



## Department of Criminal Justice & Legal Studies

# LEGAL SPECIALTY TRANSFER POLICY

### STUDENTS SEEKING TO APPLY FOR CREDITS TO ABA APPROVED LEGAL STUDIES PROGRAMS AT BERGEN COMMUNITY COLLEGE

The acceptance of legal specialty transfer credits depends on evaluation of the proposed transfer course by the Program Director. The Director will carefully evaluate each application. The standards used by the Program Director to evaluate legal specialty course transfer credit are as follows:

1. Application for transfer of credit for legal specialty courses will only be considered from a student who has taken courses from an ABA Approved Paralegal Program. Due to the heavy emphasis on New Jersey law, practice and procedure, as well a lack of paralegal licensure requirement in New Jersey, a credit transfer application for courses directed to New Jersey Law, Practice or Procedure must come from an ABA Approved New Jersey Paralegal Program.
2. The Director will require a course outline for the transfer course to evaluate whether it is a similar course content to the course for which the student seeks transfer credit. The Director will also evaluate coverage of the transfer course and performance standards to see that they are comparable to the course for which the student seeks transfer credit. The Director will confer with the student and/or professor of the completed course and the course to which credit is sought as is necessary.
3. Transfer credit will not be given for legal specialty courses taken more than five (5) years past.
4. Transfer credit for legal specialty courses will not be given for courses taken at an institution that is not ABA approved.
5. Transfer credit will not be given for a legal specialty course in which the student grade was less than a C."
6. In the discretion of the Director, the student will be required to provide a legal writing sample prepared during the proposed transfer course.
7. There is a limit of six (6) legal specialty transfer credits into the Program.

These policies are published in the Program materials which are held by, supervised and authorized by the College Transfer Evaluation Officer (as part of Admissions and Registration) with the Program Director. Interested parties confer when legal specialty transfer credit is requested.