

## **SPOKANE COMMUNITY COLLEGE PARALEGAL PROGRAM CREDIT TRANSFER POLICY**

If you have completed coursework at other colleges, it may meet some of the requirements for graduation from the paralegal program. To arrange for an evaluation, please contact the paralegal program director. Your transfer credit will be evaluated course by course by the program director based upon your declared degree or certificate.

You will be notified about the decision on transfer of credit.

It is your responsibility to provide all required documents. Documents become the property of the College and will not be released to you or transferred to other institutions.

The paralegal program is approved by the American Bar Association (ABA). The following policies are designed to meet their requirements and to maintain the quality and integrity of the paralegal program.

### **Transfer of Paralegal Course Credits**

#### **From ABA-Approved Institutions**

Students may transfer up to fifteen quarter credit hours of paralegal coursework completed at ABA-approved, accredited postsecondary institutions.

1. To receive credit for designated legal specialty courses, the courses must be directly equivalent at 80% or more of the course content of the legal specialty courses offered at SCC.
2. Equivalency for any course considered for transfer from an ABA-approved program will be determined by the program director in consultation with faculty who teach the legal specialty course in question. Students may be required to submit a copy of the course syllabus, examples of completed coursework, etc., in order to prove course content equivalency.

#### **From Non-ABA-Approved Institutions**

Students may transfer up to fifteen quarter credit hours of paralegal coursework completed at non-ABA-approved, accredited postsecondary institutions.

1. To receive credit for designated legal specialty courses, the courses must be directly equivalent to 80% or more of the course content of the legal specialty courses offered at SCC.
2. Equivalency for any course considered for transfer from a non-ABA-approved program will be determined by the program director in consultation with faculty who teach the legal specialty course in question. Students may be required to submit a copy of the course syllabus, examples of completed coursework, etc., in order to prove course content equivalency. In some instances, a student may be required to complete a course examination or course portfolio as part of the transfer approval process.

#### **General Transfer Policies**

1. Credit for a course not designated as a legal specialty course may be substituted for a paralegal elective course.
2. To be approved for transfer, any paralegal course (whether designated legal specialty or not) must contain at least the same number of credit hours/contact hours as the course the student is requesting to substitute by the transferred course.
3. Paralegal courses that were completed more than five years prior to the student's first SCC paralegal course will not be accepted for transfer credit.

4. Should any paralegal course be denied transfer, the student will be advised of the reason for the denial.
5. Students must complete at least fifteen quarter credits of paralegal coursework in the classroom at SCC in order to matriculate with a SCC Paralegal Certificate or AAS. If you are transferring credits from another institution, it is your obligation to prove the format of the delivery of the credits.
6. SCC has received approval from the ABA to offer some classes online. These classes must be taken from SCC or another ABA-approved institution. Online courses from institutions that are not ABA-approved will likely be rejected for transfer. Students who want to transfer paralegal courses in from another institution must provide proof of the delivery method for each course.
7. If a student requests transfer of credits from both an ABA-approved institution and a non-ABA-approved program, the student can transfer a cumulative total of fifteen quarter credits of paralegal coursework.