

Paralegal Program Course Transfer Policy

In addition to the requirements of HACC's transfer policy, credits may be transferred in and applied to paralegal specialty courses only if they meet all of the following requirements:

Credits must have been earned at a college or university accredited by one of the following regional accrediting agencies: Middle States, New England, North Central, Northwest, Southern, or Western.

Credit will be awarded only for course work in which the student received credit with a letter grade of 'C' or better.

The course content must be comparable to the course offered in HACC's Paralegal Studies Program.

Students must take at least nine (9) semester credit hours of required Paralegal Studies legal specialty courses through synchronous instruction.

Continuing Education Credits are NOT accepted for transfer.

The Paralegal Program Director shall review the course syllabus or catalog description of the course which the student is attempting to transfer to ensure that the transferred course meets the requirements of this policy.

In the Certificate program, no more than two of the seven required legal specialty courses and no more than two of the three elective legal specialty courses will be accepted for credit.

In all program options, credits for PLGL 104 (Legal Research & Writing II), PLGL 202 (Civil Litigation II), and PLGL 210 (Paralegal Ethics and Professionalism), may NOT be transferred into the program.

PARALEGALS MAY NOT PROVIDE LEGAL SERVICES DIRECTLY TO THE PUBLIC EXCEPT AS PERMITTED BY LAW.