

STUDENT HANDBOOK



The University of Justice.us is a renowned institution of higher education that works to provide students with the best academic experience possible. One of the key tools the university uses to help students get the most out of their educational journey is the Student Handbook. The Student Handbook is an incredibly important and useful resource for students to use throughout their time at the University of Justice.us.

The Student Handbook is a comprehensive guide that outlines the policies, procedures, and expectations of the university. Students need to familiarize themselves with the student handbook as it outlines all the rules and regulations of the university. This information is essential for students to ensure they are following the proper protocol and staying within the rules of the university. Additionally, the student handbook outlines the school's policies on academic integrity, which is key for students to maintain good academic standing.

In addition, the Student Handbook is a great resource for students to use when seeking help or clarification on an issue. The handbook provides contact information for university faculty and staff, allowing students to easily get in touch with the right people for assistance. It also provides information on the university's policies regarding student grievances and appeals, which is important for students to know should they ever need to file a complaint or appeal.

Furthermore, the student handbook serves as a reference guide for students, providing them with information on a wide range of topics. This includes information on student services, such as health services, financial aid, and career services. It also provides details on a variety of student activities, such as student clubs and organizations, as well as information on on-campus events. Having this information readily available in the student handbook helps students become more familiar with the university and all that it has to offer.

Overall, the Student Handbook is an incredibly important resource for students at the University of Justice. It provides students with the information and guidance they need to make the most out of their academic experience. By familiarizing themselves with the student handbook, students can ensure that they are following the proper procedures and taking advantage of all the university has to offer.

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Welcome and Overview Message from the University of Justice.us

Serwaa Akua Manu is an experienced educator, and founder of the University of Justice.us, a groundbreaking online school for Justice. She is a leader in several fields of humanitarian activities, with a specialization in civil rights and leadership education.

Serwaa Manu has attended several universities including, Texas Woman's University, the University of Arlington, and Chamberlain Nursing School, and worked for several companies. During her education career, she studied cases about law, including a victory in opening Justology.us an organization helping individuals to appreciate Justice.

She helped compose the certification, workshops, student life Activities, and degree programs for the University of Justice. SerwaaManu is an advocate for Justice Studies and believes that everyone should have access to the best legal and Justice education available. She is passionate about making sure that students have access to a quality legal education, regardless of their financial situation. Her dedication to legal education has made her an important leader in the Justice field.

Serwaa Manu is an inspiration to an aspiring community of professionals. Her dedication to the justice field and her commitment to providing quality education to everyone is an example to be admired. Read more about Serwaa Manu at justology.us

Message from Founder

As the founder of the University of Justice.us, I am committed to providing an education that is rooted in justice, equity, and inclusion. We are proud to have created several regulations such as No Entry Academic Discrimination in our School, 7-seat Employment in Positions, and school admissions guidelines, and more. These Regulations and guidelines are designed to ensure that all students, regardless of race, gender, or economic status, can have access to quality education.

At the University of Justice.us, we do not tolerate racism or any type of academic discrimination. We strive to create an environment where all students are respected, valued, and appreciated, and where everyone is treated fairly and with dignity. We are dedicated to providing an education that is free from discrimination and one that encourages students to reach their highest potential.

We are also committed to meeting the needs of our students and helping them achieve success. We have an experienced and dedicated staff who are committed to helping our students achieve their goals. I invite you to contact or set an appointment with any of the admission team to discuss any goals you have towards your

education.

Thank you for considering the University of Justice. I am confident that we can work together to create a more just, equitable, and diverse future for all.

Thank you

Serwaa Akua Manu

How to Apply

- Visit the University of Justice.us Online institute website and click on 'apply now
- Complete the online application form with all required information
- Upload any supporting documents such as transcripts, letters of recommendation, and test scores
- Pay the required application fee
- Submit the completed application
- Receive confirmation of application submission via email
- Monitor your application status online
- If you are required to speak to an admission assistant, arrange for an interview or set an admissions appointment.

We advise you to attend any of the events we provide to get familiar with the school while you wait.

