



## Academic Suspension Guidelines

**CJ Academic Office** | [cjacademics@shsu.edu](mailto:cjacademics@shsu.edu) | 936-294-3041 | Monday – Friday 9am – 4pm

### WHO WE ARE AND WHAT WE DO

The CJ Academic Team is committed to supporting Criminal Justice students who are on Academic Probation or Suspension. We are available to answer questions, offer guidance, and help students connect with campus resources. If a student is not sure who to talk to or where to begin, they are always welcome to reach out to a member of the CJ Academic Team for assistance.

### REINSTATEMENT CONDITIONS

- Students that have been placed on Academic Suspension are limited to a maximum of 13 hours that can be taken in a semester. You can take as few courses as you deem appropriate during the semester. There is no need to take a total of 13 hours unless you feel comfortable doing so.
- Students who are on their first suspension are required to take and successfully complete UNIV 3001. *Check your reinstatement form if you are not on your first suspension to see if you are required to take and successfully complete UNIV 3001.*
- You are expected to make “B”s or better in all of your courses. This is a requirement in order to improve your GPA quicker and ensure you can reach the 2.0 GPA requirements to graduate in a more efficient manner.
- You are encouraged to tell us if you think you may not be able to meet your reinstatement conditions. Even if want to continue in your classes, please let us know that you’re concerned about passing so that we can work with you to see how this might impact your academic standing.
- **Students are required to meet with a member of the CJ Academic Team at least once during the semester.**

*Failure to meet the conditions of your reinstatement and/or failure to demonstrate improvement in your GPA may cause you to return to suspension status. If you are placed on suspension more than once and you do not demonstrate improvement in your term GPA, there is a chance your reinstatement request will be denied.*

### WHAT DO WE LOOK AT WHEN REVIEWING YOUR REINSTATEMENT REQUEST?

- Academic history
- Current GPA and grade point deficiency
- Change of major
- Completion of Academic Recovery Course(s) (UNIV 2001 and UNIV 3001)
- Responses on the Intent to Return Form

### WHAT HAPPENS IF I AM DENIED REINSTATEMENT?

Please consult your Reinstatement Form for further information regarding your denial and reach out to [cjacademics@shsu.edu](mailto:cjacademics@shsu.edu) if you have additional questions.

### EXPECTATIONS OF STUDENTS ON SUSPENSION

You are responsible for the following:

- Engaging in your UNIV 3001 course and attending all Coach meetings (if applicable).
- Understanding the academic standing policy and how grades impact your GPA.
- When emailing our office or leaving a voicemail, you will include your SAM ID.
- Know that you are always able to ask the CJ Academic Team questions no matter how silly they may feel.
- Know that it is okay to ask for help or use resources on campus even if you feel like you don’t deserve to do so.
- Schedule your appointments ahead of time so that you do not miss deadlines.
- If you need to register, drop, and or resign, you are expected to do as soon as possible and not the day of the deadline. Waiting until the last-minute results in extra unnecessary stress and may result in your missing the deadline to register, drop, or resign.

## EXPECTATIONS OF CJ ACADEMIC TEAM MEMBERS

The CJ Academic Team is responsible for the following:

- Providing supportive conversations with you.
- Going above and beyond to help answer your question to the best of our ability and referring you to the appropriate resources.
- Responding to requests in a timely manner, however, there may be a delay in response during peak times.
- Providing you a safe space to share any concerns, goals, and or questions.
- The CJ Academic Team Members are mandated reporters and will be required to report certain events if discussed.

## HELPFUL RESOURCES AVAILABLE ON AND OFF CAMPUS

Academic Calendar.....[Academic Calendar](#)  
Academic Success Center.....<https://www.shsu.edu/centers/academic-success-center/>  
The Counseling Center.....<https://www.shsu.edu/dept/counseling/>  
Financial Resources.....<https://www.shsu.edu/dept/academic-affairs/student-success-resource-hub/financial-support.html>

For more resources scan  
the QR Code Below



## TIPS FOR BEING A GOOD STUDENT:

1. Check your SHSU Email Inbox regularly.
2. Become familiar with the Academic Calendar.
3. Check the syllabi for a course prior to registering to see if the course guidelines and workload will work for you.
4. Schedule your classes for when you are most productive. You do not have to take classes in the morning if you know it will be an uphill battle all semester.
5. Go to your classes and be engaged in them! Engagement looks different for everyone. Know your learning style.
6. Communicate with your professors. If you are in a situation that may impact your grades and attendance, letting them know your situation is a best practice.
7. If you are in a situation that impacts your attendance, you can reach out to the Dean of Students Office and have them send out a notification to your professors on your behalf.  
*Please keep in mind that for cases of absences, going to the Dean of Students is not an excused absence; it is a notification of absence.*
8. Utilize the resources available to you. Your fees go toward the many resources available through campus. The university has a variety of resources that you might benefit from.
9. Be your own advocate; this is your degree and your college experience, make it what you want it to be. Your academic path is uniquely yours and may take longer or may have bumps, but that is OK. Find your motivation and use it.
10. Do research about your career! Our recommendations of what to research are listed below:
  - Education Requirements
  - Professional Certifications and Licenses Required
  - How to enter the Field

Additionally, the [Career Success Center](#) is available to help with:

- Career exploration
- Job and Internship searches
- Mock interviews
- Resume Reviews

**936-294-4454**

**[careersuccesscenter@shsu.edu](mailto:careersuccesscenter@shsu.edu)**

**Location: AB 4, Suite 210**

**Hours: M-F | 8AM-5PM**

Virtual and in-person appointments scheduled via [Campus Connect](#).

## **THE UNDERGRADUATE COURSE CATALOG**

The Undergraduate Course Catalog has a variety of helpful information such as academic policies, course descriptions, degree plan outlines, and much more.

*You can find the course catalog at the following link or scan the QR code:*

<https://catalog.shsu.edu/undergraduate/>



## **IMPORTANT TIPS AND TUTORIALS**

### **How to View Course Syllabi:**

1. Please visit the following link or scan the QR code:

(further instructions will be featured on the webpage)

[Course and Faculty Information - Services & Resources - Sam Houston State University](#)



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### **Email Etiquette:**

When emailing professors about course-related matters, be sure to include:

- your name
- course number
- section number
- name of the course

so that professors can quickly identify the course you are in and who you are.

When you are emailing staff, please be sure to include your SAM ID so that staff can better assist you.

### **Monitor your SHSU Email Inbox:**

We strongly encourage you to monitor your SHSU inbox as this is what our office and other university officials will use to communicate with you. Due to FERPA, the University must only contact students using their SHSU email.

### **What is FERPA?**

Please visit the following link or scan the QR Code for more information:

[Student Privacy Information](#)



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### **GPA Calculators:**

You are able to calculate your GPA at any point in the semester using the various calculators located on the SAM Center website.

1. Please visit the link or scan the QR code below and scroll down to the “Grade Point Average (GPA) Tools tab and select the appropriate calculator.

[Self-Service Tips & Tools](#)

- GPA Prognosticator will calculate your Cumulative GPA.



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## **Additional Tutorials**

[How to View Holds](#) | [How to Drop a Class](#) | [How do I know if I'm TSI Exempt?](#) | [How to use Degree Works](#)

**For more tutorials, please visit the link below or scan the QR code:**

[How to Register and More](#)

