

Undergraduate Student Handbook

2012-2013

The Department of Justice Studies

“TRANSFORMING JUSTICE AND EMPOWERING COMMUNITIES SINCE 1930”

College of Applied Sciences and Arts

San José State University

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INTRODUCTION

Our Department has a long and rich history at San José State and over the past 80 years, has grown and adapted to the ever-changing social, political, and economic environments – increasing our ability to offer a rigorous, well-rounded and applicable curriculum to our students. Students in our department are taught and mentored by an outstanding group of faculty who are widely recognized and well-respected scholars, activists, and researchers, as well as innovative, passionate, and dedicated teachers.

Our curriculum is designed to provide a broad, academic, and pragmatic understanding of justice locally, nationally, and internationally. We expect our students to place their education as a priority in their life, to stay actively engaged in their learning, to come to class prepared, and to take full responsibility for their learning experience.

Our alumni currently hold leadership roles in our local and national communities, hold faculty positions at universities and have used their education received at San José State University to transform justice and improve the quality of life in the communities they live.

This handbook is intended to provide students with information about the Justice Studies Department, important policies about our curriculum, and to be a resource for frequently asked questions. We intend on updating the handbook each Academic Year, providing students with the most up to date information.

DEPARTMENT STRATEGIC PLAN (2010-2013)

OUR VISION

Through community engagement and research, our faculty and graduates contribute to a more just society

OUR MISSION

The Department of Justice Studies develops critical actors for criminal and social justice in diverse and changing communities

Our Values

LEARNING

We value education and intellectual curiosity above all. The academic freedom of faculty and students is vital to our role of promoting life-long learning through intellectual inquiry, scholarship, and the pursuit of knowledge.

STUDENT, STAFF, AND FACULTY SUCCESS

We place our highest priority on ensuring the academic success and personal growth of the San José State University community.

EXCELLENCE

We hold ourselves to the highest standards and support continual improvement and innovation in all we do.

INTEGRITY

We are accountable for our actions and expect honesty and fairness in all of our work and interactions.

DIVERSITY AND SOCIAL JUSTICE

We value and respect diversity, inclusion, civility, and individual uniqueness and recognize the strength these factors bring to our community and learning environment. All of our interactions should reflect trust, caring, and mutual respect.

SUSTAINABILITY

We are committed to sustainability in all areas, not just environmental but also social sustainability.

COMMUNITY AND SERVICE

We value collaborative relationships within and beyond the campus in order to best serve our mission.

Our Overarching Goal for 2013

We will be national actors in our emerging discipline, developing a unique pedagogy and engaging with community agencies in applied research and policy development.

JUSTICE STUDIES WRITING PHILOSOPHY

The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language, with emphasis on writing, throughout its curriculum.

A sustained and intensive exploration of language prepares students to think critically and to act meaningfully in interrelated areas of their lives—personal, professional, economic, social, political, ethical, and cultural.

Graduates of the Department of Justice Studies leave San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program but also over the span of a lifetime.

PROGRAM LEARNING OBJECTIVES

At the end of a Bachelor of Science degree program in the Department of Justice Studies, students should be able to:

- 1.** Employ multiple perspectives on systems of inequality and concepts of justice to understand social problems and engage communities to develop grounded and informed solutions.
- 2.** Act meaningfully within a global context. This requires understanding how social systems and social problems manifest at the micro (personal, local) and macro (national, international) levels. Further, this requires the ability to apply scholarship and critical literacy (e.g., of the news) to understand the(ir) world.
- 3.** Engage in social praxis (action informed by theory, theory revised by action and experience), acting as critical change agents in social institutions and communities.
- 4.** Contribute substantially to justice-related initiatives or projects through ongoing, sustainable interactions with communities, state institutions, and other related agencies. This requires appreciating the multidisciplinary nature of contemporary “justice” work, which at times involves collaboration, at other times constructive conflict.
- 5.** Formulate and articulate compelling reasoned positions on issues of justice through academic, professional and social media.

ABOUT THE DEPARTMENT

DEPARTMENT COMPOSITION

The department is comprised of full-time faculty, part-time lecturers, and administrative staff. Together they bring cutting edge theoretical, research and practical skills, knowledge, and experiences to deliver extraordinary educational experiences to prepare students as they transition from school to their careers.

