



Reaching for the STARS: Steps Toward Academic Responsibility and Success

Program Description and Admission Form for the College of Business

The College of Business STARS program is a structured engagement supportive student retention program for those who have demonstrated previous academic difficulty seeking readmission, reinstatement, or a change of major to the College of Business.

STARS Program Policy Information

The College of Business STARS (Steps Towards **A**cademic **R**esponsibility and **S**uccess) program is a supportive, structured engagement student retention program for those who have demonstrated previous academic difficulties and want to join the College of Business through readmission to SIU, academic suspension reinstatement, or through a change of major application.

Students seeking admission/enrollment following academic difficulty must petition the College of Business and/or the University for readmission or reinstatement.

Students, who have demonstrated academic potential in the past, *may* be offered the STARS program as a condition of acceptance. Any student seeking reinstatement immediately following an academic suspension will be required to complete a STARS application to be considered.

Students seeking: reinstatement, readmission (after leaving SIU with academic difficulties), and change of major students (as determined by staff) must complete the STARS application, personal statement, and agree to the terms of the program in order to have their application considered for entry to the College of Business.

The College of Business reinstatement/readmission policy includes:

- The College (and SIU) requires a non-enrollment period of two consecutive semesters, excluding summer terms, following an academic suspension.
- Students who have been academically suspended **twice** will be denied reinstatement or readmission.
- Previous STARS program participants will not be considered for admission.
- Any student applying for readmission or reinstatement following academic difficulties for on-campus majors, must agree to the STARS program (as outlined below) as condition of acceptance. The program may be adjusted for online students.

The College of Business STARS Program Requirements, for successful completion require:

- **Structured Engagement** activities:
 - o 3 meetings with Director of Enrollment Management
 - o 2 meetings with STARS academic advisor
 - o 2 meetings with Business Placement Center staff
 - o 1 meeting with Department Chair
 - o 10 hours each week of study hall/tutoring
 - o Submit class attendance verification sheets (all class sessions are to be attended)
 - o Pre and post assessment
- **Grade Performance**, students may not:
 - o Withdraw from any course
 - o Earn an incomplete grade
 - o Earn any grades less than a "C"

General University Academic Probation and Suspension Policy

If the undergraduate student on probation fails to achieve at least a 2.0 term GPA during each term in which they are enrolled while on probation, they will be at risk of being scholastically suspended. (The actual computing of scholastic suspension depends upon the presence of "negative quality points." These are described in more detail in the Undergraduate Catalog, chapter 2, *Grading and Scholastic Regulations* section, *Positive and Negative Quality Points* subsection.)

Suspended students **can no longer be** enrolled at the University. They may petition for reinstatement after a minimum of two semesters' interruption, but must furnish tangible evidence that additional education can be successfully undertaken. Students wanting to return to the university before the completion of the two semester suspension may petition for reinstatement with SIU and the College of Business.

Students asked to apply to the STARS program as a condition of admission to the College will not be considered for admission without a STARS application and acceptance into program.

*Please note: The process to be academically readmitted is **not** associated with financial aid satisfactory progress or probation. Admittance into the College of Business and the STARS program does not guarantee financial aid probation acceptance.*

How to Apply to the STARS Program

The circumstances of your academic history will determine your steps to apply to the University/College of Business. ***The essay, required with the STARS application form, will be the primary piece of information used for to determine a decision. Address all the topics requested (reasons for past academic difficulties, personal goals for education, and changes to implement which will improve academic standing) while using proper English and essay structure.*** All communication regarding application status will be done via email.

Re-Admission to SIU

Following the two semester separation from the university (excluding summer terms) after scholastic suspension or probation:

1. Re-apply for Undergraduate Admission at www.admissions.siu.edu/apply. Select a major within the College of Business (Accounting, Business Economics, Finance, Management or Marketing).
2. Apply to the **STARS** program. The information and application is available at: <http://www.business.siu.edu/services/stars.html>. Submit the completed application form with signature and the personal essay. This should indicate reasons for past academic difficulties. The essay should also contain personal goals for education and changes to implement which will ensure restoration and maintenance of good academic standing.