- Complete any additional steps required to complete the application process
- Receive a final decision from the University of Justice.us Online Institute

Student ID Application:

Student Identification Card Application Request for the University of Justice.us Online

- Visit the University of Justice.us website and submit the Student Identification Card Application form.
- Complete the form with the required information, such as your name, address, date of birth, and student ID number.
- Provide proof of identity, such as a valid driver's license or passport.
- Provide proof of enrollment in the University of Justice.us Online Institute.
- Make sure that all the information you have provided on the form is correct and accurate.
- When you click the Submit button the completed form and required documents will be sent to the Student Services Office.

- Pay the applicable fee for the Student Identification Card.
- Wait to be contacted for the Student Services Office to issue your Student Identification Card.
- Collect your Student Identification Card from the Student Services Office.
- Use your Student Identification Card to access the University of Justice.us Online Institute's services.

1. **Mission, Vision, and Core Values**

Mission:

The University of Justice.us is dedicated to providing an exceptional education to students seeking to enter the field of justice. The mission of the University of Justice.us is to develop and provide educational programs, services, and resources that foster an environment of excellence and promote a commitment to learning, personal growth, and social responsibility in our students. We strive to provide an atmosphere that encourages creativity and critical thinking while emphasizing the values of diversity, respect, inclusion, innovation, and leadership with rewarding ethical behavior.

Vision: The University of Justice.us envisions a world in which all people are equipped with the knowledge and skills necessary to make informed decisions, to become effective and engaged citizens, and to contribute to the greater good of society. We strive to create a learning environment where all students can realize their full potential and become successful, independent, and empowered individuals. We aim to be a leader in research, scholarship, and service to society.

Core Values:

We are committed to living by the core values of Integrity, Justice, Understanding, Support, and Transparency. We strive to always conduct ourselves with the highest level of honesty and integrity and to ensure fairness and justice for everyone. We value open dialogue and understanding to foster mutual respect and support. We strive for transparency in our interactions and relationships.

- **Integrity: Doing what is right and honest, respecting others and yourself**
- **Justice: Treating people fairly and equitably**
- **Understanding: Listening to others and considering their perspectives**
- **Support: Providing assistance and resources to meet individual needs**
- **Transparency: Openly communicating information and intentions**

New Student Orientation Process and Requirements Procedures

- Attend an orientation session: All new students must attend an orientation session at the beginning of the

school year. Register online by going to Student Life and clicking on the orientation application. Fill in the required fields and follow the instructions sent to you in an email.

During the orientation session, you will learn about the school, its policies, and how to navigate the Online campus.

- **Complete required paperwork:** After the orientation session, you will need to complete the necessary paperwork, such as registration forms, health forms, and any documents needed from you.

You will receive a t-shirt you will wear to the orientation, and bring the map outlining the daily activities of the orientations sent to you in the email after registration. you are welcome to bring two people with you during the orientation.

- **Meet with an advisor:** You will need to meet with an advisor to discuss your academic goals and plan your classes for the semester.
- **Discuss financial aid options:** During orientation, you will learn about the financial aid options available to you, including grants, scholarships, and student loans.
- **Find out about campus activities:** You will also have the opportunity to learn about the various campus activities and organizations, such as clubs, sports teams, and student groups.
- **Set up transportation:** You will need to arrange for transportation to and from campus. This may include public transportation, carpooling, or buying a parking permit.
- **Get your student ID:** Before you can begin classes, you will need to get your student ID card. This card will grant you access to the campus buildings and services.

Uniforms lab coats and other requirements can be purchased in advance for your first day in school.

- **Learn about campus resources:** You will also need to become familiar with online campus resources such as the library, labs, and counseling services.
- **Get familiar with the online campus:** Finally, you should take some time to explore the campus and get to know your way around. This will help you feel more comfortable and prepared for your classes.

