



**Applied Correctional Practice Certificate  
Student Handbook**

2021-2022

This handbook provides students enrolled in the Applied Correctional Practice Certificate (ACPC) program at UHD with guidance to aid in successful completion of the certificate. Students are required to follow the policies and procedures herein. This handbook is a supplement to the [UHD Graduate Catalog](#) and [Student Handbook](#) which provide additional information, resources, and policies for students at UHD.

## DESCRIPTION & REQUIREMENTS

The ACPC program is an 18 credit hour graduate certificate geared toward those in or seeking careers as case managers, probation officers, parole officers, or similar corrections and re-entry role. The program is multi-modal, meaning that the required courses are offered as hybrid, online, and/or on campus, and is intended to be completed in one year.

The 18 credit hour certificate includes five required courses and the selection of one elective. Students will complete CJ 6303, 6304, 6305, and 6306 as a cohort in hybrid evening courses.

### Required Courses

CJ 6303 Foundations for Practice  
CJ 6304 Specialized Populations in Criminal Justice  
CJ 6305 Core Skills 1: Evidence-Based Practices  
CJ 6306 Core Skills 2: Program Delivery  
CJ 6340 Administration in Criminal Justice  
CJ 6000-level elective

## ADMISSIONS & ENROLLMENT

Applications are only accepted for fall admission for the ACPC program. Students are admitted based upon their previous academic achievement and personal statement.

Admitted students are encouraged to complete a FAFSA application and consult with the Financial Aid office about available forms of financial aid.

An Orientation for new students is held each August prior to the start of the fall semester in order for students to meet faculty, receive important guidance, and connect with other members of their cohort.

## REGISTRATION & COURSE SCHEDULING

To register for courses, log-in to [myUHD2.0](#). Required course textbooks can be rented or purchased from the UHD [Bookstore](#).

Students complete CJ 6303, 6304, 6305, and 6306 as a cohort in hybrid evening courses. Students may choose to take the remaining two courses in either online or face-to-face modalities following the schedule below.

*Fall 2021*

CJ 6303 Foundations for Practice (Wednesday, 5:30-6:45pm)  
CJ 6304 Specialized Populations in Criminal Justice (Wednesday, 7:00-8:15pm)

Pick one: CJ 6340 Administration in Criminal Justice (online) OR CJ 6000-level Elective

*Spring 2022*

CJ 6305 Core Skills 1: Evidence-Based Practices (TBD, 5:30-6:45pm)

CJ 6306 Core Skills 2: Program Delivery (TBD, 7:00-8:15)

Pick one: CJ 6340 Administration in Criminal Justice (TBD, 5:30-8:15pm) OR CJ 6000-level Elective

## Selecting an Elective

If needed, students may choose to wait and complete their elective course during the summer semester. CJ 6340 Administration in CJ is not offered during the summer semester.

Four CJ electives are offered each fall and spring semester. Exact courses will vary each semester. A full list of potential electives is in the Graduate Catalog. Students are encouraged to select elective courses that are directly relevant to corrections and case management.

## Advising

Both the Program Director and Asst. Director of Graduate Studies are available for academic advising and general questions or guidance. Students are encouraged to check-in each semester before registering for courses.

## ACADEMIC STANDARDS & POLICIES

In order to earn a graduate certificate or degree, students must earn and maintain a minimum 3.0 cumulative GPA. A student whose GPA falls below 3.0 will be placed on academic probation. Probation is a warning that a student is not making adequate progress toward degree completion. Students on probation are required to meet with an adviser in order to register for courses and may have their course options restricted.

Only one grade (3 credits) of C is allowed and can be applied to the ACPC. If necessary to repair the GPA, a course in which a C grade was earned may be repeated once. Both grades will apply to the cumulative GPA.

Two grades (6 credits) of C, or any single grade of D or F, will result in dismissal from the program. Dismissed students are not eligible to re-enroll at UHD.

## Academic Honesty

The Academic Honesty Policy ([PS 03.A.19](#)) explains the policies and procedures that pertain to violations of academic honesty at UHD. Violations may result in failed assignments and/or failed courses, which can lead to suspension from the ACPC program. Students are responsible for completing and submitting their own original work, for avoiding all forms of academic dishonesty, and for upholding the academic integrity of UHD by adhering to the Academic Honesty Code.

## Appeals

Students wishing to appeal a course grade must first attempt to reconcile any grading error that might have occurred with the course Instructor. If the student still wishes to appeal a course grade, they can do so by contacting the Department Chair. According to UHD policy, course grades can only be changed due to mistaken grade entry, miscalculation of grade, or misapplication of syllabus criteria.

Students wishing to appeal a dismissal decision must submit their appeal in writing to the Program Director. They must make a clear and convincing case that they have the ability and potential to be successful in graduate school. According to UHD policy [PS 03.B.07](#), an appeal of the Program Director's final decision must be submitted in writing to the Dean of the College of Public Service.

## Incomplete Grades

As stated in the UHD Student Handbook, a grade of Incomplete is given only when students have completed a significant portion of the course requirements and have a documented emergency prevents the student from completing the remaining course requirements. The student and the instructor must enter into a contract that lays out the work to be accomplished and makes note of the timetable for the grade conversion process.

A grade of "Incomplete" must be completed no later than the end of the long semester immediately following the semester in which the grade of Incomplete was given. An Incomplete grade that is not removed by this deadline is automatically converted to an F. If you are enrolled in your final semester, a grade of Incomplete will have the effect of an F and will prevent your graduation.

## UNIVERSITY COURSE WITHDRAWAL POLICY

1. Students may drop a course until the official day of record without having the course appear on their permanent record. That date, which is approximately 2 weeks after the start of the semester, appears on the University Academic Calendar. No course drops will be allowed after that point.
2. Withdrawal from a course with a grade of "W" is possible after the official day of record until the last day to withdraw from a course. That date, which is in approximately the 10th week of a semester, appears on the University Academic Calendar. The grade of "W" will appear on the student's official record but will not be calculated in the GPA.

## TRANSITIONING INTO THE MSCJ DEGREE PROGRAM

Students who successfully complete the ACPC can continue their graduate education by applying up to 18 credits toward completion of the 36-credit hour Master of Science in Criminal Justice degree program. Only courses in which a grade of B or better were earned can be applied to the MSCJ degree. Students must complete an application on ApplyTexas and may be required to provide letters of recommendation.

If admitted, students will then be eligible to earn the MSCJ degree by completing the following required courses, and any other additional requirements, to meet the standards of the 36-credit hour degree:

CJ 6310 Issues in Criminal Justice

CJ 6320 Research Design & Methods

CJ 6321 Quantitative Analysis

CJ 6330 Advanced Criminology

Select one: CJ 6322 Program Evaluation or CJ 6324 Justice Policy Analysis

CJ 6301 Project

## APPLICATION FOR GRADUATION

Students who plan to graduate from the University of Houston-Downtown must submit a graduation application the semester before their anticipated graduation. Students apply for graduation online through their MyUHD 2.0 account. A graduation fee is charged to the student's account at the time of submitting the application. If the student does not complete the requirements for the degree within that semester, the application will be denied and application procedures must be repeated. There is no refund of the graduation fee for denied applications. Graduation application deadlines are found in the University Academic Calendar.