



Illinois Eastern Community Colleges



Student-athlete Handbook 2025-2026

Table of Contents

Introduction.....	3
Welcome	3
Purpose of Handbook.....	3
Philosophy	3
Academic Expectations	3
Eligibility.....	4
Insurance	4
Physical Examination	4
IECC Student Athlete Agreement	4
Official Transcripts.....	4
NJCAA Athletic Eligibility	4
Athletic Code of Conduct	5
Student-athlete Policies, Procedures, & Protocols	8
Student-athlete Drug Abuse Policy (500.27)	8
Drug Testing of Student-athletes (Procedure 500.27).....	8
IECC Student-athlete Concussion Management Plan.....	11
Resources	14
Academic Calendar	14
Academic Advisors.....	14
Free Tutoring Services	14
Mental Health	14
Athletic Scholarships/Financial Aid	14
Tuition/Fees/Billing	15
Athletic Disclosures	15
Preventing Sexual Misconduct Policy & Title IX.....	15
Student Policies.....	16

Athlete Forms.....	19
NJCAA Physical Examination Form.....	19
NJCAA Eligibility Affidavit	19
IECC Student-athlete Agreement	19
First Agency: Parent/Guardian/Student Information Form.....	19
Student-athlete Bio & Release.....	19
First Agency: Claim Sheet for Intercollegiate Claims	19
Concussion Signs and Symptoms Checklist.....	19

Introduction

Welcome

Welcome to Illinois Eastern Community Colleges intercollegiate athletic programs! We have a proud history of providing our college district with exciting athletic programs that have seen many talented athletes go on to play professional sports. If ever you have any questions, concerns, or ideas, feel free to reach out to a staff member. We welcome your opinion.

Purpose of Handbook

The purpose of this handbook is to provide the goals and objectives, regulations, policies, and procedures of Illinois Eastern Community Colleges' Athletic Departments. In addition to this handbook, student-athletes must also abide by student policies and procedures, described in the [academic catalog](#), as well as bylaws of the [National Junior College Athletic Association \(NJCAA\)](#) and all local, state, and federal laws. This handbook also provides information on resources available to you. The information contained in this handbook is not intended to be all-inclusive. Student-athletes are encouraged to speak with his or her coach whenever any problems, concerns, or questions arise.

Philosophy

The goal of IECC athletic programs is excellence. Excellence means:

1. An insistence that athletes are students first, with graduation rates that compare favorably to other full-time, degree-seeking students.
2. Participation in a range of sports with balance between men's and women's sports.
3. Teams that are well-coached, competitive, and representative of high standards and personal conduct.

Academic Expectations

We want our student-athletes to be successful in their chosen sport AND in the classroom.

Some expectations include:

- Attend classes regularly; consistent or excessive absences are unacceptable.
- Complete all classwork on time; plan ahead for travel days to ensure deadlines are met.
- Maintain an academic class load of a minimum 12 credit hours per semester. **Due to NJCAA bylaws and hours of enrollment to maintain athletic eligibility, student-athletes must get approval from their coach and athletic director before withdrawing from classes.**
- Make satisfactory progress toward your degree.

Eligibility

Insurance

The athletic accident insurance at IECC provides secondary insurance coverage for athletes for accidents/injuries while participating in the play or official practice of intercollegiate sports.

The NJCAA does not permit IECC or any college to provide coverage or pay the bills incurred for expenses related to illnesses or conditions that are not sustained as the direct result of an accident in our intercollegiate sports program. This includes pre-existing conditions and non-athletic injuries. Chronic conditions developed over a long time and aggravated by participation in sports activities will not be covered.

All athletes must complete the Parent/Guardian/Student Information Form to have on file. If an athlete has an injury during practice or a game, the athlete must present a copy of this form along with the 1st Agency Claim Sheet to the physician or Emergency Room attendant and a copy of their private insurance information.

In order to participate in practice or competition, all student-athletes must have on file at IECC the First Insurance Parent/Guardian/Student Information Form.

Physical Examination

In order to participate in practice or competition, all student-athletes must have on file at IECC a completed NJCAA Physical Form.

IECC Student Athlete Agreement

In order to participate in practice or competition, all student-athletes must have on file at IECC a completed IECC Student-athlete Agreement.