1. Academic policies and procedures

Our Academic policies and procedures create an environment that enables students to gain the knowledge and skills needed to achieve their educational goals. At Universityofjustice.us, we strive to promote a learning environment that is conducive to achieving academic success. We expect all students to adhere to our policies and procedures, which are designed to ensure fairness and equity in the learning process. Our policies and procedures provide a framework of expectations for students, faculty, and staff, and they ensure that everyone

is held accountable for their actions. We also strive to provide students with a variety of learning opportunities, including access to technology and resources that will help them to succeed. We value and respect the diverse perspectives and backgrounds of our students, and we strive to create an inclusive and supportive environment. We also recognize the importance of academic integrity and expect all students to uphold the principles of honesty and fairness in their studies and interactions. Finally, we are dedicated to providing students with the resources and support they need to reach their educational goals.

a. Grading system

The University of Justice is committed to providing meaningful, equitable grading practices that are consistent across all of its programs and courses. The following outlines the policies and procedures related to grading at the University of Justice:

Grading Scale: The University of Justice uses a standard 4.0 grading scale. Academic performance is evaluated and assessed based on the following criteria: A (Excellent), B (Good), C (Satisfactory), D (Unsatisfactory), and F (Fail).

Grading Criteria: The University of Justice requires that all instructors provide clear and detailed criteria for evaluating student performance in each course. The criteria include any specific expectations and/or standards that the instructor deems necessary for a particular course.

Grade Appeals: The University of Justice.us allows students to appeal their grades if they feel that the grade they received does not reflect their actual performance in the course. Grade appeals are addressed on a case-by-case basis and must be filed in writing within two weeks of the grade being issued.

Grade Changes: The University of Justice allows instructors to make changes to a student's grade if they discover an error in the grading process. Grade changes must be made in writing and must be approved by the department chair or dean before the change is officially recorded.

Academic Work Keeping. Keep records for your assignments and grades and other participating activities, if you need to make appeals on grades.

Final Grades: All final grades are due to the Registrar's Office from professors by the end of the academic term. The Registrar's Office will then record the grades and send them back to students.

In conclusion, the University of Justice is committed to providing meaningful, equitable grading practices that are consistent across all of its programs and courses. The policies and procedures outlined above are designed to ensure that all students are evaluated fairly and accurately.

a. Course Requirements and Registration Process

At the University of Justice, we understand that our students require guidance and clarity when it comes to course selection and registration processes, as well as academic integrity. In order to ensure that our students are successful, we have created policies and procedures that outline the course requirements and expectations, course selection and registration processes, and academic integrity at our institution.

Course Requirements and Expectations

The University of Justice requires that all students meet certain criteria for course selection and registration. All students must meet the minimum course requirements, which include a minimum number of credits, a minimum GPA, and any other requirements as specified by the department or program. Furthermore, all students are expected to attend all classes and complete all assignments and exams in a timely manner.

Course Selection and Registration Processes

In order to select and register for courses at the University of Justice, students must first apply and be accepted as a student. Once accepted, students must meet with an academic advisor to discuss their course selection and registration. The academic advisor will review the student's course requirements and expectations and will provide guidance and assistance with course selection and registration. If you are already well equipped with the knowledge of registration you can go ahead and self-register and if you have any issues you can contact your advisor to seek assistance.

Academic Integrity

At the University of Justice, we take academic integrity very seriously. All students are expected to adhere to the highest standards of academic integrity. This includes but is not limited to honesty in all academic work, respect for the work of others, and compliance with university policies and procedures, as well as local, state, and federal laws. Any violation of academic integrity will be met with disciplinary action, which may include suspension or expulsion from the university.

By adhering to these policies and procedures, we hope to ensure that our students are able to select and register for courses in an organized and efficient manner, as well as to maintain a high level of academic integrity. We are confident that these policies and procedures will help our students to be successful at the University of Justice.



a. Attendance policy

Online Attendance Policy for University of Justice.us

- All students are expected to attend classes and seminars in person unless otherwise specified by their professor.
- Attendance for all online courses will be monitored via the University of Justice.us Learning Management System (LMS).
- Attendance will be marked in the LMS at the beginning of each class session.
- Students are expected to attend all scheduled online classes and seminars.
- Students who are more than 15 minutes late to class will be marked as absent.
- Students who miss more than three classes in a row without prior notification will be contacted by their professor and may be subject to disciplinary action.
- Excessive absences may result in a lower course grade or failure of the course.
- Students who miss more than one class due to extenuating circumstances must notify their professor prior to the class and provide appropriate documentation.
- Students who will be absent for more than one class due to extenuating circumstances must notify their professor prior to the class and provide appropriate documentation.
- Students who will be absent for a prolonged period of time due to extenuating circumstances must notify their professor prior to the absence and provide appropriate documentation.

