General Overview

Contact Information:
Nashla Dawahre  
Criminal Justice Academic Advisor  
Main Hall 208  
719-255-4432 or ndawahre@uccs.edu

Mr. Mike Martinez  
Criminal Justice Undergraduate Director  
Dwire Hall 356B  
719-255-5151 or mmartin8@uccs.edu

SSC Hours:  
Monday: 9am-6pm Walk-in Advising  
Tuesday – Friday: 9am-4pm Appointments Only  
To schedule an appointment, call 719-255-3260

General Academic Information

Academic Policies
It is the responsibility of each student to know and follow all Academic Policies established by the University and the School of Public Affairs (SPA) that are set forth in the Catalog, in the Schedule of Courses, and online at http://catalog.uccs.edu/

Advising
SPA students in good standing do not have to see their academic advisor before registering for courses in any semester, but it is recommended. Academic advising assists students in selecting their classes so that they can progress effectively through their degree program.

Attendance Policy
It is the expectation of UCCS that students will attend all classes. However, specific classroom attendance policies are left to the discretion of the instructors. Students are responsible for knowing the attendance policies of individual instructors.

Course Enrollment
Students are responsible for knowing and completing all course prerequisites. Course prerequisite are strictly enforced for all classes here at UCCS.

Email Accounts
All students are assigned an official UCCS email address. Email has been declared the official means of communication for UCCS, and it is imperative that students check their email accounts. It is in the student’s best interest to maintain and check his/her UCCS email account regularly.

Minimum Academic Preparation Standards (MAPS) Requirement
MAPS are a set of courses that should have been taken in high school for a student to be “eligible” for admission to UCCS. If you are MAPS deficient you will be notified and you must take courses to make up the deficiencies prior to graduation. SPA tracks both, the Math and Foreign language MAPS requirements for each undergraduate student within the School of Public Affairs.

Foreign language - if the student did not pass two years of the same foreign language in high school, the student will need to complete the second semester level of any foreign language prior to graduating from the university.

Math – students may be 1 or 2 units deficient in math. See an advisor for specific information about how to fulfill the math MAPS requirement for the Criminal Justice major.
Probation/Suspension
To remain in good academic standing within the School of Public Affairs, students must maintain a cumulative CU GPA of 2.0 or better. Students whose cumulative CU GPA falls below a 2.0 will be placed on probation for the next semester in which they are enrolled. While on probation, students must achieve a minimum semester GPA of a 2.25. If the required semester GPA is not met, the student will be suspended from the School of Public Affairs for a full academic year (Fall and Spring).
*While on probation, registration for the subsequent semester will be blocked until final grades post for the current semester. This is to verify the minimum semester GPA for each student has been fulfilled.*

University Writing Competency Requirement
All UCCS students must complete a three-part English writing requirement before graduating. This is a junior year requirement and must be completed in the junior year to ensure graduating on schedule. This requirement can be fulfilled in two ways:
1. Students complete three writing courses:
   a. ENGL 1310, 1410 and an upper division writing course (ENGL 3010 or 3080)
2. Students complete ENGL 1310 and ENGL 1410 and pass a Writing Competency Portfolio (submitted to the Writing Program for review). www.uccs.edu/~english/portfolio.html

Internships
As part of the Criminal Justice Major requirements, students are required to complete CJ 4960 Internship in Criminal Justice during their senior year. Instructor permission is required. Additionally, the Career Center at UCCS has many internship opportunities available. Internships are typically recommended for a student after their sophomore year. For internship opportunities contact the Career Center at jobhelp@uccs.edu

Immunization Requirement
The Colorado Department of Health and Environment requires any student who is enrolled for one or more classes at a college or university to be immunized against Rubeola measles, Rubella, measles and mumps (MMR), or provide documented proof of immunity to all three. In order to comply with this State law, students must do one of four things:
1. Provide a copy of documentation from a health care professional that you have met the requirements of two MMR immunizations. Records must include month, day and year of each shot, an official signature or stamp or official letterhead. Note: obtain CERTIFIED records from your high school, doctor's office, military records or family (certified) records.
2. Provide a copy of proof of immunity by blood lab tests for the MMR.
3. Request an exemption from the law on personal, religious or medical grounds.
4. Get two MMR immunizations (30 days apart) immediately.

Bring (or fax to 719-255-4403) a copy of immunization records to the Health Center. Your registration will be blocked if you do not provide proof before second semester registration. Please call the Student Health Center at 719-255-4444 for more information.

Course Load
A full-time course load is 12 hours. The maximum is 18 hours. If a student wishes to take more than 18 hours per semester, special permission must be obtained, through the Student Success Center. Students who expect to hold employment while enrolled in the college must register for course loads they can complete without unusual difficulty. Recommended hours are given below:

<table>
<thead>
<tr>
<th>Employed</th>
<th>Enrolled Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 hours per week</td>
<td>6-9</td>
</tr>
<tr>
<td>30 hours per week</td>
<td>8-11</td>
</tr>
<tr>
<td>20 hours per week</td>
<td>10-13</td>
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