Official Transcripts

In order to participate in practice or competition, all student-athletes must have on file at IECC official high school/college transcripts. International athletes must submit official transcripts with translation.

NJCAA Athletic Eligibility

In order to participate in an NJCAA certified sport, a student-athlete must be in good academic standing; in accordance with the rules and bylaws of the NJCAA, the member region, and the individual institution. He/she must be an amateur; who has not exhausted his/her eligibility; and who is in good health. The sub-sections of Article V in the [NJCAA Handbook \(Bylaws\)](#) contain rules detailing and defining these requirements. Section 4 of Article V also describes the rules that govern maintaining amateur athlete status, including Name, Image, & Likeness (NIL) guidelines.

Athletic Code of Conduct

All IECC student-athletes are expected to demonstrate good moral conduct and ethical judgment which reflects favorably, on not just themselves, but their campus, the NJCAA, the Great Rivers Athletic Conference (GRAC), and the IECC community at large. Student-athletes are influential to the youth in our small communities, and as such, your behaviors are under more scrutiny. Be a good role model on and off the court/field.

In addition to the [IECC Student Code of Conduct](#), as a member of an IECC athletic team, you will be expected to demonstrate acceptable behavior and uphold the following responsibilities as a student-athlete:

General

- Abide by all team, department, IECC/campus, and NJCAA guidelines and rules.
- Abide by all rules imposed during practice, competition, and game travel.
- Follow a nutrition and exercise program as recommended by your coach.
- Take proper care of all equipment and return it in good condition. All assigned equipment must be turned in at the conclusion of the sports season to avoid incurring a replacement charge.
- Treat all players, officials, spectators, and coaches with respect and courtesy.
- When representing IECC and your campus athletic program, dress and act in an appropriate manner.

Social Media

Social Media is considered as any form of internet forums, blogs, podcasts, photographs, videos, and social bookmarking that can be found on public websites such as Twitter, Facebook, Instagram, Tik Tok, or YouTube. As the user of such platforms, student-athletes are expected to conduct themselves with integrity and responsibility as members of their respective team. As a student-athlete, one must exhibit respectful behavior during all social media interactions, as well as display pride and respect for IECC, your campus, and community. Any malicious use of social media platforms will not be tolerated. Violations of this policy will be subject to investigation and could further result in disciplinary action.

Such behavior includes:

1. Posting offensive language or inappropriate comments in general and toward fellow athletes, students, coaches, administrators, faculty, and staff of IECC or any other college or university.
2. Making demeaning statements or threats that could potentially endanger the safety of another person.
3. Posting incriminating photos or statements regarding illegal criminal behavior, underage drinking, use of illegal drugs, sexual harassment, or violence.
4. Indicating knowledge of any acts listed above

It's important for you to be aware that third parties like the media, faculty, future employers, NCAA, NAIA and NJCAA officials can easily access your profile and view all personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affect the perception of the student, the athletic department, and IECC. This may also be detrimental to a student-athletes future scholarship opportunities and employment options.

NJCAA Code of Conduct (from the [NJCAA Handbook/Policies Manual](#))

This code of conduct applies to any and all contests/competition in which any NJCAA member college participates. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region standards and ethics committee.

Code of Conduct

- A. Coaches and team personnel shall recognize the responsibility for proper conduct at any and all contests/competitions in which any NJCAA member college participates.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

Behavior

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student body. As such, they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are representing the NJCAA or NJCAA member colleges are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace NJCAA Policies Manual – Sportsmanship of the NJCAA Handbook. Unacceptable forms of behavior include, but are not limited to:

- 1. Fighting
- 2. Taunting
- 3. Inappropriate celebration
- 4. Disrespectful attitude toward opponents, officials, tournament administrators
- 5. Use of profane and vulgar language
- 6. Use of drugs and/or alcohol, tobacco (including but not limited to e-cigarettes, vaping, etc.)
- 7. Disrespectful attitude toward host hotel personnel
- 8. Unlawful activities
- 9. Physical abuse or damage to college property or host hotel property.

