A student may obtain advanced standing for legal specialty courses through the transfer of credits from other academic institutions if that program is ABA-approved or in substantial compliance, regionally accredited and otherwise meets the standards established by the University of Cincinnati. However, a minimum of fifteen semester credit hours of legal specialty courses must be completed in the University of Cincinnati Paralegal Studies program before a bachelor degree will be issued. None of the 30 semester credit hours may be transferred for the post-baccalaureate certificate unless approval is received from the Paralegal Studies program coordinator. Students bear the burden of proving whether coursework completed at other institutions are an online course or offered through traditional delivery methods. If the student is unable or unwilling to prove the method of delivery, it will be assumed that the course is offered in an on-line format. The University of Cincinnati’s Paralegal Program restricts the number of hours that may be completed in an online format.

Students may take legal specialty classes at another ABA-approved program at an accredited college or university while simultaneously enrolled at UC, and the academic credits earned may be transferred. However, only those credits that conform to UC’s standards and requirements will be accepted. Official transcripts for such course work must be filed with UC’s Registrar at the completion of the term of enrollment. Students are responsible for requesting these transcripts and for paying all related charges. Students planning to take courses at other institutions must secure in advance the approval of UC’s Paralegal Studies Program Director. Students bear the burden of proving whether coursework completed at other institutions are an online course or offered through traditional delivery methods. If the student is unable or unwilling to prove the method of delivery, it will be assumed that the course is offered in an online format. The University of Cincinnati’s Paralegal Program restricts the number of hours that may be completed in an online format.