- The University reserves the right to modify this policy as needed.

Uniform Requirements

The University of Justice.us is committed to creating a safe, inclusive, and respectful learning environment for all students, which includes enforcing a school uniform policy while on camera. This policy is designed to ensure students are dressed appropriately, no matter the occasion.

In order to comply with the University of Justice.us school uniform policy, students must adhere to the following requirements:

- All shirts must be solid-colored, collared, and button-down. T-shirts and tank tops are not permitted.
- All bottoms should be solid-colored gray pants. Jeans and sweatpants are not permitted.
- All students must wear closed-toe shoes while on camera.
- All students must wear the University of Justice.us lanyard with their student ID card attached.
- All students must wear a belt if their pants have belt loops.
- All students must wear the University of Justice.us approved face covering while on camera.
- All students must tuck in their shirts and keep their shirts tucked in while on camera.
- All students must keep their hair neat and out of their face while on camera.
- All students must keep their nails trimmed and clean while on camera.
- All students must keep jewelry, hats, and other accessories to a minimum while on camera.

The University of Justice.us is committed to providing all students with a safe and respectful learning environment. By adhering to the school uniform policy while on camera, students can ensure they are dressed appropriately for all occasions.

LAB REQUIREMENTS AND POLICIES

The University of Justice.us research labs require all personnel to wear appropriate laboratory attire. This includes lab coats, gloves, safety glasses, and closed-toe shoes. Lab coats, safety glasses, and gloves must be obtained from the University of Justice.us and must be worn at all times when working in the lab.

Lab coats, Bags, and ID: Lab coats must be plain white with no logos, writing, or decorations. They must be long enough to cover the torso, and the sleeves must not be rolled up. The collar must be buttoned at all times. ID cards must be worn at all times, and bags from the university must be used.

Gloves: Gloves must be worn at all times when working in the lab. They must be single-use, disposable latex or nitrile gloves.

Safety glasses: Safety glasses must be worn at all times when working in the lab. They must be clear and cover the eyes completely.

Closed-toe shoes: All personnel must wear closed-toe shoes such as sneakers or boots while working in the lab. Sandals, flip-flops, or open-toe shoes are not permitted.

Hair: All personnel must wear their hair up or pulled back while working in the lab. Long hair must be tied back in a ponytail or bun.

Jewelry: All personnel must remove all jewelry, including watches, rings, necklaces, and bracelets while working in the lab.

These requirements are in place to ensure the safety of all personnel working in the lab. All personnel must adhere to these requirements at all times. Failure to do so may result in disciplinary action.

a. Academic Integrity Policy for University of Justice.us

1.

- a. • All students are expected to adhere to the highest standards of academic integrity.
- Plagiarism, cheating, fabrication, and other forms of academic dishonesty will not be tolerated.
 - All forms of academic dishonesty must be reported to the Dean of Student Affairs.
 - Any student caught engaging in any form of academic dishonesty will be subject to disciplinary action.
 - The range of disciplinary actions include, but are not limited to, suspension, expulsion, and/or disciplinary probation.
 - All faculty members are expected to be vigilant in educating students on the importance of maintaining academic integrity.
 - Failure to abide by this policy can result in disciplinary action up to and including suspension or expulsion.
 - Any breach of academic integrity should be reported to the appropriate academic department.
 - All reports of academic dishonesty will be investigated thoroughly.
 - All decisions regarding disciplinary action will be made in accordance with the university's disciplinary policies and procedures.
 - All students must adhere to the Academic Honor Code.
 - All students must submit original work.

- Any use of outside sources must be properly cited.
- All students must adhere to the regulations of the university.
- Any violation of these regulations will be subject to disciplinary action.