Derogatory Comments

- A. Players, coaches and institutional personnel shall not make any derogatory public comments regarding contests, competitions or game officials at any time; in print, broadcast social media, news releases or any other communications where comments may become public. The head coach will be responsible for any derogatory comment made by any player, coach or institutional personnel.
- B. A coach shall not address or permit anyone from making uncomplimentary remarks to any game official before, during, and/or after any and all NJCAA member contests/competitions in which any NJCAA member participates.

Athletic Code of Conduct Enforcement

The Athletic Code of Conduct will be enforced, WARNING NEED NOT BE GIVEN.

Participation in team sports at IECC is a privilege and not a right.

As student-athletes you represent IECC. We expect all athletes to demonstrate good moral conduct and ethical judgment. We do not allow our athletes to infringe on the rights of others.

Any behavior that places IECC/campus in a vulnerable position, in the opinion of the coach, athletic director, or the administration, is grounds for disciplinary action.

The athletic director (or designee), in consultation with administration as appropriate, has the authority to take reasonable steps to investigate alleged violations of the athletic code of conduct. These steps may include such activities as interviews of interested parties having knowledge of the facts and review of pertinent documents. The athletic director will take action against any individual not meeting IECC standards – dependent upon the recommendation of the student-athlete's coach and in consideration of the severity of the offense.

In addition to any disciplinary action taken by a game official, any violation of the athletic code of conduct may result in such penalties as:

- Event disqualification and future game suspensions;
- Suspension, modification, cancellation and/or non-renewal of athletic-related aid;
- Permanent dismissal from athletic program or institution.

It's important to note, in consideration of the extreme importance IECC places on athletes as role models in our small communities, any athlete who becomes the subject of an investigation by law enforcement will be automatically suspended from sports at IECC.

Student-athlete Policies, Procedures, & Protocols

Note that the following policy is in addition to IECC's district-wide [drug-free initiatives](#) and [tobacco/smoking ban](#).

Student-athlete Drug Abuse Policy (500.27)

Date Adopted: July 16, 2014

Revised: March 21, 2017

Revised: June 20, 2017

Revised: May 15, 2018

Revised: February 16, 2021

Revised: April 25, 2023

This policy further reinforces Illinois Eastern Community College's stance on maintaining a drug-free environment by expanding prevention initiatives within its athletic programs. IECC understands the added pressures that can arise for participants of competitive sports and recognizes its responsibility to ensure student-athletes are educated on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol.

This comprehensive program, which includes educational, screening, and rehabilitative components, will facilitate informed and intelligent decision-making among student-athletes by:

1. Educating individuals on the dangers of substance abuse and use.
2. Preventing and deterring illegal drug use and abuse.
3. Developing consistent sanctions should a student-athlete test positive.
4. Promoting the positive role student-athletes have in our communities.
5. Identifying problems with drug abuse at its earliest stages.

Further, IECC believes drug testing of student-athletes is an appropriate measure to take to prevent drug use and abuse and has enacted a student-athlete drug testing program; Procedure 500.27 outlines this program.

Drug Testing of Student-athletes (Procedure 500.27)

Effective date: 7/16/2014

Revised: 3/21/2017

Revised: 6/7/2017

Revised: 4/4/2023

Revised: 6/4/2025

This procedure outlines IECC'S drug testing program of student-athletes.

Types of Testing

1. Random Testing. A minimum of 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. The process for random testing follows.
 - At the conclusion of the 10-day enrollment period of each fall semester, Athletic Directors will submit a roster for each sport, on their respective campuses, to the Compliance Coordinator and the Dean of Students.
 - Throughout the year, all roster changes shall be reported to the Compliance Coordinator and the Dean of Students to ensure all athletes are a part of the random drawing every time. Conceivably, the same name could be picked from an athletic team on every testing date.
 - From the rosters supplied, the Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus. No less than 2 and no more