Check our website to learn more about our [faculty](#), [lecturers](#) & [staff](#).

INFORMATION SHARING

The JS Department leverages electronic resources and social media to distribute information to students. We encourage students to actively check email, the [JS Website](#), and follow the department on [Twitter](#), [Facebook](#), [Google+](#), and our [Blog](#).

SCHOLARSHIPS

There are a number of scholarships available to students yearly. Check the JS website for information on opportunities through the [JS Department](#), [SJSU](#), and the [College of Applied Sciences and Arts \(CASA\)](#).

UNDERGRADUATE AND GRADUATE PAPER OF THE YEAR

During the spring semester, the department presents an award for the Undergraduate Paper of the Year. This competition is open to all Justice Studies and Forensic Science Majors. Please see our [website](#) for the announcement in August 2012.

STUDENT COMMITTEES, CLUBS, ORGANIZATIONS

Justice Studies Student Organizations

Our students are deeply involved in department, community, and academic organizations. Students interested in participating should look into the following organizations: [Forensic Science Student Club](#), [Chi Pi Sigma](#), and/or [Alpha Phi Sigma](#).

Undergraduate Curriculum Committees

Student input on curriculum matters is important and given this, a student representative is selected by the faculty to participate on the JS Curriculum Committee and the FS Curriculum Committee. Students are nominated by faculty in the Fall and appointed for a minimum of 1 year. Once selected, the department will announce the name of the student representative to all the students. If you have any ideas about new courses or questions about courses, be sure to contact your student representative.

SJSU Student Organizations

In addition to a Departmental Student Clubs, SJSU is home to nearly 200 student clubs/organizations that help make campus life vibrant and complement the academic side of what SJSU has to offer. The array of opportunities to engage in and really get the most out of your collegiate experience is truly amazing.

There is something for everyone! [Browse](#) and get connected with other students who share your interests and connect with SJSU!

THE BASICS: YOUR JUSTICE STUDIES DEGREE REQUIREMENTS

CURRENT DEGREE OFFERINGS AND MAJOR FORMS

Justice Studies offers the following degree programs:

- ❖ [B.S., Justice Studies](#)
- ❖ [B.S., Forensic Science, Emphasis in Biology](#)
- ❖ [B.S., Forensic Science, Emphasis in Chemistry](#)

- ❖ [Minor, Human Rights](#)
- ❖ [Minor, Justice Studies](#)
- ❖ [Minor, Legal Studies](#)

Curriculum Information (Courses, Major Requirements, Course Sequencing)

- ❖ [B.S., Justice Studies](#)
- ❖ [B.S., Forensic Science, Concentration in Biology](#)
- ❖ [B.S., Forensic Science, Concentration in Chemistry](#)

GE & SJSU STUDIES

A university brings together many separate areas of learning, yet it is more than just a collection of specialized disciplines. The SJSU General Education Program incorporates the development of skills, the acquisition of knowledge, and the integration of knowledge through the study of facts, issues, and ideas.

Regardless of major, all who earn undergraduate degrees should share common educational experiences, as they become university scholars. In combination with major, minor, and elective courses, the General Education curriculum should help students attain those attributes found in an educated person.

Be sure to check out their websites for more information about [GE courses](#) and [SJSU Studies](#).

SJSU RESOURCES

[Martin Luther King Jr. Library](#)

The library is the heart of the university. Offering a gateway to information, the library prepares SJSU students for the future by supporting classroom learning experiences and ensuring that SJSU graduates are prepared for a lifetime of exploration and discovery.

The library is more than a collection of books. It also offers electronic resources, making information available around the clock, whenever and wherever students and faculty need it. The librarians serve as guides, helping library users navigate the complex information landscape and learn how to turn information into knowledge.

[SJSU Writing Center](#)

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the SJSU colleges. The writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers.

[CASA Success Center](#)

The Student Success Center in the College of Applied Sciences and Arts (CASA) provides advising for undergraduate students majoring or wanting to major in programs offered in CASA Departments and Schools.

All CASA students and students who would like to be in CASA are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Looking for academic advice or maybe just some tips about how to navigate your way around SJSU? Check out the CASA Student Success Center! It's also a great place to study, and you can check out laptops.

Location: MacQuarrie Hall (MH) 533

[Learning Assistance Resource Center](#)

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development.

