



SOUTHERN ILLINOIS UNIVERSITY COLLEGE OF BUSINESS AND ANALYTICS

STARS Program Policy Information

The College of Business and Analytics (CoBA) STARS (Steps Towards Academic Responsibility and Success) 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 and Analytics through readmission to SIU, academic suspension reinstatement or through a change of major application.

The College of Business and Analytics reinstatement/readmission policy includes:

- The university 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 to the College of Business and Analytics.
- 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 College of Business and Analytics STARS Program Requirements, for successful completion require:

- **Structured Engagement Activities:**
 - o 3 meetings with Director of Enrollment Management
 - o 2 meetings with academic advisor
 - o 1 meeting with Business Placement Center
 - o 1 meeting with the Office of Diversity and Inclusion
 - o 1 meeting with Major Program Coordinator
 - o 10 hours each week of study hall/tutoring
 - o Submit class attendance verification sheets (all class sessions are to be attended)
- **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 apply for readmission 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 should consult with the Coordinator for Recruitment and Retention in the College of Business and Analytics.

*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 Analytics 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 and Analytics. ***The statement, required with the STARS application form, will be the primary piece of information used 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 statement structure.***

Reinstatement from Academic Suspension

For immediate enrollment consideration after being suspended:

1. Apply to the **STARS** program. Submit the completed application form with signature and the personal statement. This should indicate reasons for past academic difficulties. The statement 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 and Analytics will assist you with your petition packet for CoBA Dean and Associate Provost approvals.

*Being approved for **STARS** does **not** mean your request to continue enrollment at SIU will be granted. However, you must be approved for the STARS program in the College of Business and Analytics before moving forward.*

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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 <https://siu.edu/admissions/undergraduate/apply/returning.php>. Select a major within the College of Business and Analytics (Accounting, Business Analytics, Economics, Econometrics and Quantitative Economics, Finance, Hospitality, Tourism and Event Management, Management, Marketing or Business Undecided). Submit any outstanding credentials (official transcripts if work since leaving SIU, etc).
2. Apply to the **STARS** program. Submit the completed application form with signature and the personal statement. The statement should indicate reasons for past academic difficulties, contain personal goals for education and changes to implement which will ensure restoration and maintenance of good academic standing.

Changing Majors

Some students who have had previous academic difficulty in a major outside of the College of Business and Analytics may be asked to apply to the STARS program in order for the major to be changed.

1. Apply to the **STARS** program. Submit the completed application form with signature and the personal statement. The statement should indicate reasons for past academic difficulties, contain personal goals for education and changes to implement which will ensure restoration and maintenance of good academic standing.
2. You may be asked to participate in some or all of the structured engagement activities.

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: Retention Coordinator (three per semester), Advisement (two per semester), Major Program Coordinator (one per semester), the Business Placement Center (one per semester) and the Office of Diversity and Inclusion (one per semester). Other engagement activities include mandatory class attendance at all class sessions (verified by attendance sheets) and ten hours per week of study hall/tutoring in the Academic Success Center. Other support program(s) may be determined at the initial planning meeting.

Engagement meetings are tracked by a signature card. The signature card is given to each student in the initial meeting with the Retention Coordinator. Class attendance is tracked by sheets which must be submitted bi-weekly. Study hall and tutoring hours are tracked and reported weekly. 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.

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Structured Engagement Requirements

Retention Coordinator Meetings

The first step after entering the STARS program is to schedule a meeting with the Coordinator for Recruitment and Retention 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 Coordinator for Recruitment and Retention 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 (or prior to the start of the semester), the second meeting is during week eight and the third is 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/tutoring hours, etc.). A decision regarding the student's STARS participation will be determined at the final meeting. This decision will determine if the student is allowed to enroll in the College of Business and Analytics for the next semester. Students must meet both requirements of the program, all engagement activities, and grade performance in order to continue enrollment.

Academic Advisement Meetings

STARS Students should meet with their academic advisor no less than two times a semester. Meetings will focus on academic progress towards goals and curriculum planning. The first meeting should be before the semester begins or within the first week. The second meeting should be scheduled around 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 and Analytics are limited to 14 credit hours each semester they are on probation.

Major Program Coordinator Meetings

The once per semester departmental meeting should be scheduled by the student with the appropriate academic program coordinator within the major and should be scheduled before the semester break.

This person will be identified in the initial meeting with the Coordinator for Recruitment and Retention.

Business Placement Center Meeting

This session will be held with the Business Placement Center staff no less than once per semester. The meeting will focus on career counseling, professional goals, resume and interview skills, etc. This meeting is required to be scheduled before the semester break.

Students are responsible for scheduling this with the Business Placement Center at 618-453-2603 or by emailing at placement@business.siu.edu.

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Office of Diversity and Inclusion Meeting

This session will be held with the Office of Diversity and Inclusion staff no less than once per semester. The meeting will focus on the services and programs available within this office. This meeting is required to be scheduled before the semester break.

Students are responsible for scheduling this with the Office of Diversity and Inclusion at 618-453-7485 or by emailing at diversity@business.siu.edu.

Tutoring/Study Hall Hours

Each week STARS students must complete a mandatory 10 tutoring/study hours in the Academic Success Center, Rehn Hall, room 10. Students will set a schedule for study hall/tutoring with the Coordinator for Recruitment and Retention 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 Coordinator for Recruitment and Retention. These sheets are required to be submitted bi-weekly.

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).

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

It is advised to work with the academic advisor in the College of Business and Analytics very closely and review requirements of the Undergraduate Catalog to 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 the STARS Program

Tracking of Structured Engagement and Academic Performance Requirements

The Coordinator for Recruitment and Retention will collect attendance sheets and review completion of study hall hours. At the end of the semester meeting, the student must submit the signature card showing all required engagement meetings completed and a date of completion. After grades are posted, the Coordinator 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 Analytics 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 requirements 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 and Analytics (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 and Analytics, 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 and Analytics due to the failure of the program. The hold can only be removed by the College of Business and Analytics.

A committee of the Coordinator for Recruitment and Retention, 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.

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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 requirements 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 and Analytics STARS program, as outlined. 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 Analytics 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
Coordinator for Recruitment and Retention
College of Business and Analytics
Rehn Hall Room 131A Mail Code 4619
Southern Illinois University
1025 Lincoln Drive
Carbondale, Illinois 62901
rrichey@siu.edu
Fax: 618.453.7961

Student Signature: _____

Date: _____