- than 7 student-athletes from any team will be subject to testing, as it is understood that each team possesses a different number of student-athletes.
- There will be several random test dates, as determined by the Compliance Coordinator, spread throughout the calendar athletic year (beginning of September through the end of April).
 - Approximately 2-3 days in advance of testing, the Athletic Directors will be notified of:
 - the testing date;
 - number of student-athletes to be tested; and
 - from which sports the names should be pulled.
 - Athletic Directors will coordinate the name drawing and test administration.
2. Reasonable Suspicion Testing. Reasonable suspicion testing is performed to protect the health of the student-athlete, the health of others, and to protect the integrity of the sport and Illinois Eastern Community Colleges.
- “Reasonable Suspicion” is defined as behavior, conduct, or performance by the student-athlete that leads a coach or athletic department staff member to believe that the student-athlete has been using a banned substance (as defined by the [NCAA](#)). Indicators which may be used to determine if reasonable suspicion exists include, but are not limited to, the following:
- Observed possession, recognizable odor, or reported use of a banned substance.
 - Changes in student-athlete behavior, conduct, performance, class attendance, GPA, athletic practice attendance, injury rate or illness, physical appearance, academic or athletic motivation level, emotional condition, mood, and legal involvement.
3. Reasonable Cause Testing. A student-athlete that has tested positive in a previous test will be subject to follow-up testing and will incur the cost of the test.
4. Re-entry testing. A student-athlete who has had his/her eligibility to participate in sports suspended as a result of a positive drug test will need to provide a negative sample in order to be released from administrative sanctions. This will be a random sample that will be provided upon request.

Testing Protocol

1. Testing will be conducted at:
 - Fairfield Memorial Hospital
 - Wabash Valley Occupational Health and Acute Care (Robinson)
 - Carle Richland Memorial Hospital (Olney)
 - Wabash General Hospital (Mt. Carmel)
2. A Coach or Athletic Director will accompany the student-athletes to the appropriate testing facility.
3. Student-athletes must provide photo ID. (Alternate ID verification method may be used if a photo ID is not available).
4. A student-athlete will not be allowed to leave the testing site until a suitable sample has been provided.
5. Failure to appear is treated as a positive test and results in the applicable sanctions.
6. Each facility will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.
7. Names of the student-athletes and test results shall be submitted to the Compliance Coordinator and the Dean of Students upon test completion.

Positive Test Results

A positive test will result in the following sanctions. Suspensions associated with positive test results will be cited as a “violation of team rules.”

First Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President (or designee). The student-athlete may request to have a person of their choosing present at the meeting.

2. Student-athlete will be required to inform his/her parents of the positive test in the presence of the Athletic Director & Coach.
3. Student-athlete will complete 20 hours of community service, as documented by the Athletic Director and Coach. The community service must be completed before reinstatement to the team is allowed.
4. Student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Second Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. Student-athlete will be required to inform his/her parents of the positive test in the presence of the Athletic Director & Coach.
3. Student-athlete will be suspended from the team for 25% of the remaining scheduled games (minimum of 3 games, golf will be minimum of 2 matches), which can carry into post-season play. Suspension will be for consecutive games immediately following notification of a positive test. If there are not enough games remaining, the suspension will carry over to the next season for returning athletes.
4. Student-athlete will complete 40 hours of community service, as documented by the Athletic Director and Coach. The community service must be completed before reinstatement to the team is allowed.
5. Student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

Third Positive Test

1. Student-athlete will be suspended from the team indefinitely.
2. Student-athlete will surrender their athletic aid.
3. Student-athlete will be able to complete their education, but at **their own expense**.

Referral for Drug Counseling Assessment

Following a positive drug test finding, the student-athlete shall be referred for substance abuse assessment and possible treatment plan.

Self-referral Program

A student-athlete may refer himself/herself for evaluation or counseling by contacting their Head Coach, an athletic training staff member, or the Athletic Director.

1. Student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
2. Student-athlete cannot enter the self-referral program after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
3. A treatment plan will be determined and put in place for the student-athlete.
4. Student-athlete will be tested randomly while in the self-referral program. Costs of the subsequent random tests will be the sole responsibility of the student-athlete.
5. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable positive testing sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2nd positive test.

Appeal Process

A student-athlete who tests positive for a banned substance may contest the finding. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test

finding. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee, which is comprised of:

- Athletic Director
- Dean of Students
- Faculty member
- President or designee
- Head Coach

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The hearing shall take place within 72 hours of receiving the request for appeal. Sanctions that typically result from a positive test will not commence, awaiting a decision by the committee. In the event the athlete's appeal is accepted, no further action need be taken. Appropriate sanctions will apply if the committee upholds the results of the test.

The decision of the committee is final based on a majority vote and is not subject to further appeal.

