendance

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

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

Add/Drop Procedures

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

Academic Course Loads

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

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

Repeat of Courses

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

Academic Achievement

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

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

PERSONAL CONDUCT AND DISCIPLINE

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

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

Each Kaskaskia College scholarship student is required to:

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

Notwithstanding the other rules outlined in the Institutional Scholarship Manual, Student Handbook, and activity rules, each scholarship sponsor has the authority and discretion

to make decisions regarding performance and attitude issues, performance time, and all other situations that affect the scholarship award integrity.

While representing Kaskaskia College at any event or when wearing Kaskaskia College attire, students should not behave in a manner that brings negative attention to the College. Such representation includes comments, photos, and videos posted on social media. Furthermore, any scholarship student who engages in behavior that is deemed unbecoming of a Kaskaskia College scholarship student within the community (i.e., arrest) will be subject to disciplinary action. This may include probation, suspension, or immediate dismissal from the College Scholarship Program, or other action deemed appropriate by the College President.

Social media platforms have significantly expanded scholarship students' opportunities to connect and express themselves. However, these opportunities also carry increased responsibility and accountability. Each scholarship student who creates and shares content must do so with a clear understanding of the following:

- All scholarship students must accept responsibility for their social media conduct.
- Each item posted is public information. Even the tightest security settings are not fail-proof and scholarship students might not know who their audience includes. Information, words, pictures posted on social media platforms will be around for some time. Caching and other forms of technology can capture postings and they remain long after a student believes that have removed it.
- Postings can harm others. Posts are to be made with continuous consideration for the rights of others and respect for their privacy. Once a student has posted they have no control about who shares it or with whom it will be shared.
- Posts may have a negative impact on the student's future. Scholarship students who have posted unbecoming content have missed opportunities for recruitment or had other negative consequences when future sponsors or employers read the posted information.
- Any posts which show unlawful, inappropriate or other behaviors prohibited by the KC Student Code of Conduct or specific scholarship rules/guidelines will result in disciplinary actions up to including termination of institutional scholarship.

DISCIPLINARY PROCEDURES

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

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

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

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

ACADEMIC DISHONESTY

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

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

First Offense

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

Second Offense

2. Immediate dismissal from the activity and forfeiture of entire KC institutional scholarship, including (as applicable) payment for college sponsored

housing. Students are allowed to continue academic program requirements. The penalties as set forth above are cumulative and cover the scholarship student's entire career at KC.

GRADUATION REQUIREMENTS

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

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

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

Appendix A

Board of Trustees Scholars

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

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

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

SCHOLARSHIP GUIDELINES

The Board of Trustees (BOT) Scholarship covers tuition and mandatory fees for up to 18 credit hours for Fall and Spring semesters for two academic years. Students are responsible for any course fees, books, and tuition exceeding 18 hours.

In addition, the scholarship will cover tuition and mandatory fees up to 6 credit hours during the summer semester between the student's first and second academic years of attendance. Students are responsible for any course fees, books, and tuition exceeding 6 hours for the summer semester.

Requirements

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

- Be admitted to and attend Kaskaskia College the fall semester following high school graduation.
- Be an incoming freshman or a continuing sophomore in the program, a resident of the Kaskaskia College District, and be ranked in the top 25% of their high school class.
- Be the academic/leadership award recipient from their high school.
- Complete and submit the FAFSA each academic year.
- The BOT Scholarship cannot be combined with any other tuition institutional scholarship from Kaskaskia College. (examples include athletic scholarships). Kaskaskia College Foundation scholarships are still able to be earned by Board of Trustee Scholarship students. In the event a student would receive a Foundation award along with a Board of Trustee Scholarship waiver, the Foundation award would be applied first, and waiver would cover the remainder of the student's tuition and mandatory fees for up to 18 credit hours.

To maintain scholarship status, students must:

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

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

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

LEADERSHIP COUNCIL MEMBERS

Amy Zanton

Vice President of Student Services

618-545-3033

azanton@kaskaskia.edu

Terri Sanders

Administrative Assistant to the Vice
President of Student Services

618-545-3034

tsanders@kaskaskia.edu

Appendix B

Academic Department Scholars

DESCRIPTION OF KASKASKIA COLLEGE ACADEMIC DEPARTMENT SCHOLARSHIP PROGRAM

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

I. Eligibility

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

II. Requirements for Application

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

III. Requirements for Scholarship Recipients

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

an appeal of this action may do so in writing to the Office of the VP of Instructional Services requesting reinstatement. If granted, the student will again be placed on probationary status for one semester and must meet all requirements set forth in this agreement.

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

IV. Selection

- A. Each sponsor will consider all completed applications and award scholarships.
- B. If a recipient accepts any other financial aid in the form of an institutional scholarship that specifically pays tuition and fees, the recipient will notify the scholarship sponsor. The student may be awarded a combination of scholarships up to the maximum cost of tuition and mandatory fees for the academic term. Any remaining scholarship may be awarded as an honorary scholarship with the monetary portion reassigned to an alternate qualified recipient for the academic department.

