



PARALEGAL PROGRAM (AAS & Certificate) Transfer of Credit Policy

AAS DEGREE

Any paralegal course transfer approval at South Puget Sound Community College (SPSCC) must be in writing and signed by the Paralegal Program Lead. Requests should be done during the student's first quarter at the college. See an advisor if you have any questions about the transfer of credits.

Legal credits from any American Bar Association (ABA) approved paralegal program may be transferred to satisfy some of the legal credits required. Up to 20 legal credits may be transferred from ABA-approved paralegal programs.

Legal courses from schools or departments that are not part of an ABA-approved paralegal program will be accepted on a case-by-case bases as determined by the Program Lead. Up to 15 legal credits may be transferred from programs not ABA-approved.

In order to accept courses from a program that is not ABA-approved, the requirements are:

- The class taken at another institution must be the same class offered at SPSCC (for example, we can't accept a tribal law class, because we don't offer tribal law at SPSCC, but can review a family law class because we offer family law at SPSCC).
- The course learning objectives must be substantially similar to the class offered at SPSCC.
- The credits for the class must be greater or equal to the class offered at SPSCC (a 5 quarter credit class transferring to satisfy our 5 quarter credit class).
- The grade received must be a C or higher.

Please submit one form and an unofficial transcript for each institution. Please also submit a syllabus, name of textbook, and course information for each class you would like to have transferred (a website course description alone is insufficient). We calculate semester to quarter credit conversion by multiplying a semester credit x 1.5 to determine the quarter credit amount. Once determination is made regarding accepting the transfer classes, an official transcript must be submitted to Enrollment Services.

CERTIFICATE

A bachelor's degree is required for admissions into the Certificate program. Any paralegal course transfer approval at South Puget Sound Community College (SPSCC) must be in writing and signed by the Paralegal Program Lead. Requests should be done during the student's first quarter at the college. See an advisor if you have any questions about the transfer of credits



Legal credits from any American Bar Association (ABA) approved paralegal program may be transferred to satisfy some of the legal credits required. Up to 15 legal credits may be transferred from ABA-approved paralegal programs.

Legal courses from schools or departments that are not part of an ABA-approved paralegal program will be accepted on a case-by-case bases as determined by the Program Lead. Up to 10 legal credits may be transferred from programs not ABA-approved.

In order to accept courses from a program that is not ABA-approved, the requirements are:

- The class taken at another institution must be the same class offered at SPSCC (for example, we can't accept a tribal law class, because we don't offer tribal law at SPSCC, but can review a family law class because we offer family law at SPSCC).
- The course learning objectives must be substantially similar to the class offered at SPSCC.
- The credits for the class must be greater or equal to the class offered at SPSCC (a 5 quarter credit class transferring to satisfy our 5 quarter credit class).
- The grade received must be a C or higher.

Please submit one form and an unofficial transcript for each institution. Please also submit a syllabus, name of textbook, and course information for each class you would like to have transferred (a website course description alone is insufficient). We calculate semester to quarter credit conversion by multiplying a semester credit x 1.5 to determine the quarter credit amount. Once determination is made regarding accepting the transfer classes, an official transcript must be submitted to Enrollment Services.

**NOTE – The American Bar Association (ABA) requires students complete a certain amount of credits at the degree granting institution in a synchronous learning format. In order to meet the requirement students may be required to retake a course they have already taken prior to entry at SPSCC, and thus prior completed courses may not be accepted for transfer at the discretion of the Paralegal Program Lead.*