Medical Exception

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athlete's file. In the event a student-athlete tests positive, the Athletic Director and trainer, in consultation with the testing center, will review that student-athlete's medical record to determine if a medical exception should be granted.

IECC Student-athlete Concussion Management Plan

IECC has developed a comprehensive concussion management plan that includes awareness, assessment of symptoms, establishment of criteria for returning to play, and education. Guidelines for the development of this plan are based on the Center for Disease Control's (CDC) (<https://www.cdc.gov/headsup/index.html>) Head's Up sports concussion program, and the Consensus Statement on Concussion in Sport: The 3rd International Conference on Concussion in Sport Held in Zurich, November 2008, article (McCroy et. al., 2009, 44(4): 434-448, *Journal of Athletic Training*).

Definitions

Concussion – A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Doctor – Physician licensed to practice medicine in all its branches.

Signs and Symptoms of a Concussion

The following are some signs (observed by others) and symptoms (reported by the athlete) of a concussion:

Signs observed by others

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by the athlete

- Headache

- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

Sports Concussion Assessment

Many concussions occur during practice or at events when an athletic trainer is not available. In these cases, the coach should initiate the concussion assessment by documenting the athlete's signs and symptoms on the signs and symptoms checklist (see signs and symptoms checklist form that follows). In cases where an appropriate healthcare provider is present, a complete concussion assessment should be administered.

Post-Concussion Return to Sport Progression Protocol

When a concussion has been diagnosed, the athlete shall not return to play or practice the same day of the concussion.

Return to play after concussion

1. The athlete must meet all of the following criteria in order to be allowed to return to practice or play:
 - a. Asymptomatic at rest and with exertion (including mental exertion in school); and
 - b. Have written clearance from a doctor who has personally evaluated the athlete.
2. Once the above criteria are met, the athlete will follow a graduated process of involvement in practice or play under the supervision of the coach before being allowed to return to full activity.
3. Progression toward full activity is individualized, and will be determined on a case-by-case basis. However, no signs and symptoms of a concussion should exist prior to initiation to return to play progression. Factors that may affect the rate of progression include previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion(s), one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.
4. Stepwise return to play progression. Each step is a 24-hour period. This progression reflects the minimum steps required for return to play. Return to play may take many days and in some cases weeks to occur.
 - a. No activity.
Do not progress to next step until asymptomatic for 24 hours.
 - b. Light aerobic exercise
 - c. Sports-specific exercise
 - d. Non-contact training drills
 - e. Full-contact practice
 - f. Return to play

Note: If the athlete experiences post-concussion signs or symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours. The development of post-concussion symptoms at any stage should be treated as serious. Involvement of a doctor or licensed trainer should be considered.

5. The coach and athlete will discuss appropriate activities for each stepwise progression day.

Concussion Awareness and Recognition Education

At the beginning of each academic year, athletes and coaches will be required to attend a concussion awareness and recognition information session where, at a minimum, the information in this plan will be presented.

Attachment follows: Concussion Signs and Symptoms Checklist

Concussion Signs and Symptoms Checklist

Student's Name _____ Student's Grade _____

Where and how injury occurred: _____

Description of injury: _____

Time of Injury _____ a.m./p.m.

Use this checklist to monitor any student who sustains a head injury, no matter how minor the injury itself may seem. Students should be monitored for a minimum of 30 minutes. Check for symptoms if able at 0 minutes (at the time of the injury), 15 minutes post injury and again 30 minutes post injury. Students who experience one or more of the signs or symptoms of a concussion after a bump, blow or a jolt to the head should be referred to a health care professional (i.e., athletic trainer or doctor) with experience in evaluating for concussion.