Reinstatement from Academic Suspension

The process for petition for reinstatement after academic suspension:

1. Re-apply for Undergraduate Admission at www.admissions.siu.edu. Select a major within the College of Business (Accounting, Business Economics, Finance, Management or Marketing). *(If you have been suspended during the previous semester or are seeking a change of major into the College of Business, skip to step 2.)*
3. Apply to the **STARS** program. The information and application is available at: <http://www.business.siu.edu/services/stars.html>. Submit the completed application form with signature and the personal essay. This should indicate reasons for past academic difficulties. The essay should also contain personal goals for education and changes to implement which will ensure restoration and maintenance of good academic standing.
2. If you are approved to participate in the **STARS** program, the College of Business will assist you with your petition packet for the Associate Provost to request permission to be reinstated to SIU.

*Being approved for **STARS** does **not** mean your request to return to SIU will be granted. However, you must be approved for the STARS program in the College of Business before you can petition to SIU to return as a business major.*

STARS Program and Components

The STARS program is designed to be a structured engagement program and supportive system for students with previous academic difficulties. The structured engagement piece requires meetings with the following areas: Enrollment Management (3 per semester), Advisement (2 per semester), Department Chair (1 per semester), and the Business Placement Center (2 per semester). Other engagement activities include mandatory class attendance at all class sessions (verified by signature sheets for attendance), ten hours per week of study hall/tutoring in the Academic Success Center and pre- and post-STARS assessments. Other support program(s) may be determined at the initial planning meeting.

Engagement meetings are tracked through a passport system. The passport is given to each student in the initial meeting with the Director of Enrollment Management. Class attendance is tracked by a signature sheet which must be submitted bi-weekly. Study hall and tutoring hours are tracked by GradesFirst (students must sign in and out of the system in Rehn 10). Students must complete 10 hours each week, not average 10 hours.

Each step of the STARS program is designed for students, faculty, and staff to work together to encourage academic success while building good academic habits.

Structured Engagement Requirements

Enrollment Management Meetings

The first step after entering the STARS program is to schedule a meeting with the Director of Enrollment Management to discuss your personal goals concerning your education as well as the STARS requirements. This initial meeting will review steps of the STARS program and set corrective measures to implement throughout the semester. These include, but not limited to: meetings, student readiness inventories, advisement, tutoring, and possibly counseling sessions.

Meetings will be held with the Director of Enrollment Management no less than three times a semester. These sessions will focus on progress towards goals; study skills, and progress checks through the semester. The first meeting of the semester will be held within the first two weeks of the semester, the second meeting during week eight, and the third during week fifteen. The final meeting of the semester will serve as a review of the student's status with the activities in the program (e.g. meetings, study hall hours, etc.) A decision regarding the student's STARS program participation (excluding grade performance) will be determined at the final meeting. This decision will determine if the student is allowed to enroll in the College of Business for the next semester, regardless of grade performance. Students must meet both requirements of the program, all engagement activities and grade performance in order to continue enrollment.

Academic Advisement Meetings

These sessions be held with the STARS academic advisor no less than two times a semester. Meetings will focus on academic progress towards goals and curriculum planning. The first meeting of the semester will be held within the first two weeks of the semester and the second meeting during week eight.

In one of the meetings with the assigned academic advisor, a degree completion plan will be created. This plan will show the remaining courses for the degree and in which semester each course should be taken. Students on probationary status with the College of Business are limited to 14 credit hours each semester they are on probation.

Department Chair Meetings

The once per semester departmental meeting should be scheduled by the student with the appropriate academic department chair, completed by midterm (week 8) of the semester.

Accounting – <http://business.siu.edu/academics/bachelor/accounting.html> - 618.453.2289

Business Economics and Finance – <http://business.siu.edu/academics/bachelor/finance.html> - 618.453.2459

Management – <http://business.siu.edu/academics/bachelor/management.html> - 618.453.3307

Marketing – <http://business.siu.edu/academics/bachelor/marketing.html> - 618.453.4341

Business Placement Center Meetings

These sessions will be held with the Business Placement Center staff no less than two times a semester. Meetings will focus on career counseling, professional goals, resume and interview skills, etc. Meetings should be completed in a timely manner before week 15.

Students are responsible for scheduling this with the Business Placement Center at 618.453.2603 or by emailing at placement@business.siu.edu.

Assessment

Students will be asked to complete a pre and post ENGAGE assessment for the STARS program. Both assessments must be completed in order to successfully complete the STARS program. Access to the assessment will be provided by the Director of Enrollment Management at the meetings. Results may be discussed with the Director.