V. Implementation

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

VI. Evaluation

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

For More Information

Julie Obermark

Provost, Vice President of
Instructional Services

618-545-3015

jobermark@kaskaskia.edu

Jamie Boatright

Instructional Services Coordinator

618-545-3016

jboatright@kaskaskia.edu

APPENDIX C
CONTEST AWARD
CREDIT HOUR VOUCHERS

DESCRIPTION OF KASKASKIA COLLEGE CONTEST AWARD CREDIT HOUR VOUCHERS PROGRAM

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

I. Eligibility

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

II. Requirements for Award

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

III. Requirements for Award Recipients

- A. Award recipients must be admitted to and actively seeking a certificate or degree directly aligned with the academic department sponsoring the on-campus college sponsored competition (ex: Welding Department Contest – Intermediate Welding Certificate degree code; FFA Land Use Contest – Associate Degree Agronomy and Environmental Science).
- B. Award recipients must attend class regularly.
- C. Award recipients will meet with their academic department mentor to review registration of classes and add/drop/withdrawals from classes. Academic Advisors and academic department mentors will coordinate to ensure proper advisement of recipients.

- D. Award recipients are representatives of Kaskaskia College and are expected to exhibit good citizenship, leadership, and appropriate reputable behavior at all times.
- E. Submit the Free Application for Federal Student Aid, FAFSA, application listing Kaskaskia College.
- F. Award recipients are encouraged to actively participate in club or departmental activities directly aligned with the academic department which sponsored the on-campus college sponsored competition including but not limited to College Open House days, Career Exploration Days, and marketing campaigns.

IV. Selection

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

V. Implementation

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

- C. The Financial Aid Officer coordinates the implementation of the financial aspects of the Credit Hour Voucher awards.

VI. Evaluation

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

For More Information:

Amy Zanton
Vice President of Student Services

618-545-3033
azanton@kaskaskia.edu

APPENDIX D

STUDENT AMBASSADORS

DESCRIPTION OF KASKASKIA COLLEGE STUDENT AMBASSADORS SCHOLARSHIP PROGRAM

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

I. Description

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

II. Eligibility

- A. The award waiver is limited to students that meet the in-district residency requirements as set forth by the Kaskaskia College catalog.
- B. Applicants must meet the minimum High School cumulative grade point average of 2.5/4.0 or equivalent.
- C. Applicant must submit the completed application form, which includes an essay and two letters of recommendation from high school staff, faculty or community leaders, and a final high school transcript.
- D. Applicants must have completed and submitted the FAFSA application.
- E. Applications and other required materials must be received by the Student Outreach Coordinator no later than April 1 to be eligible for consideration.
- F. Applicants may not accept a Kaskaskia College Activity, Athletic, or Board of Trustees Scholarship in conjunction with this award.

III. Selection

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

IV. Requirements

- A. Recipients must complete the Free Application for Federal Student Aid (FAFSA) and have their student aid report on file at the Kaskaskia College Financial Aid Office.
- B. Recipients must enter Kaskaskia College in the Fall term immediately following graduation. Failing to register in the Fall term voids the scholarship.
- C. Recipients must be full-time students in continuous enrollment, exclusive of summer terms, and must show successful academic progress.
- D. Scholarship recipients must be admitted to one of the recognized programs of Kaskaskia College leading to a degree or certificate.
- E. Scholarship recipients must attend classes, and absences from classes must be explained to the instructor and the Student Ambassadors committee. Instructors will be requested to inform the Student Ambassadors committee of excessive absences, tardiness, or any other problems. These circumstances may jeopardize the renewal of the scholarship.
- F. All Student Ambassadors recipients will be required to pass a minimum of twelve credit hours (excluding summer semesters) with a G.P.A. of 2.5 on a 4.0 scale each semester. All Student Ambassadors award recipients who have scholarships must recognize that they are a representative of Kaskaskia College and must exhibit ethical behavior at all times, even when outside of the college, and demonstrate good citizenship and leadership. A failure to conduct oneself in a respectable manner may lead to a revocation of the tuition award and removal from the program.
- G. Scholarship recipients are expected to complete College Recruitment Requirements as listed below:

The following events are mandatory every year:

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

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

V. Implementation

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

VI. Evaluation

- A. The Student Ambassadors program is evaluated annually for continuance.
- B. These procedures and guidelines may be changed or modified as deemed appropriate, within the limits of the Board Policy, upon the recommendation of the Student Outreach Coordinator and the concurrence of the Vice President of Student Services.

For More Information:

Staci Palm
Dean of Enrollment Services

618-545-3048
spalm@kaskaskia.edu

Carrie Hancock
Student Outreach Coordinator

618-545-3118
chancock@kaskaskia.edu

APPENDIX E

ADULT EDUCATION SCHOLARSHIP

DESCRIPTION OF KASKASKIA COLLEGE ADULT EDUCATION SCHOLARSHIP PROGRAM

I. Description

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

Criteria for Scholarship

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

APPENDIX F ATHLETIC

**THE KASKASKIA COLLEGE
ATHLETIC MANUAL CAN
BE FOUND ON THE
ATHLETIC WEBSITE:**

[Athletic Manual](#)