0 Minutes

- ☐ Headache
- ☐ Nausea
- ☐ Balance problem or dizziness
- ☐ Double or fuzzy vision
- ☐ Sensitivity to light
- ☐ Sensitivity to noise
- ☐ Feeling sluggish or slowed down
- ☐ Feeling foggy or groggy
- ☐ Does not "feel right"
- ☐ Appears dazed or confused
- ☐ Moves clumsily
- ☐ Concentration or memory problems
- ☐ Cannot recall events
- ☐ Loses consciousness (even briefly)

15 Minutes

- ☐ Headache
- ☐ Nausea
- ☐ Balance problem or dizziness
- ☐ Double or fuzzy vision
- ☐ Sensitivity to light
- ☐ Sensitivity to noise
- ☐ Feeling sluggish or slowed down
- ☐ Feeling foggy or groggy
- ☐ Does not "feel right"
- ☐ Appears dazed or confused
- ☐ Moves clumsily
- ☐ Concentration or memory problems
- ☐ Cannot recall events
- ☐ Loses consciousness (even briefly)

30 Minutes

- ☐ Headache
- ☐ Nausea
- ☐ Balance problem or dizziness
- ☐ Double or fuzzy vision
- ☐ Sensitivity to light
- ☐ Sensitivity to noise
- ☐ Feeling sluggish or slowed down
- ☐ Feeling foggy or groggy
- ☐ Does not "feel right"
- ☐ Appears dazed or confused
- ☐ Moves clumsily
- ☐ Concentration or memory problems
- ☐ Cannot recall events
- ☐ Loses consciousness (even briefly)

Remember, any student who exhibits signs and symptoms of a concussion should be removed from physical activity and should not participate until they have been evaluated and given permission to return by an appropriate health care professional.

Signature of College Personnel: _____ Date: _____

Resources

Academic Calendar

IECC's academic calendar is available at www.iecc.edu/academiccalendar. Additional semester dates and deadlines can be found here: www.iecc.edu/semesterdates.

Academic Advisors

At IECC, the complete development of a student's abilities is the primary objective. After the application process is complete, you are assigned an advisor who has specialized knowledge in the student's chosen field. The advisor assists in developing an academic plan to meet your career goals. It is your responsibility to schedule an appointment each semester with your advisor to select appropriate courses. It is your responsibility to be aware of graduation requirements and transfer institution requirements.

Free Tutoring Services

Free tutoring is available at each campus Learning Commons. Learn more [here](#).

Mental Health

Your well-being is a priority at IECC. Balancing college, athletics, and other obligations can be difficult. IECC offers resources to help you address these concerns. Information on counseling and mental health resources is readily available for you at www.iecc.edu/mentalhealth.

Additionally, counseling, self-help information, and peer support are offered 24/7 free of charge via TimelyCare, a virtual health and well-being platform. This service is accessible from your Entrata and Canvas accounts, through a mobile app, or at the timelycare.com website. Students can register with their iecc.edu email address.

If you or someone you know is experiencing a mental health crisis, call or text 988; contact the Crisis Text Line by texting "HOME" to 741741.

Athletic Scholarships/Financial Aid

Student-athletes are strongly encouraged to apply for financial aid. The Financial Aid Office can guide you through the process of applying for and receiving financial assistance which includes grants, scholarships, work study, and direct student loans. The Free Application for Federal Student Aid (FAFSA) typically opens on October 1. Visit www.iecc.edu/financial for more information, including your campus contact person.

Student-athletes are eligible to receive campus-based scholarships in addition to their athletic scholarship. The financial aid coordinator at your campus will assist with any questions or concerns you might have and will facilitate coordinating the funds based on the scholarships' guidelines.

Student-athletes receiving scholarships and/or need-based financial assistance shall observe IECC/campus, state, and federal regulations governing financial awards. Student-athletes must make satisfactory academic progress to remain eligible for financial aid and participation in intercollegiate sports. Withdrawal from IECC, withdrawal from participation in the designated sport for which your athletic award has been granted, failure to meet expectations set by the coaches, athletic director, and administration will result in the forfeiture of your athletic award and your privilege to live in the housing provided by your scholarship.

Tuition/Fees/Billing

Tuition and fees may be paid online through Entrata via Nelnet, by mail, phone, or in person at the Business Office on your campus. Credit cards accepted include MasterCard, Visa, and Discover. Payment plans are also available. Additional information can be found at www.iecc.edu/payments.

Athletic Disclosures

Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act (EADA) requires institutions of higher education that receive federal financial aid to prepare annually – and make available to students, potential students, and the public – a report on participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. This information is available to you at www.iecc.edu/athleticsdata.

Athlete Completion and Graduation Rates

The Student Right-To-Know and Campus Security Act requires institutions of higher education that receive federal financial aid to provide prospective student-athletes with completion and graduation data when an offer is made of athletically related student aid. This information is available to you at www.iecc.edu/athleticsdata.