Tutoring/Study Hall Hours

Each week STARS students must complete a mandatory TEN tutoring/study hours in the Academic Success Center, Rehn 10. Students will set a schedule for study hall/tutoring with the Director of Enrollment Management at the initial meeting. Students must meet at least 10 hours each and every week of the STARS program (an average of 10 hours per week is not acceptable). Without 10 hours per week in Rehn 10, it is considered a failure of the STARS requirements. **Exceptions will not be permitted.**

Class Attendance & Signature Sheets

All STARS students are required to attend each and every class session. Students must obtain signatures from each courses' instructor to verify class attendance. Attendance sheets will be provided to the STARS students by the Director of Enrollment Management. Signature sheets are required to be submitted bi-weekly to the Director of Enrollment Management.

Students are not permitted to miss any classes unless the class is canceled or does not meet per the instructor's request. Sick days are not permitted.

Grade Performance Requirements

The STARS program has minimum grade performance levels required of students. The performance is a requirement of the program and is independent of any other performance requirement for grades (e.g. graduation GPAs or financial aid academic progress).

The STARS academic advisor will assist students in mapping out the courses to complete your degree. The advisor may also suggest courses to help increase your GPA for graduation requirements.

It is advised that you work with your academic advisor in the College of Business very closely and review requirements of the Undergraduate Catalog and understand the various GPA requirements of your degree program.

Basic grade performance standards for all students in the STARS program include:

- **No withdrawals from any course after the first two weeks of the semester**
- **No incomplete grades**
- **No grade lower than a C in any course**

Failure to meet the minimum grade standards may result in a suspension from the program and having a registration hold placed on your account preventing any further enrollment at SIU. However, staff may make adjustments to this standard and allow students to continue due to extenuating circumstances.

Evaluation of Student Performance in STARS Program

Tracking of Structured Engagement and Academic Performance Requirements

Students will be monitored by the Director of Enrollment Management. The Director of Enrollment Management will collect signature sheets to verify class attendance and review GradesFirst for completion of study hall hours. At the end of the semester meeting (week 15), the student must submit the passport showing all required engagement meetings completed and a date of completion. After grades are posted, the Director will evaluate the grades in the courses. Standing will be discussed in the final meeting with Enrollment Management and a final decision will be emailed to the student.

Unsuccessful completion

If the STARS plan is not met at any point during **or** at the end of the semester, students may be administratively withdrawn, suspended, or have an administrative hold placed on their account preventing future registration in the College of Business and the University. All of the engagement and academic performance factors will be taken into consideration when making a determination of "Successful Completion" status of the STARS program. All pieces must be met in order to be successful. Failure to complete one requirement will be considered a failed program.

Academic performance and structured engagement activity completion will determine if the student is allowed to continue with the College of Business (with or without STARS support) or if a registration hold will remain on the student's account, effectively preventing registration at SIU. If the terms of the STARS plan are not met at the end of the semester, the student will be in violation of the standards of the program.

The registration hold, an administrative hold by the College of Business, will be placed on the student's account which allows for registration of one credit hour only. Any courses which are registered for future semesters may be administratively dropped by the College of Business due to the failure of the program. The hold can only be removed by the College of Business.

A committee of the Director of Enrollment Management, Chief Academic Advisor, and the Assistant Dean will determine if the student's failed STARS program extenuating circumstances warrants another semester of enrollment in the STARS program.

If a student in the STARS program is placed on academic suspension, the College will deny any request for reinstatement.



Reaching for the STARS: Steps Toward Academic Responsibility and Success

Directions: Please read the STARS program description and complete/submit this form if you agree to program requirement and stipulations. A personal statement **MUST** accompany this application. It should address reasons for past academic difficulties, personal goals for education, and changes to implement which will improve academic standing.

Last Name _____ First Name, Middle Initial _____ DawgTag _____

Address, City, State, Zip _____ Phone Number _____

Email Address _____ Semester of Application _____ Major _____

Number of Times Suspended at any institution _____ Expected Graduation Month/Year _____

By signing this form, I agree to the College of Business STARS program, as outlined. I realize that I must agree to this program in order to re/enter the College of Business. I must meet the minimum structured engagement activities AND academic performance requirements of this plan in order to continue in the College of Business and/or at SIU. **If I do not meet the requirements, I may have my enrollment eligibility admission and/or reinstatement revoked by the College.**

To begin this process, please sign, date and return this signature page to:

Rachel Richey
Director of Enrollment Management
College of Business
Rehn Hall Room 131A Mail Code 4619
Southern Illinois University
1025 Lincoln Drive
Carbondale, Illinois 62901
richey@business.siu.edu
Fax: 618.453.7961

Student Signature: _____

Date: _____