

**Tacoma Community College
Paralegal Program
Legal Specialty Course Transfer Request Form**

Pursuant to ABA Paralegal Program Approval Guideline G-302(I), we may accept up to 18 quarter credits maximum of legal specialty/law classes taken at another institution. The requirements are the following:

- The class taken at another institution must be the same class offered at TCC (for example, we can't accept a tort law class, because we don't offer torts at TCC, but can review a family law class because we offer family law at TCC).
- The course learning objectives must be substantially similar to the class offered at TCC.
- The credits for the class must be greater or equal to the class offered at TCC (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.

Student Name: _____

Name of Institution(s): _____

ABA-approved? _____

Dates Attended: _____

Name of class and acronym/title	Number of credits (indicate semester or quarter)	Format of course (online, hybrid, traditional)	Grade received

Please allow at least 2 weeks for the Program Chair to review materials submitted.