UNIVERSITY OF JUSTICE

TRANSFER CREDIT EVALUATION FORM

1. STUDENT INFORMATION

STUDENT FULL NAME

STUDENT ID (SID)

INTENDED MAJOR / DEGREE PROGRAM

TRANSFERRING FROM (PREVIOUS INSTITUTION)

2. COURSE CREDIT EVALUATION (PAGE 1 OF 2)

EXTERNAL COURSE (ID & TITLE)	GRADE	CREDITS	USJ EQUIVALENT COURSE	EVALUATION OUTCOME

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2. COURSE CREDIT EVALUATION (CONTINUED - PAGE 2 OF 2)

EXTERNAL COURSE (ID & TITLE)	GRADE	CREDITS	USJ EQUIVALENT COURSE	EVALUATION OUTCOME

TOTAL CREDITS EVALUATED	TOTAL CREDITS ACCEPTED	IN-RESIDENCE CREDITS REQUIRED

3. OFFICIAL VERIFICATION & AUTHORIZATION

Signatures below confirm that the transfer credits listed have been vetted against official transcripts and institutional policy.

Official Signature of USJ Registrar / Evaluator	Date Signed
Student Signature (Acknowledgment)	Date Signed

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EVALUATION POLICY & INSTRUCTIONS

1. Purpose of the Transfer Credit Evaluation (TCE)

The TCE form records the official conversion of academic credits from external accredited institutions to the University of Justice (USJ). This evaluation determine eligibility for degree requirements and ensures academic alignment.

2. Submission & Requirements

1. **Official Documents:** Evaluations are only performed upon receipt of sealed, official transcripts sent directly from the issuing institution's Registrar.
2. **Degree Audit:** After processing, these credits will be applied to the student's Degree Audit.
3. **Validation:** The University reserves the right to request course descriptions or syllabi to determine specific course equivalencies.

3. Core Evaluation Policies

- **Minimum Grade Requirement:** Only courses with a grade of "C" (2.0) or higher are transferable. Grades of C-, D, or F, as well as non-academic credits (remedial), will not be accepted.
- **Maximum Credit Allowance:** Students may transfer no more than 90 semester units toward a baccalaureate degree. A minimum of 30 units must be completed through USJ ("In-Residence").
- **Accreditation:** USJ only recognizes credits from institutions with regional or national accreditation recognized by the Council for Higher Education Accreditation (CHEA).
- **GPA Impact:** While credits transfer toward graduation requirements, transfer grades are not calculated into the USJ cumulative GPA.

4. Appeals and Modifications

If a student disagrees with an evaluation outcome (e.g., a course being labeled as an "Elective" instead of a "Major Requirement"), they must submit a Course Equivalency Appeal Form to the relevant Department Dean.

5. Contact and Digital Portal

For current transfer guides, articulation agreements, and to track the status of your evaluation, please visit our official website:

www.universityofjustice.us