[Disability Resource Center](#)

The Disability Resource Center (DRC) is a comprehensive center providing both students and employees with accommodations and services. The center works closely with faculty/staff to deliver services and promote access for students with disabilities in the classroom and throughout the campus.

[Housing Services](#)

Living on campus puts you at the center of it all.

As an integral part of San José State University and the Division of Student Affairs, the Mission of University Housing Services is to provide vibrant student-centered living communities designed to promote academic success, personal development, university involvement and civic engagement. Convenience and value are commitments of the housing program. To this end, housing programs and services are centered on three simple ideas: to provide our residents with community, convenience and value. For the latest information about Rates, Amenities, and dining services check out their [website](#).

[Center for Community Learning & Leadership](#)

Community learning is academic study linked to community service through structured reflection. Community learning is pedagogy that answers the national call for higher education to promote civic engagement. As a metropolitan university, SJSU established the Center for Community Learning & Leadership in its commitment to "building community through service, learning, and leadership." CCLL offers resources to assist students, faculty, departments and community partner organizations in community learning that develops social responsibility while meeting community needs.

[Study Abroad](#)

SJSU students have the opportunity to study abroad on certified programs in over 200 universities in more than 40 countries. Programs are offered in English and sometimes in the language of the host country. Most of the programs have the following features:

- ❖ Earn SJSU "resident credit" for all completed courses
- ❖ Pay normal SJSU tuition and fees on most programs
- ❖ Use your financial aid and apply for study abroad scholarships
- ❖ Immerse yourself in another culture
- ❖ Learn another language on many programs
- ❖ Study is available in most academic fields
- ❖ Go abroad for an academic year, semester, summer or short-term program

[Career Center](#)

The Career Center promotes the development of SJSU students as professionals by providing the tools to guide them in making career-planning decisions and marketing their skills to employers. They satisfy the needs of the employment community and complement the academic curriculum. Our high-touch customer service approach motivates, educates, and empowers students. The Career Center can be reached at (408) 924-6031.

[Sparta Jobs](#)

Exclusive for SJSU students! Sparta Jobs is a 24/7 job and internship bank that includes on-campus and off-campus, part-time, full-time, temporary, summer, internship/co-op and career positions. Check frequently for new opportunities!

E-Notification Service: You will have the latest information. Receive frequent email updates about:

- ❖ Upcoming programs, employer connection/networking events, job fairs and other programs, services or information related to your major
- ❖ Hot job opportunities listed in SpartaJOBS

Associated Students

Their mission is to represent the students of San José State University and continually improve the quality of their educational opportunities and experiences.

The Associated Students of San José State University has over 100 years of student service and leadership. They are the students' voice on campus regarding fees, academic excellence and non-academic services as well as the center of student activism and representation regarding student life and shared governance.

Campus Recreation

They provide students, faculty, and staff with opportunities to stay healthy, have fun, and enhance their education and development experiences through recreational activities.

All SJSU students, faculty, and staff are eligible to participate in ASCR programs. Participants must bring a valid SJSU photo ID with EcoPass sticker for registration and participation in ASCR activities. Fitness participants must bring a Fitness Pass and a valid photo ID to enter the [Event Center Sports Club](#).

Spartan Bookstore

Spartan Bookstore is the on campus source for ALL your academic needs - and more! Operated by Barnes & Noble, the bookstore carries SJSU swag, computers, as well as books!

The bookstore is located in the Student Union Building on campus at 211 South 9th Street, San Jose CA 95192.

FREQUENTLY ASKED QUESTIONS (FAQs)

General

What are the Department's Office Hours?

The JS main office is open M-F, 8:30-12 and 1-5. On occasion, the office may be closed for meetings or events.

The main office is located in MacQuarrie Hall 524.

Where do I get department forms?

The Department of Justice Studies distributes all forms electronically, which can be found on our [website](#). Many of these forms can be filled out and submitted electronically.

Where do I get University forms?

There are several forms students will complete while at SJSU. Forms related to advising and retention can be found on the [Academic Advising & Retention Services](#) website, and forms related to general education, graduation, retroactive enrollment and most other forms can be found on the [Registrar's](#) website.

What is MySJSU?

MySJSU is a student self-service web site. This site is unique in that it provides you direct and immediate access to your personal university records and the services that are critical to your educational experience and ultimate success at SJSU. Be sure your contact information is update as it is used by the department and university for communication.

