



## **ADMISSIONS POLICY**

**Board Bylaw:**  
**Policy Number: 5.2101**  
**Subject Area: Student Services**  
**Adopted: 09/16/2010**  
**Revised: 04/22/2024**

Kaskaskia College maintains an open-door admissions policy, in accordance with the Illinois Public Community College Act, 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 special admission entrance requirements, which must be met prior to being accepted into the program.

Detailed information regarding admission requirements and processes can be obtained through the College Catalog or from the Admissions and Registrations Department.

Students must have a high school diploma, Illinois High School Equivalency Certificate or equivalent documentation to be eligible for Title IV Funds.

### **Eligibility Requirements for Admission**

Individuals are eligible for admission to the college as a regular student if they meet one of the following criteria:

1. All high school graduates or individuals with a High School Equivalency. Students who have earned the High School Equivalency certificate will be considered to have met the State Board of Education's minimum high school graduation requirements.
2. Be beyond the age of compulsory attendance and meet the criteria for completing homeschooling at the secondary level.
3. Transfer students from other colleges and universities who meet one of the above criteria.
4. Students not yet beyond the age of compulsory school attendance but are dually enrolled in high school and college coursework.
5. Students whose connection with a Secondary School is Severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board.

### **Application Procedure**

#### ***Regular Degree/Certificate Seeking Students***

The applicant who intends to earn a degree or certificate from Kaskaskia College must submit a completed Student Admissions Form.

Ensure that official documents (high school transcripts, college transcripts, AP scores, etc.) used to satisfy degree/certificate requirements are received by the last day of the term in which you plan to graduate.

Official transcripts covering a student's previous secondary and college education, submitted to the College as part of the admissions procedure, become a part of the official file. The College does not certify copies of transcripts from other institutions.

#### ***Conditional Acceptance***

Students who do not fulfill the appropriate admission requirements will be permitted to register for the semester for which they are applying but may be prohibited from registering for subsequent semesters until all admission requirements have been fulfilled.

#### ***Validation of Transcripts***

High school and college transcripts received by KC will be evaluated by the Registrar's Office to verify that the transcript is valid. In cases where validity is questionable, the Registrar's Office will research the identified organization and make a final determination. Students will not be eligible for Title IV aid until the process of validating high school transcripts (or equivalent record) is complete and confirms the completion of secondary education.

#### ***Non-Degree/Non-Certificate Students***

The applicant who does not intend to earn a degree or certificate from Kaskaskia College must complete a Student Admissions Form and complete any required assessment before registering for courses. Students enrolling as non-degree or non-certificate seeking will not be eligible for financial aid.

### ***Returning Students***

Returning students must submit a Student Admissions Form to the Office of Admissions and Records and complete any admission requirements not met previously if working toward a degree or certificate. A returning student is anyone who has not been enrolled at the College for one year or more or who has graduated but plans to continue their education at KC.

### ***Transfer Program Admission***

Students applying for admission to a Baccalaureate Transfer Program (Associate in Arts, Associate in Science, Associates in Engineering Science, Associate in Fine Arts) must meet the minimum requirements as outlined below. Students will not be denied admission because of deficiencies in high school coursework but must satisfy them before graduating from Kaskaskia.

- Four years of English - written and oral communications, literature.
- Three years of mathematics - introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming.
- Three years of social studies - emphasizing history and/or government.
- Three years of science - laboratory science.
- Two years of flexible academic units - foreign language, music, art, vocational education, or additional courses in the above categories.

### ***Selective Admission Programs***

The following career programs have been identified as having selective admission requirements with limited enrollment: Associate Degree Nursing, Dental Assisting, Diagnostic Medical Sonography, Nail Technology, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, and Respiratory Therapy. Consult the curriculum section of this catalog to determine the specific admission requirements for these programs. Kaskaskia College in-district and specified career agreement applicants who complete the application process by the program's application deadline will receive preferential consideration in the selection process.

### ***International Student Admission***

***Deadlines: For spring entry, application materials must be complete by December 1. For fall entry, applications must be completed by July 1.***

1. Application -The student must complete all sections of the Student Admissions Form for admission and sign and date the application form.
2. Credentials -The minimum academic requirement for international admission is proof of graduation from an accredited secondary (high) school. The instructor must submit official academic records from each secondary and college/university attended. If original credentials are not available in English, an official English translation must accompany the official or certified true copy in the national language. If student wishes to use transfer credit from an international institution of higher education, an official transcript (with translated English version if necessary) that has been evaluated by a private evaluation agency at the student's expense must be submitted. The college transcript evaluator will use this information to officially award college credit in the same way as would occur for any other student. Suggested agencies for international transcript evaluation are: Educational Credential Evaluators, Inc. <http://www.ece.org> World Education Services, Inc. <http://www.wes.org>
3. Evidence of Legal Status-If student applicant is already in the U.S. on a B, F, J or other non-immigrant visa, photocopies of valid passport, most recent visa (even if expired), I-94 card (front & back), I-20 document (if on F-1 visa) or DS- 2019 document (if on a J-1 visa) and INS Notice of Action approving extension or change of status application must be submitted.
4. F-1 International Student Transfer Applicant - F-1 transfer applicants must submit the International Student Transfer Verification form completed by the International Student Advisor from the previous school.
5. Evidence of Financial Support - (two forms required) 1) International Student Financial Certificate must be signed by the student applicant. 2) An affidavit and bank statement certifying the amount in U.S. dollars, the total amount available from personal funds, family funds from abroad, or funds from any other source.
6. English Proficiency - Evidence of English proficiency must be submitted. Proof of English proficiency is not required if English is the native language spoken in student applicant's country. English proficiency must be proven by a satisfactory score on the TOEFL test.
  - A minimum TOEFL score of 78A on Internet-Based TOEFL. Please request that score be reported directly from ETS to Kaskaskia College; the institution code for Kaskaskia College is 1108.
  - A minimum TOEFL score of 85 on Internet-Based TOEFL is required for applying to special admit programs including Associate Degree Nursing, Respiratory, Radiologic Technology, and Physical Therapist Assistant. Please request that score be reported directly from ETS to Kaskaskia College; the institution code for Kaskaskia College is 1108.

NOTE: Please see Guidelines and/or Checklist for information about the SEVIS I-901 Fee.

### **GUIDELINES FOR INTERNATIONAL STUDENTS ENROLLING AT KASKASKIA COLLEGE**

1. There is a \$350.00 SEVIS I-901 fee that is required to be paid prior to entering the United States. The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the U.S. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after September 1, 2004, is responsible for paying this fee to SEVP. Student applicant's may complete Form I-901 online at [www.fmjfee.com](http://www.fmjfee.com) and also pay the fee online.
2. All international students must carry a minimum of 12 semester hours of credit (full-time) each semester, exclusive of summer, with at least 9 credit hours of face-to-face instruction. In the event enrolled credits fall below this number, the United States Immigration and Customs Enforcement will be notified immediately.
3. International students are responsible for all school tuition, fees, housing and living costs.
4. International students must always keep passport and immigration status valid.

5. International students must have your I-20 signed by a Designated School Official before leaving the country (United States).
6. International students should have health insurance.
7. International students should file their income tax form. See the Designated School Official for more information.
8. Tuition is assessed at the out-of-state rate.
9. For complete information, read page 2 of the I-20.
10. All international students must be counseled by an advisor before registering for classes.
11. International students must arrange their own housing and transportation.
12. International students must notify the Primary Designated School Official (PDSO) or Designated School Official (DSO) of any change of address and phone number.

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