2. **Student services and resources**

Requesting Transcripts from the University of Justice.us Online Institute:

- Visit the University of Justice.us Online Institute website and log in to your student account.
- Click on the “Transcripts” tab from the main menu.
- Select the “Request Transcripts” option.
- Select the type of transcript you are requesting (electronic, paper, or both).
- Enter the appropriate information for the transcript request, such as the name of the institution you are requesting the transcript from, the degree program you are enrolled in, and the number of credits you have completed.
- Pay the required fee for the transcript request.
- Submit your request.
- Wait for an email confirmation of your transcript request.
- Once the transcript has been processed, you will receive an email notifying you that your transcript is available for download or delivery.

Counseling Services Policy for University of Justice.us

- All students are eligible to receive free counseling services from the University of Justice.us Counseling Services.
- Students can make an appointment for counseling sessions with a licensed mental health professional.
- Counseling sessions are strictly confidential and no information is shared without the student's written consent.
- The counseling services are available for individual, couples, family, and group counseling.
- The Counseling Services staff is available to provide crisis intervention, assessment, and referral services.

- Counseling Services staff are available to provide education, prevention, and outreach services to the university community.
- Counseling Services staff are trained in providing culturally competent services.
- The Counseling Services staff is available to serve as a liaison between the university and the surrounding community.
- Counseling Services staff are available to provide alcohol, substance abuse, and mental health counseling resources.
- The Counseling Services staff is available to provide consultation and referral services to students, faculty, and staff.
- The Counseling Services staff is available to provide community outreach and educational presentations and workshops.
- There is no fee for counseling services, however, students may be asked to pay for any outside services that are recommended or referred as part of their treatment plan.

a. Health services•

The University of Justice.us is committed to promoting and maintaining the health and safety of its students, faculty, staff, and visitors.

- The University of Justice.us is an online institution and healthcare services, including primary care, mental health, and sexual health services are offered through student's own choice providers.

Insurance is optional since most of the courses are provided online. Our referrals on the other hand might require you to show proof of insurance if you seeking help.

- The University of Justice.us provides a range of resources and services to support students' mental and physical health, including counseling, health promotion, and community outreach.
- The University of Justice.us provides health education and prevention programs to promote healthy lifestyles and reduce potential harm from alcohol, drugs, and tobacco.
- The University of Justice.us requires you to contact your emergency medical services and inform us about any absences in your course of studies.

- The University of Justice.us offers a variety resources of wellness programs to support student health.
- The University of Justice.us provides access to health-related materials, services, and educational resources, including assistance with healthcare navigation, insurance enrollment, and financial literacy.
- The University of Justice.us encourages the community to use resources and services provided to maintain and improve their health and well-being.

Career Services:

The University of Justice provides comprehensive career services designed to help students plan and achieve their career goals. Students can access a variety of resources such as career counseling, job search assistance, resume and cover letter development, and career assessments. Career counselors can also discuss career options, internships, networking, and graduate school. The career center also provides access to career events like job fairs, employer information sessions, and on-campus interviews.

Library Services:

The University of Justice library services provide students with access to a wide range of resources, including books, journals, magazines, and audiovisual materials. The library also provides access to online databases and electronic resources, such as e-books and journal articles. The library also provides study space, computer access, and library research assistance.

Disability Services:

The University of Justice provides comprehensive services for students with disabilities. Services include academic accommodations, assistive technology, access to educational materials in alternate formats, and disability-related counseling. The Disability Services Office also provides advocacy and support for students with disabilities. The office can assist students in obtaining the necessary accommodations and resources to ensure their academic success.

Activities and Recreation:

- The University of Justice.us students organize a variety of activity teams for each other to participate in.
- Activities compete in a variety of activities including Mocktrail, Facility Tours, Research and experiments in science, technology, and more share experiences with the school.
- The university students also offer fitness and recreational classes to each other such as yoga and tennis and share their experiences. If you and your friends have certain Activities in mind that you participate you can share them with the student life.

Campus Events:

- The University of Justice.us hosts a variety of events throughout the year to engage and entertain students.
- Events include new Motherhood and Father students, concerts, art exhibitions, lectures, and much more.
- The university also holds an annual Fall Festival and Spring Festival to celebrate the season and bring the campus community together.

Graduation Commencement Process and Requirements Procedures

Graduation is an exciting milestone for college students, and at the University of Justice.us, we want to make sure that our graduates are well-prepared for the process. To help make sure that our students have the best possible experience, we have compiled the following list of requirements and procedures for commencement.

