

## Legal Specialty Course Transfer Credit Policy:

- I. Transfer policy pertaining to the A.S. degree program:
  - a. St. Petersburg College has designated the following courses as a legal specialty course for purposes of ABA approval and these will not be accepted in transfer as legal specialty courses: PLA 1003, PLA1104, PLA1361, PLA1730, PLA1763, PLA2114, PLA2201, PLA 2304, PLA 2433, PLA2600, PLA2610, PLA2800, PLA 2940.
  - b. Exceptions to the transfer of lower division legal specialty courses can be made based on the following criteria:
    1. The Paralegal Studies Dean or designee may accept transfer credit for a legal specialty course through a course substitution if it is determined that the course in question is sufficiently similar to the one offered as part of the ABA-approved St. Petersburg College Paralegal Studies curriculum.
    2. The student must meet with the Paralegal Studies Dean or Assistant Dean and provide a copy of the transcript listing the particular legal specialty course with a grade of "C" or better, the date the course was taken, and the number of credits earned for the course.
    3. The student must also provide a course syllabus or other acceptable documentation (course assignments, student work product including practical application assignments) and be able to discuss specific paralegal skills acquired throughout the course.
  - c. Strong preference is given to those courses taken from an ABA-approved paralegal program. The St. Petersburg College Paralegal Studies Program does not accept professional work experience, Experiential Learning Program credits, CLEP credit, paralegal or legal assistant certifications, or Continuing Education Units as transfer credit for legal specialty courses.
  - d. The maximum number of legal specialty credits that can be awarded towards the A.S. degree through transfer/course substitution is nine (9).
  - e. Additionally, all Paralegal Studies students must complete a minimum of nine (9) credit hours of legal specialty course work through synchronous instruction; therefore, the number of online legal specialty courses subject to transfer/course substitution may be limited in order to

satisfy this requirement. Synchronous instruction may include traditional in-person class time or remote attendance at specified times.

## II. Transfer policy pertaining to courses to be applied toward credit for the BAS degree:

- a. Lower division legal specialty classes required for entry into the B.A.S. degree program ( PLA 1003, PLA 1104, PLA 1763, PLA 2114, PLA 2201, PLA 1361) cannot be transferred in to SPC.
- b. Exceptions to the transfer of lower division legal specialty courses can be made based on the following criteria:
  1. The Paralegal Studies Dean or designee may accept transfer credit for a legal specialty course through a course substitution if it is determined that the course in question is sufficiently similar to the one offered as part of the ABA-approved St. Petersburg College Paralegal Studies curriculum.
  2. The student must meet with the Paralegal Studies Dean or Assistant Dean and provide a copy of the transcript listing the particular legal specialty course with a grade of "C" or better, the date the course was taken, and the number of credits earned for the course.
  3. The student must also provide a course syllabus or other acceptable documentation (course assignments, student work product including practical application assignments) and be able to discuss specific paralegal skills acquired throughout the course.
- c. St. Petersburg College has designated the following upper division courses as a legal specialty courses for purposes of ABA approval and these will not be accepted in transfer: PLA 3240, PLA 3306, PLA 3410, PLA 3467, PLA 3474, PLA 3563, PLA 3703, PLA 3723, PLA 3734, PLA 3873, PLAA 3885, PLA 4116, PLA 4263, PLA 4275, PLA 4404, PLA 4522, PLA 4554, PLA 4606, PLA 4613, PLA 4806, PLA 4827, PLA 4830, PLA 4843, PLA 4876, PLA 4941, PLA 4944, and PLA 4949.
- d. Exceptions to the transfer of upper division legal specialty courses can be made based on the following criteria:
  1. The Paralegal Studies Dean or designee may accept transfer credit for a legal specialty course through a course substitution if it is determined that the course in question is sufficiently similar to the one offered as part of the ABA-approved St. Petersburg College Paralegal Studies curriculum.

2. The student must meet with the Paralegal Studies Dean or Assistant Dean and provide a copy of the transcript listing the particular legal specialty course with a grade of "C" or better, the date the course was taken, and the number of credits earned for the course.
  3. The student must also provide a course syllabus or other acceptable documentation (course assignments, student work product including practical application assignments) and be able to discuss specific paralegal skills acquired throughout the course.
- c. Strong preference is given to those courses taken from an ABA-approved paralegal program. The St. Petersburg College Paralegal Studies Program does not accept professional work experience, Experiential Learning Program credits, CLEP credit, paralegal or legal assistant certifications, or Continuing Education Units as transfer credit for legal specialty courses.
- d. The maximum number of upper division legal specialty credits that can be awarded towards the A.S. degree through transfer/course substitution is nine (9).
- e. Additionally, all St. Petersburg College Paralegal Studies students must complete a minimum of nine (9) credit hours of legal specialty course work through synchronous instruction; therefore, the number of online legal specialty courses subject to transfer/course substitution may be limited in order to satisfy this requirement. Synchronous instruction may include traditional in-person class time or remote attendance at specified times.