Preventing Sexual Misconduct Policy & Title IX

Sexual misconduct refers to sex-based misconduct which includes such things as sexual- or gender-based discrimination or harassment, sexual violence, domestic violence, dating violence, and stalking.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

An institution that receives Federal funds must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment.

Report an Incident

Individuals are encouraged to report allegations of sexual misconduct in a timely manner. Assistance and support are available by completing the [IECC Complaint Form](#), reaching out to IECC personnel directly, or contacting a Confidential Advisor.

Non-confidential Reporting

To report an incident, or for questions or concerns you have related to sexual misconduct or the policy, contact IECC's [Title IX Coordinator, Libby McVicker](#).

- OR -

Students may wish to alternately report an incident or concern to a Responsible Employee. Responsible Employees at IECC include the following personnel:

Campus and District Office Administration
Supervisors and Managerial Staff
Faculty
Coaches and Athletic Directors
Student Advisors and Student Group Advisors

Information reported to a Responsible Employee WILL be reported to the Title IX Coordinator and there is no guarantee that it will be kept confidential. You should most definitely indicate your desire to maintain your confidentiality so that measures can be taken to honor your wish. All matters will be handled discreetly, and information shared on a strict need-to-know basis. However, if you would like to report, but remain anonymous, you should reach out to a Confidential Advisor rather than the Title IX Coordinator or a Responsible Employee. To contact a Confidential Advisor, for additional resources, and to learn more about IECC's policy on Preventing Sexual Misconduct, visit www.iecc.edu/titleix.

Student Policies

The following district-wide policies and procedures are being provided as a quick-reference and with the objective that students will become familiar with their rights and responsibilities and IECC expectations. While comprehensive, it is not all-inclusive. As a student-athlete, additional regulations and expectations may apply.

Academic Policies:

- [Academic Freedom](#)
- [Academic Integrity](#)
- [Academic Standing/Progress](#)
- [Catalog Term](#)
- [Student Attendance](#)
- [Course Auditing](#)
- [Course Repeat](#)
- [Credit/Credit Hours/Overload](#)
- [Credit for Prior Learning](#)
- [Educational Guarantees](#)
- [Grading System](#) (Includes Grades, GPA, Incompletes, Pass/Fail, Final Grades, Grade Appeals, Grade Forgiveness)
- [Graduation Requirements \(includes Graduation Honors\)](#)
- [Student Attendance.](#)
- [Term Honors](#)
- [Time to Completion for Withdrawn CTE Programs](#)
- [Transfer Credit](#)
- [Withdrawal Policy](#)

[ADA and Reasonable Accommodations.](#) IECC complies with the Americans with Disabilities Act and maintains an inclusive and accessible environment. ADA Coordinators have been named at each campus to assist students in navigating the process.

[Alcohol-free/Drug-free Campus Policy.](#) This Policy was established to address unlawful possession, use, or distribution of alcohol and illicit drugs and the prevention of drug and alcohol abuse.

[Annual Security Report.](#) Mandated as part of the Jeanne Clery Act, this document is an annual publication that disseminates IECC's campus security policies and crime statistics.

Appropriate Use of Information Technology Resources. This policy outlines expectations as it relates to the use of IECC information technology resources, which includes both equipment and services as defined within the policy.

Campus Safety and Security. IECC takes multiple measures to promote a crime-free campus environment.

Chronic Communicable Diseases. Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and employees on the basis of qualified medical advice.

Complaints. Describes a general complaint process when more specific guidelines are not addressed in other policy. The complaint process for students in distance education is also provided.

Consumer Information Disclosures. These disclosures are a requirement of the federal government, through the Higher Education Opportunity Act of 2008. Includes the Student Right to Know Athletic Program Data and Student Outcomes.

Drug-free Schools and Communities. As a result of this Act, policies have been established that address **unlawful possession, use, or distribution of alcohol and illicit drugs and the prevention of drug and alcohol abuse.**

Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. It's important you know your rights and understand Directory Information is very general information that may be released without your permission, whereas personally identifiable information is not typically disclosed without permission.

Freedom of Information Act. IECC complies with the Illinois Freedom of Information Act without compromising the privacy of students.