On MySJSU you can:

- ❖ Add and drop classes
- ❖ Check messages
- ❖ Pay your fees
- ❖ Check your degree progress
- ❖ Review your unofficial transcript
- ❖ Review your schedule
- ❖ Edit your personal contact information

Who is the JS Undergraduate Coordinator?

Dr. Danielle Harris is the Department's Undergraduate Coordinator and can assist in answering general questions about the program. Forensic Science students are encouraged to address questions to Dr. Steven Lee and Mary Juno.

Who is the Internship Coordinator?

Dr. Sang Kil is the Department's Internship Coordinator and can answer questions about our internship program.

How long does it take to process paperwork?

Once paperwork is turned into the main office, it may take up to 2-weeks to process. Be sure to account for this time to meet deadlines when submitting your paperwork. Once the paperwork is completed, we will contact students to let them know papers are ready to be picked up.

What is the department's grading policy?

Beginning in Spring 2011, The Department of Justice Studies requires all courses to be completed with a "C" or better to count toward the major. Prior to Spring 2011, courses completed with a "C-" or better will be accepted.

What is the department's policy on cheating and plagiarism?

Any incident of cheating and/or plagiarism must be reported to the Department Chair. The Department Chair will meet and discuss the situation with the student, meet with the faculty member, and decide the type of action to be taken by the department. Some level of action will be taken.

The faculty member has the discretion to determine the level of response: failing the test or assignment, failing the class, and/or reporting to the [Office of Student Conduct & Ethical Development](#).

Where do I get information about Justice Studies?

For information about Justice Studies and current information, please see our [website](#), which is regularly updated. We also distribute information through [Twitter](#), [Facebook](#), [Google+](#), and our [Blog](#).

ADVISING

Who is my academic advisor?

Justice Studies Students are assigned an academic advisor by the department and can be found [here](#) and Forensic Science students are advised by [Dr. Steven Lee & Mary Juno](#).

Whether you are transferring from another SJSU program, another College, or you are just beginning your studies here at SJSU, we will guide and assist you in achieving your goals.

Why do I need to see an advisor?

The purpose of academic advising is to help you formulate and reach your own educational goals, while also making sure that you understand the objectives and requirements of your degree. We strongly encourage all students to meet regularly with their advisor each semester.

How do I make an appointment with my advisor?

In order to make an appointment with an advisor, please visit our advising page on our [website](#). Here, you will find information about office hours, office location and method of making an appointment.

How should I prepare for meetings with my advisor?

Be sure to bring copies of your transcripts (unofficial copies will work), your major form with classes already taken filled in, and a set of questions.

I am getting ready to graduate, what do I do?

Prior to applying for graduation, several items need to be completed and submitted: [University Application](#) (completed and dropped off at the JS main office), [JS or FS Major Form](#) (completed and submitted electronically to advisor).

Upon completion of these forms, make an appointment with your advisor and bring copies of your transcripts. Be sure to check the [SJSU Calendar](#) for application deadlines.

When is Convocation and can I participate?

The Department of Justice Studies holds two Convocations per year – December and May. The Convocation in December is held for students graduating in the Fall or previous summer and Convocation in May is held for student graduating in the Spring. We will distribute information about Convocation at the beginning of each semester. If you are scheduled to graduate, be sure to keep an eye out for information regarding Convocation. If you are a graduating Forensic Science student, contact Mary Juno early in the semester to order FS regalia.

Where do I find help with GE Advising?

Answers to questions about GE advising can be found on the [Advising Hub Website](#). Advisors and Peer Mentors are available in the [CASA Student Success Center](#) (533 MacQuarrie Hall).

COURSE INFORMATION

How do I register for courses?

You need your SJSU ID number and the password SJSU sent to you. Oops! Forgot it? Lost it? For security reasons we can't give it out over the phone. Contact the [Help Desk](#) for assistance.

Note: your enrollment time and any holds are posted on your [MYSJSU](#) account. Read this information carefully. If you have no "holds," you may begin to register at your appointed time.

The [SJSU Schedule of Classes](#) has the specific Class Number codes and section numbers you'll need to register. Read the sections on registration carefully and use the worksheet before you register the first time.

Once I've registered, can I change my schedule?

If a course you want is full, search for open sections using the registration system or use the wait listing feature. If your work or family obligations require you to alter your schedule, you may re-enter MySJSU and make your changes up to the date designated on the registration website.

