

**Vincennes University Paralegal Studies Program  
Policy on Accepting Legal Specialty Course Work and the Award of Legal Specialty Credit**

The Paralegal Program does accept credits from other universities and colleges for up to 12 hours of Legal Specialty courses. A Legal Specialty Course is defined by the ABA Standing Committee on Paralegal Guidelines in section G-302(I)(1), which currently states that a specialty course is a course that (1) covers substantive law or legal procedures or process, (2) has been developed for paralegals, and (3) emphasizes practical paralegal skills. The VU Paralegal specialty courses currently consists of:

PARA 100	Paralegal Profession and Ethics
PARA 130	Land Transactions
PARA 140	Criminal Law and Procedure
PARA 150	Investigation and Tort Law
PARA 160	Civil Litigation Procedure
PARA 170	Paralegal in the Business World
PARA 215	Legal Research and Writing
PARA 220	Probate Law
PARA 240	Debtor-Creditor and Bankruptcy
PARA 230	Family Law

Transfer of credit for PARA 290 Research/Professionalism Seminar and PARA 270 Legal Internship is not accepted.

Transfer of credit from short-term paralegal training programs, which require less than 18 semester credit hours (or equivalent) of substantive legal courses will generally not be accepted for transfer.

Transfer of credit may be given if the Program Chair determines the content of the course being transferred substantially covers the content of the Vincennes University Legal Specialty Course and so long as the course's quality and integrity is demonstrated.

In addition to an official transcript, the student or institution requiring transfer, will need to submit the following information to the Program Chair, in order to carefully evaluate the course based on the suggestions within ABA guideline G-302(I)(1)(h):

- Course Objectives
- Course Description
- Detailed Course Outline of the topics covered
- Course Syllabus
- Course Text and Other Materials
- The Nature of Course Tests and Assignments

Articulation agreements and reciprocity of transfer credits between Vincennes University and the other institution will be used in this determination.

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Approved by Paralegal Advisory Committee on

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Quality and integrity may also be established by showing that the course was from an American Bar Association approved paralegal program or a program that is a member of the American Association for Paralegal Education. Otherwise, the student or institution, will have the burden of showing that the course is from a program that substantially meets the benchmarks set by the American Bar Association and American Association for Paralegal Education.

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