

**STUDENTS TAKING ACADEMIC RESPONSIBILITY: STAR CONTRACT**

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Email: \_\_\_\_\_@callutheran.edu Phone: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_ STAR Contract Status: \_\_\_\_\_

**Terms of Agreement**

STAR is an academic assistance program intended to improve your academic performance. It serves as a mandatory requirement for students on probation and students conditionally admitted to the University as well as a resource for students who choose to elect into the STAR program. The above named student with the understanding that compliance will be reported to the Registrar's Office and Academic Affairs agrees to follow the terms listed below. **These terms are MANDATORY and your student account will be assessed a STAR service fee for the semester\***. This policy is in place to assist you in times of academic hardship and/or to provide support for your continued success at California Lutheran University. As a student in STAR, you are required to:

- Meet with a STAR Counselor and sign the STAR contract before **the 2<sup>nd</sup> Friday in the semester**. Failure to do so will result in your removal from all courses.
- Be enrolled in 12 credits during your semester in the STAR program unless otherwise approved.
- Create a master syllabus for the semester with all assignments listed. Bring the master syllabus and copies of your course syllabi to your STAR Counselor by your 2<sup>nd</sup> meeting.
- Participate in weekly meetings with your STAR Counselor to discuss academic progress, study skills, and other related topics.
- Meet individually with each of your professors during his/her office hours three (3) times during the semester.
  - Discuss your participation in the STAR program and request their feedback for progress reports.
- Attend your classes and STAR meetings prepared and on time. If you are unable to attend, you must notify your professor and/or STAR counselor.
- Complete a minimum of three (3) study hours per week in the Pearson Library or one of the approved CLU Department Tutoring Labs. Verification is required.
- Pre-register and attend a minimum of three (3) approved workshops by the end of the semester. Verification is required.
- Complete an exit interview / end-of-semester survey during your final meeting with your STAR Counselor.

**Acknowledgement**

1. I understand and will comply with the terms of this agreement.
2. By the **7<sup>th</sup> week of the semester**, if I am not following the terms of the contract, then I can be dropped from the classes in which I am currently enrolled.
3. I am financially responsible and may not be able to receive a reduction of charges for tuition and/or board charges if a withdrawal occurs. Please refer to the CLU Undergraduate Catalog and/or the Business Office for student account details.
4. I understand that enrollment in STAR does not guarantee my academic success as my level of participation, knowledge, and efforts are vital components of my academic outcome.
5. If my institutional, semester, and cumulative GPAs are not at least 2.0 at the end of the current semester, then I may be placed on academic probation or face academic suspension.

**By signing this form, I confirm the discussion of the terms of the contract with my STAR Counselor on \_\_\_\_\_.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
STAR Counselor Signature

\_\_\_\_\_  
Director of CAAR

\* \$500 per semester for conditionally admitted students (must be enrolled for a year) and elect in students

\* \$750 per semester for probationary students