Be sure to pay your fees by your due date or risk losing your classes.

What if I forget to register?

You may still register, but not until the first day of instruction of the current semester you are planning to enroll in. Late registrants are assessed a \$25.00 late fee.

What if I am accepted after the last day to register online?

- ❖ Stop by the Student Advising Center in the Student Services Center.
- ❖ EOP students must make an appointment with their EOP advisor.
- ❖ You will add classes beginning the first day of instruction during the designated late registration period.

If I need to add a class after the semester begins, are there any courses available?

Usually there are. You can request an add code on the [department website](#) during the add period at the beginning of each semester.

Add codes for JS and FS classes will be distributed through the Department Chair, not individual faculty members. Students will electronically submit an "Add Code Request" for each class they are attempting to add, and students will be added if space is available. At this time, the department will not surpass the enrollment cap of a class (unless there is a compelling case).

Do I have to be advised to register for classes?

It is a good idea to check in with your advisor before registering to make sure you are on track.

Where can I find the Academic Calendar, Course Calendar, and Schedule of Classes?

Information for these items can be found [online](#).

When are JS / FS courses offered?

Information about when specific Justice Studies and Forensic Science courses will be offered can be found on our [website](#).

What classes do I have to take to graduate?

Information about specific Justice Studies and Forensic Science courses needed to graduate can be found on our [advising area of our website](#). Be sure to contact your advisor if you have any questions about courses needed for graduation.

How do I transfer college coursework from a different higher education institution to SJSU?

SJSU has transfer articulation agreements with all California Community Colleges, some CSUs, UCs and other college and universities, to accept General Education and lower division major course work. For more information please go to the [SJSU Articulation](#) website.

Our department accepts courses equivalent to STAT 95, JS 10, JS 11, JS 12, or JS 25.

What is a prerequisite and a co-requisite?

Many Justice Studies and Forensic Science courses require other courses to be taken previously or at the same time. It is the student's responsibility to make sure all prerequisite and co-requisites have been met.

Where can I get a copy of the course syllabus?

Course syllabi will be distributed electronically through email or Dersire2Learn. Paper copies will not be distributed to students.

What is the WST?

The Writing Skills Test (WST) has been implemented by SJSU to meet the Graduation Writing Assessment Requirement established by the CSU. Successful completion of the WST is necessary in order to take 100w.

Additional information can be found on their [website](#).

Where can I get an add code for JS 189?

Students must successfully complete 100w and JS 114 prior to taking JS 189 – 100w and/or 114 cannot be taken at the same time as JS 189.

JS 189 must be taken during the final semester and an add code can be requested through the JS website. An email will be sent when the add code request form can be accessed.

Where can I get an add code for JS 181?

Enrollment for JS 181 will occur electronically – students must request an add code through the JS website. In order to receive an add code, students need to complete the online request form and all necessary paperwork, which can be found in the [Internship area](#) of our website.

How do I find an internship?

All JS students are required to complete an internship in order to graduate. Information about the requirements and where to find an internship can be found on our [website](#). FS students are not required to complete an internship, though internships are an enriching experience and are highly encouraged. See Dr. Steven Lee or Mary Juno for a list of FS internship opportunities.

What is the average course load?

For Undergraduate Students, 12 units are considered a full load. Any student who wishes to take more than 15 units must obtain departmental approval and deliver the [petition](#) to the records counter in the Student Services Center located at the 10th Street Garage.

How often do I need to attend class?

Class attendance is important and critical information can be missed unless you attend classes. In addition, participation is the key to a lively class. Class participation provides the opportunity to practice speaking and persuasive skills, as well as the ability to listen.

What should I do if I have to miss a class?

Talk to your instructor about your absence ahead of time to find out about any academic consequences. You should also make arrangements to acquire the information or assignments you will miss. If you miss class due to an emergency, contact your instructor as soon as possible so that the instructor can help you catch up. Do not ask, "Did I miss anything?" Most instructors are personally and professionally attached to the topics they teach, so everything they cover in class is important. If you missed class, you missed something.

**It is essential that you make connections with your classmates so that they can help catch you up on what you missed, email you assignments or instructions, and provide you with notes or other class details.

I'm struggling in a class. What should I do?

