



Academic Probation Guidelines

CJ Academic Office

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.

ACADEMIC STANDING POLICY

If an enrolled student on probation achieves a current term GPA of 2.0 or higher but fails to achieve a minimum 2.0 SHSU grade point average at the close of the next semester or summer semester following the start of the probation, the student will be placed on continued probation. If an enrolled student on probation or continued probation fails to achieve a current term GPA of 2.0 or higher at the close of the next semester or summer semester following the start of the probation or continued probation, the student will be placed on suspension.

Students whose SHSU overall grade point average falls below a 2.0 GPA in the term following the probation standing will be suspended academically. Academically suspended students are required to be approved for readmission by the academic dean of the college to which the student will enroll at the time of their readmission.

IMPORTANT NOTE ABOUT HOURS TAKEN BY PROBATION STUDENTS:

Historically, students who are on Academic Probation that have taken more than 15 hours have not successfully completed all of their courses and have fallen into Academic Suspension. In order to prevent students from falling into Academic Suspension, it is highly recommended that you do not take more than 15 hours during the semester.

If a student takes more than 15 hours and is placed on Academic Suspension, the student's previous semester hours will be considered during the Reinstatement process.

EXPECTATIONS OF STUDENTS ON PROBATION

You are responsible for the following:

- Engaging in your UNIV 2001 course and attending all Coach meetings.
- 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

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](#)



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](#)



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.



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](#)

