

## Cincinnati State - Law and Paralegal Studies Certificate

### Transfer Policy for Legal Specialty Courses

The maximum number of credit hours of legal specialty courses a student may transfer to the Law and Paralegal Studies Certificate is nine (9) semester credit hours. The legal specialty credit hours to be transferred must have been earned from an ABA approved paralegal program and must have been earned through synchronous instruction.

When a request for credit by transfer is made by a student, the transcript of the institution where those credits were awarded must be presented to the admissions office of Cincinnati State Technical and Community College. The program director will then review the transcript, course description, and syllabus from the institution which awarded the credits and determine whether the credit appears to cover substantially the same material as the course at Cincinnati State Technical and Community College.

Coursework that is five years or older, or where requisite skills may have been lost, is subject to review by the program chair and dean. Courses that do not meet current program requirements and standards will not count toward the Law and Paralegal Studies certificate program. The Law and Paralegal Studies program does not award legal specialty by examination.

(November 2025)