Hazing IECC (and Illinois law) prohibits hazing of any kind. This pertains to individual students, student organizations, and athletic teams.

Housing Policy. Beginning with the fall 2025 term, IECC requires all full-time non-resident first-year students to reside in college-affiliated housing unless an exemption applies.

Identity Theft. Due to this widespread and ever-growing threat, prevention plans and tips are provided.

Nondiscrimination. IECC does not discriminate in any of its educational programs and offerings, activities, and services provided or operated. An informal and formal complaint process is described.

Open Admission Policy. Students are admitted through an open admission process. This does not guarantee admission to all courses or programs of study, nor is it a guarantee of financial aid eligibility.

Optional Disclosure of Private Mental Health Information. Under Illinois Public Act 099-0278, students have an option to designate another individual as a contact in the event of a mental health emergency.

Preventing Sexual Misconduct. Extensive information is available on prevention, awareness, rights, and reporting alleged sexual misconduct or retaliation.

Readmission by Petition. The process is described for readmission following dismissal due to academic deficiency or misconduct.

Sex Offender Registration. Federal and Illinois laws require sex offenders/sexual predators to register with their campus of attendance/employment. A link to the statewide registry of sex offenders is available on the IECC website as mandated by law.

Student Code of Conduct. This document defines prohibited conduct, describes the processing of alleged conduct violations, and outlines the disciplinary actions that may be taken against violators.

Student Religious Observances. IECC reasonably accommodates the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

Tobacco-free/Smoke-free Campus. In compliance with the Illinois Smoke Free Campus Act and to promote a healthy environment, IECC prohibits smoking and tobacco products on district property.

Violence Prevention. Students may report concerning behaviors of others using the Behavioral Incident Report Form.

Weapons and Concealed Firearms Policy. Weapons are prohibited on IECC property with very few exceptions which are outlined in policy; IECC complies with the provisions of the Firearm Concealed Carry Act.

Athlete Forms

These documents are available as noted and/or from the coaching staff.

NJCAA Physical Examination Form <https://www.njcaa.org/eligibility/2020-21/forms>

(Required prior to first practice.)

NJCAA Eligibility Affidavit <https://www.njcaa.org/eligibility/2020-21/forms>

IECC Student-athlete Agreement (Available on next page)

(Required prior to first practice.)

First Agency: Parent/Guardian/Student Information Form

(Required prior to first practice.)

Student-athlete Bio & Release

(Required prior to first practice.)

First Agency: Claim Sheet for Intercollegiate Claims

(Required to submit a claim.)

Concussion Signs and Symptoms Checklist (Available on p. 13)

IECC Student-athlete Agreement

Student-athlete Name: _____

Sport: _____

1. I understand that I must maintain full-time student status (12 credit hour minimum) at all times to maintain athletic eligibility.

Initial Date

2. I understand that I must get approval from my coach and athletic director before withdrawing from a class due to NJCAA by-laws and hours of enrollment to maintain athletic eligibility.

Initial Date

3. I understand that as an IECC student-athlete, I am subject to random and reasonable suspicion drug-testing at any point during the academic year.

Initial Date

4. I understand that if I test positive for a banned substance, I will be subject to unlimited follow-up testing at the discretion of the head coach or athletic director, which I understand will be at my own expense.

Initial Date

5. I understand that if I test positive for a banned substance for a second time, I will be suspended for 25% of the scheduled season, which can include postseason play. A third positive test will result in being suspended from the team indefinitely, and potentially surrendering my athletic aid.

Initial Date

6. I understand that in order to return to play following a concussion, I must meet the IECC post-concussion return to sport progression protocol outlined in the Student-athlete handbook.

Initial Date

7. I understand that as an IECC student, I have access to the [IECC academic catalog](#), my campus's [student handbook](#), and the www.iecc.edu website for information regarding academics, tuition and fees, transfer/graduation regulations, and other miscellaneous policies and regulations.

Initial Date

8. I understand that, as a student-athlete, in addition to adherence to the [IECC Student Code of Conduct](#), there are additional expectations as outlined in the Athletic Code of Conduct within the Student-athlete handbook.

Initial Date

My signature below acknowledges my receipt of the IECC Student-athlete Handbook.

Student-athlete Signature: _____

Date: _____