- Apply for graduation at Graduation C: All students must submit an application for graduation to the Registrar's Office. The application must be submitted by the published deadline, usually one semester before the intended graduation date.
- Pay graduation fees: All students must pay a fee to cover the cost of graduation regalia, diploma, and other related expenses.
- Attend commencement: All graduates must attend commencement ceremonies to receive their Acknowledge Report.
- Submit final paperwork: All students must submit official transcripts and proof of completion of all required courses.
- Participate in graduation exercises: All students must participate in the graduation procession and take part in the commencement exercises.
- Receive Degree, Certificate, or Award: Once all of the graduation requirements have been met, students will receive their certificate, degree, or Award at the commencement ceremony.

We hope that this list of graduation procedures and requirements helps you to better understand the process and prepare for a successful graduation from the University of Justice.us. Congratulations on your upcoming graduation and best of luck in the future!

Student Life and Activities: Campus Safety and Security

University of Justice.us is committed to providing a secure and safe environment for its students, faculty, staff, and visitors. The following are some of the measures in place to ensure the safety and security of our campus community:

Emergency Procedures:

- All faculty, staff, and students are required to be familiar with emergency procedures for campus-wide emergencies.
- All faculty, staff, and students must know the locations of emergency support and contact us forms, fire alarm requirements in homes, and emergency services if there is a certain break-in while in class online.
- All faculty, staff, and students must be informed of the university's emergency notification system, IJUST Alert which you will be contacted if school is canceled or classes are canceled due to weather conditions.

If the professor has an emergency He/she will inform you all and leave the lecture or close cameras for privacy.

- All faculty, staff, and students must be aware of their responsibilities during an emergency in their home or place of study.

Crime Prevention Tips:

Even though we are an online institute we still care for and provide instruction on safety measures at the University of Justice. Some Crime prevention Tips if you go out to a library to study:

- Always be aware of your surroundings.
- Avoid walking alone at night.
- Lock your doors and windows when leaving your residence.
- Report any suspicious activity to campus security.
- If you witness a crime, call 911.

Campus Security Measures:

- Call your local emergency services most services are open 24 hours
- Access school information at your residential or if you are using public computers make sure to sign off.
- Closed web cameras used during online and offline interactions
- Lockdown protocols in case of an active shooter.
- Have a cell phone on you at all times and remember to turn it on after class before leaving any location of services.
- Emergency contact information for faculty, staff, and students must be current.
- If there is any Security awareness training for faculty, staff, and students you will receive an email with given instructions.

1. Student conduct and discipline

Code of Conduct:

1. Respect the rights and opinions of others
2. Follow instructions given by faculty and staff
3. Abide by all applicable laws, regulations, and policies

4. Respect the property of the university and others
5. Abstain from any activity that disrupts the educational process

The school does not have anything to do with students when students log logoff from online classes which demands cameras. The school has every right to sue any media or personnel that associate the name of the school to students' improper behavior outside of the school. Make sure you do not use the school ID or uniform with the school name on it for any improper behavior such as bully, crime, or any academic misconduct. If you are using it for educational purposes you can inform professors, registration, and admission for a final analysis if you believe it will go against the school's policies.

Disciplinary Process:

1. Reports of misconduct will be investigated and addressed promptly
2. Sanctions may be imposed, including but not limited to verbal warnings, suspension, or expulsion
3. All parties involved will be heard and given a chance to explain their side of the story
4. The decision of the disciplinary officer is final

Appeals Process:

1. Appeals can be made within 10 days of the disciplinary ruling
2. The appeal must include a written statement outlining the reasons for the appeal
3. The appeal will be heard by an independent panel of faculty and staff
4. The decision of the panel is final and cannot be overturned

Student Grievance Procedures

1. The University of Justice.us recognizes the right of students to bring forth grievances and issues of concern while attending the University.
2. Students should first seek resolution to any grievance or issue through formal means, such as speaking with faculty or staff members directly or attending an open meeting with any of the admissions team.
- 3.. All formal grievances must be filed within 30 days of the incident in question.
4. The University will analyze coursework and schedule to find an appropriate solution and respond to the student by email within 24-72 hours.
5. The University will provide a written explanation of the outcome of the grievance and the reasoning for the decision.
6. If a student is unsatisfied with the outcome of the decision, he or she may appeal to the President of the University within 3 days of the email received with no information.
7. All appeals must be made in writing and include supporting documentation as needed.

