UNIVERSITY OF JUSTICE

GRADUATION APPLICATION & CAPSTONE DECLARATION

SECTION I: CANDIDATE INFORMATION

LEGAL NAME (AS IT SHOULD APPEAR ON DIPLOMA)

STUDENT ID NUMBER (SID)

DEGREE (E.G., BA, BS, MA, JD)

MAJOR / PROGRAM OF STUDY

EXPECTED GRADUATION TERM

☐ Fall Semester ☐ Spring Semester ☐ Summer Session

ACADEMIC YEAR

SECTION II: CAPSTONE PROJECT DETAILS

Required for all degree candidates. Verification of completion is mandatory for final degree conferral.

CAPSTONE PROJECT TITLE

CAPSTONE FACULTY ADVISOR

ADVISOR DEPARTMENT

PROJECT ABSTRACT / BRIEF OBJECTIVE

SECTION III: OFFICIAL AUTHORIZATIONS

Candidate Signature — Date

Capstone Faculty Advisor Approval — Date

Office of the Registrar Certification — Date

UNIVERSITY OF JUSTICE

POLICIES AND GRADUATION REQUIREMENTS

1. Eligibility and Filing Deadlines

Students are eligible to file the **Graduation Application (USJ-FORM-GRAD-2026)** once they have completed at least 90 semester units (for undergraduate) or reached the final 12 units of their program (for graduate).

- **Spring Graduation:** Application due by February 15th.
- **Fall Graduation:** Application due by September 15th.
- **Summer Graduation:** Application due by June 15th.

Late Filing Fee: Applications received after the deadlines listed above will incur a $50 late administrative fee. No applications will be accepted within 15 days of the commencement ceremony.

2. Capstone Requirement Policy

The Capstone Project represents the summit of your academic journey at the University of Justice (USJ). This requirement may take the form of a thesis, a clinical project, a comprehensive examination, or a research paper.

- **Approval:** Your Faculty Advisor must sign this form to confirm that your project scope has been reviewed and deemed appropriate for your degree level.
- **Submission:** A final digital copy of the Capstone Project must be uploaded to the USJ Institutional Repository before the degree can be officially conferred.

3. Degree Audit Process

Upon receipt of this application, the Registrar will perform a "Final Graduation Audit." You will receive an email notice if any outstanding General Education (GE) or Major requirements prevent your graduation.

4. Diploma Information

Diplomas are mailed to the permanent address on file approximately six to eight weeks after the terminal date of your final semester. Ensure your address is updated in the Student Portal.

Contact & Status Tracking

To check the progress of your graduation audit, verify your fees balance, or access Capstone submission guidelines, visit the official website:

www.universityofjustice.us