First, talk to the instructor. While you may have done poorly on an exam, the faculty member will not necessarily know you are struggling unless you speak up. Generally, full time faculty are required to hold office hours; those office hours should be listed in the course syllabus. Make an appointment to see the instructor during those hours to talk about your progress in the class. Sometimes things are not as bad as they may seem to you. Other times, things may be much worse than you realize. Your instructor can provide options for additional assistance, tutoring, or other means for you to get help. In any event, communication with your instructors is essential to your success as a student. So don't delay!

How do I decide whether or not to drop a class?

If you have met with your instructor and gotten additional help – but the situation in class isn't getting any better – you should speak with your advisor about options available to you. Perhaps it might be best to drop the class and begin again at another time. The decision to drop is yours, but should be made only after you consider all the consequences: Will you be able to drop without having a "W" recorded on your transcript? Will you go below full-time student status if you drop? (This may affect housing, financial aid, and other benefits that you are entitled to.) What will you do with your extra time if you drop the class? Sometimes dropping a class and suddenly freeing up several hours a week of time can cause a temptation to be even less academically involved than you need to be, and put your performance in other classes at risk. See your academic advisor for guidance if you are concerned about dropping a class.

How do I order a copy of my transcripts?

- ❖ For an official copy: You will need to submit a [transcript request form](#).
- ❖ For an unofficial transcript: Log on to your [MySJSU](#) webpage.

GRADES

How do I calculate my GPA?

To compute grade point average, divide the number of "Grade Points" by the number of "Units Towards GPA" (Grade Points/Units Towards GPA = GPA). Courses with grading symbols of "I" (Incomplete), "AU" (Audit), "W" (Withdraw), "RD" (Report Delay), "SP" (Satisfactory Progress), "CR" (Credit), "NC" (No Credit) are not included in GPA.

GRADE POINT SCALE—The chart below is a 4.0 grading point scale, which represents the numerical value of grades:

A= 4.0	B=3.0	C=2.0	D=1.0
A-= 3.7	B-= 2.7	C-=1.7	D-=0.7
B+=3.3	C+=2.3	D+=1.3	F=0.0

What is the W grade? What is the WU grade?

W = 0.0 (authorized withdrawal; not computed in GPA)

WU = 0.0 (unauthorized withdrawal; equivalent to an "F"; computed in GPA)

What is the "IC" grade? What is the "I" grade?

An "incomplete" grade indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. Faculty make the final determination regarding the assignment of an "incomplete", but the student must have completed at least 75% of the class with passing grades.

The student must complete a contract with the faculty member regarding the expected work, deadlines, etc, which must be filed in the main office. Please refer to the [Office of the Registrar](#) for a more detailed description.

“IC” = 0.0 (Incomplete grade not completed in the time limit and computed as a failing grade for GPA)

“I” = 0.0 (course work incomplete; failure to complete coursework results in the incomplete grade being computed as an “IC or “NC” grade)

I received lower than a “C” in my JS/FS course. Can I retake the course?

Permission codes for those retaking courses and those looking to late add will have to wait until the late add period to obtain a permission code from the main office. Students will not be added to classes that have reached their enrollment cap. The process previously known as Academic Renewal (Grade Forgiveness) is now a paperless, automatic system that requires an issuance of a permission code and MySJSU will replace the better grade for the lower grade.

Students may only take a JS course 2 times. If the student does not successfully pass the course with a “C” or better the second time, the **course will not count toward the Justice Studies or Forensic Science major or minor.**

Please see our department policies regarding academic probation and disqualification [here](#).

I think the grade I received was incorrect, what should I do?

Contact your professor immediately and inquire about your grade. If you still have questions about your grade, you should contact the Department Chair.

I feel I was treated inappropriately by a professor what should I do?

You should contact the Department Chair or the [University Ombudsman](#) immediately.

I feel I was treated inappropriately by another student what should I do?

You should contact the Department Chair or the [University Ombudsman](#) immediately.

I am on [Academic Probation](#), what does that mean?

An undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at SJSU falls below 2.0. The student shall be advised of probation status promptly. An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at SJSU is 2.00 or higher.

I have been [disqualified](#), what does that mean?

An undergraduate student on academic probation is subject to academic disqualification when the term GPA falls below 2.0. If you have been disqualified, you need to meet with the JS Undergraduate Coordinator to discuss your options.