8. The President will investigate the appeal and respond in writing within 3 days. The decision of the President is final.

All students are responsible for understanding and adhering to the university's code of conduct. Violations of the code of conduct will be addressed promptly and appropriately. The disciplinary process and appeals process are in place to ensure fairness and due process.

Maternity/Paternity Leave of Absence

- Students are eligible for maternity/paternity leave of absence if they have been accepted into a degree-seeking program at the University of Justice.us.
- The leave of absence may be granted for up to one year and must be requested in writing at least two months prior to the start of the semester in which the leave will begin.
- The student must provide proof of pregnancy or a copy of the birth certificate for the child.
- If the student will be the primary caregiver of the child, they will be granted a leave of absence without any effects on grades.
- If the student is not the primary caregiver of the child, they will be granted the leave by showing information that they are the guardian newborn.
- The student must notify the University of Justice.us of their intentions to return to the program upon completion of the leave.
- If the student does not return to the program upon completion of the leave, they must notify the University of Justice.us in writing and will be subject to the University's withdrawal policy.
- The University of Justice.us will not be responsible for any financial obligations incurred during the leave of absence.
- The student may also be eligible for financial aid while on leave, depending on their individual circumstances.
- The University of Justice.us reserves the right to modify or cancel this policy at any time.

Long-term Hospital Admission or Sick Leave of Absence

The University of Justice is committed to providing students with the necessary support if they need to take a leave of absence due to a medical condition. This document outlines the policies and procedures related to

taking a Hospitalized or Sick Leave of Absence.

- The University of Justice recognizes that students may need to take a Hospitalized or Sick Leave of Absence in order to receive medical care or treatment.
- In order to take a Hospitalized or Sick Leave of Absence, students must submit a written request to the Office of the Dean of Students. This request must include a detailed description of the medical condition and the anticipated duration of the leave.
- Once the Office of the Dean of Students has approved the request for a Hospitalized or Sick Leave of Absence, the student will be eligible for a range of accommodations, including but not limited to:

Access to online course materials

Flexible deadlines for assignments

Reduced course load

Extended leave of absence

- Students on a Hospitalized or Sick Leave of Absence are expected to keep in contact with their academic advisor and instructors throughout the duration of the leave.
- Upon returning from a Hospitalized or Sick Leave of Absence, students must provide medical documentation confirming that they are physically able to resume their studies.
- Students on a Hospitalized or Sick Leave of Absence are not eligible for on-campus housing or meal plans.
- Students on a Hospitalized or Sick Leave of Absence may be eligible for financial assistance, depending on their individual circumstances.

The University of Justice is committed to supporting students who need to take a leave of absence due to a medical condition. If you have any questions about taking a Hospitalized or Sick Leave of Absence, please contact the Office of the Dean of Students for more information.

Guardian of a sick family Absences Request

Being the primary caregiver for a child or spouse who is hospitalized or sick can be a difficult and stressful situation. The University of Justice is committed to supporting students in these situations by providing a leave of absence. This article provides an overview of the leave of absence policy for students who need to take time away from their studies due to a sick or hospitalized family member.

- **Eligibility:** To be eligible for a leave of absence due to a sick or hospitalized child or spouse, the student must be enrolled at the University of Justice and must provide evidence that they are the primary caregiver.
- **Length of Leave:** Leaves are granted up to a maximum of six months. If more time is needed, the student must contact the University of Justice to determine if they are eligible for an extension.
- **Benefits:** During a leave of absence, the student will not be responsible for any tuition or fees. The student will also be able to maintain their student status, which will allow them to continue to receive any university-funded scholarships or grants.
- **Documentation:** The student must provide documentation from their doctor or the hospital to verify their need for the leave of absence.
- **Reinstatement:** Upon returning from the leave of absence, the student will be required to submit a request to the University of Justice to be reinstated. The student must demonstrate that they are able to continue their studies and meet all requirements for graduation.

