

Transfer Policy for Legal Specialty Coursework Completed at Another Institution

Sullivan University's Legal Studies Program may award transfer credit for any legal specialty course on a case-by-case basis determined by the Program Director. Any student seeking transfer credit for any legal specialty course must first submit the following information to the Office of the Registrar:

1. A transcript showing the course title, course grade, and year completed; and
2. The course syllabus or a course description from the institution's course catalog, reflecting the description of the course at the time the course was taken; and confirmation of the instructional format (synchronous or asynchronous).

Upon receipt of this documentation, the Office of the Registrar will forward it to the Program Director who shall determine whether transfer credit will be given for the course(s) requested. In determining whether or not transfer credit can be given, the Program Director shall consider the following:

1. Transfer credit may be awarded for substantially similar courses completed with a grade of "D" or higher, in an ABA-approved, or other post-secondary academically accredited academic paralegal education program **within five years of the date of the request**. To be considered "substantially similar":

- a. the course must have incorporated the same or similar topics and assignments as the PLS course sought to be credited as evidenced by a catalog description or detailed syllabus; and
- b. For credit for PLS 134 Legal Research, PLS 144 Legal Writing, PLS 224 Litigation, and PLS 262 Basic Legal Ethics, the course must have been completed in a synchronous format (in person or via live virtual instruction e.g., via Zoom or Microsoft Teams.)

2. The maximum number of legal specialty credits allowed for transfer shall not exceed twelve (12) semester credit hours, or the equivalent eighteen (18) quarter credit hours.

The award of legal specialty credit by examination or portfolio will not be given for paralegal courses.

*Notwithstanding the provisions detailed above: a student will not be awarded a paralegal studies (PLS) degree or certificate unless at least 13.5 quarter credit hours of legal specialty coursework has been completed in a synchronous class format.