The University of Justice recognizes the challenges faced by students who are caring for a sick or hospitalized family member. The leave of absence policy is designed to provide support and flexibility to those students while ensuring that their academic progress is not interrupted.

Extenuating Circumstances

Attendance policies are an important part of any university, but sometimes students may have extenuating circumstances that result in a late arrival. The University of Justice has recently implemented a policy to take into account these extenuating circumstances.

The University of Justice recognizes that sometimes transportation breaks, a stop by the police, overnight sickness, internet breakdowns, or family misfortune can cause students to be late for class or to miss a day. In these cases, the University has made it possible for students to provide proof of an extenuating circumstance to receive an excused absence.

The University has partnered with various companies to provide proof of extenuating circumstances. For instance, if a student was late due to a transportation issue, they may need to provide a receipt of services from the transportation company they used.

If a student was stopped by the police, they may need to provide a copy of the police report. If a student was ill overnight, they may need to provide a doctor's note following the next day. If a student had an internet breakdown, they may need to provide a call statement from their phone service provider showing the day and time of the call. Also, email the professor about the incident with the time to correlate with the documentation provided.

By providing proof of an extenuating circumstance, students can receive an excused absence from class. This policy has been implemented to ensure that students are not punished for events that are out of their control. The University of Justice is committed to ensuring that students are treated fairly and that no one is penalized for events that are beyond their control.

Court or being Summoned to appear for a case

Students Attending court or being summoned must prove to the University of Justice.us

- All students must provide written notification to the University of Justice.us at least 5 business days in advance of their scheduled court date.
- Students must inform the University of Justice.us of any changes in their court date.
- Students are required to attend all court proceedings and must be present in the courtroom during their allotted time.
- If a student is absent from court without providing prior notice or providing a valid excuse, the University of Justice.us may take disciplinary action.
- All students must follow the guidelines set out by the court and abide by all court orders.

Campus policies and procedures

We care about your access to transportation below are guidelines to follow if you decide to use any public facility.

Parking Regulations:

- Parking is allowed only in designated areas
- All vehicles must display a valid parking permit
- Parking is prohibited in fire lanes and other restricted areas and Violators may be subject to fines and/or towing please be aware of your surroundings.

Alcohol and Drug Policy:

- Possession, sale, or use of alcohol or illegal drugs is prohibited while online in class.
- Violators may be subject to disciplinary action and/or criminal prosecution

Smoking Policy:

- Smoking is prohibited on camera, including buildings and vehicles
- Do not use Designated smoking areas while enabling background smoking activities.
- Violators may be subject to disciplinary action, this is the reason you must choose your surroundings carefully.

Technology Use Policy:

- All computing resources, including the campus network, must be used for authorized purposes only
- Users must comply with all applicable copyright and intellectual property laws
- Unauthorized access to or misuse of computing resources is prohibited
- Violators may be subject to disciplinary action and/or criminal prosecution

Contact Information for Key Personnel and Departments

This section provides contact information for key personnel and departments at the University of Justice.us Online Institute:

Forms and Applications

This section provides information on forms and applications required for the University of Justice.us Online Institute:

- Application for Admission
- Financial Aid Application
- Student Identification Card Application
- Transcript Request Form

Refer to the table of contents for a topic on all your questions. if you cannot find the answers please send us an email at www.universityofjustice.us

Frequently Asked Questions (FAQs)

This section provides answers to frequently asked questions related to the University of Justice.us Online Institute:

- What is the admissions process?
- Application for Admission:
 - Personal Information
 - Previous Academic Record
 - Statement of Purpose
- What types of financial aid are available?
- Financial Aid Application:
 - Eligibility Criteria
 - Required Document, The University of Justice has several plans that work for students without the need for loans Visit the Financial Assistance page for more information.
- What are the residency requirements?

Household bills, or previous institute of attendance

- How do I request a transcript? Contact admission for more information

Refer back to the table of contents for a topic on all your questions. If you cannot find the answers please send us an email at www.universityofjustice.us@outlook.com