

**MEMORANDUM OF AGREEMENT****BETWEEN****St. Petersburg College, St. Petersburg, Florida****AND****Hillsborough Community College, Tampa, Florida****PURPOSE:**

The intent of this Agreement is to facilitate the transfer of Paralegal/Legal Assisting related graduates ("the students") from HILLSBOROUGH COMMUNITY COLLEGE herein referred to as "HCC" into the Bachelor of Applied Science in Paralegal Studies at St. Petersburg College herein referred to as "SPC". This Agreement will allow students to earn college credit at HCC that will transfer to the SPC Bachelor in Applied Science in Paralegal Studies Degree Program.

**HILLSBOROUGH COMMUNITY COLLEGE TO ST. PETERSBURG COLLEGE**

1. This agreement is to facilitate the acquisition of the baccalaureate degree for graduates of Hillsborough Community College's Associate in Science Degree Paralegal/Legal Assisting Program.
2. This agreement is based upon student's successful graduation from the Hillsborough Community College Degree listed in item 1 above.
  - a. Before being accepted into the SPC Bachelor of Applied Science in Paralegal Studies Program, the student must have received an Associate in Science degree from HCC, to include general education and Gordon Rule requirements as applicable.
  - b. HCC students seeking admission to the Paralegal Studies Degree program without an acceptable AS degree will be treated in accordance with regular SPC policy for transfer students.
  - c. Any student transferring into SPC from the HCC program and following the specifications of this Agreement will be accepted into the SPC Bachelor of Applied Science in Paralegal Studies Program as a junior. It is also agreed that students graduating from SPC will be required to meet all requirements for the baccalaureate degree, to include thirty six hours (36) of college level general education coursework, CLAST or approved alternative, two semesters of the same foreign language in college or two years from high school, and minimum hours to degree (see Attachment A).
  - d. It is understood that students must fulfill the SPC prerequisites for junior and senior level courses. Based on the HCC program from which the student is transferring a minimum of specified credit hours must be completed at SPC to receive a Bachelor of Applied Science in Paralegal Studies. SPC agrees to provide an academic advising report to each

HCC student accepted into the Bachelor in Applied Science in Paralegal Studies program detailing specific coursework required to complete the degree.

- e. A minimum overall grade point average of 2.0 in all college level course work is required for acceptance by SPC. Transfer courses may include those completed through recognized proficiency testing programs (e.g. CLEP, ACT-PEP) or completed by alternative acceleration mechanisms acceptable to SPC and HCC.

#### Terms of Agreement

3. This Agreement is based on current curricula offered by St. Petersburg College and Hillsborough Community College. Curricular changes by either institution which affect the terms of the Agreement must be agreed upon by both parties in written amendment.
4. This Agreement will be effective immediately at both institutions and remain in force for each successive year unless canceled by either institution, subject to the conditions included in item 3.
5. If this Agreement is canceled, it will not affect students enrolled in and accepted into the SPC program at the time of cancellation, nor will it affect the status of students who have already matriculated into the Bachelor of Applied Science in Paralegal Studies Program, at St. Petersburg College.

## ATTACHMENT A

**CREDIT ACCEPTANCE**  
**COURSE TO BE TAKEN AT HILLSBOROUGH COMMUNITY COLLEGE**  
**For Transfer to**  
**BACHELOR IN APPLIED SCIENCE IN PARALEGAL STUDIES PROGRAM**  
**AT ST. PETERSBURG COLLEGE**

1. A minimum of 15 Credits must be taken at HCC from the following listing of state approved common courses:

<u>Communications</u>	<u>6 credit hours</u>
ENC 1101 Composition I	(3 credit hours)
ENC 1102 Composition II	(3 credit hours)

<u>Humanities</u>	<u>3 credit hours</u>
HUM 2210 or HUM 2233	(3 credit hours)

<u>Mathematics</u>	<u>3 credit hours</u>
College level course with MAC, MGF or STA Prefix as approved by SPC.	

<u>Social and Behavioral Science</u>	<u>3 Credit hours</u>
POS 2041 American National Government	(3 Credit hours)

\*Students will be advised based on career goals as the appropriate course selection and as approved by SPC

Total General Education Credits earned with Associate degree	<u>15-21</u> credit hours
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Total Articulated Courses within the Major	<u>39-45</u> credit hours
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Prerequisite support courses (18 credits)

PLA 1003 – Introduction to Paralegal Studies/Legal Assisting

PLA 1104 – Legal Research and Writing I

PLA 1361 – Techniques of Interview and Investigation may be substituted with - PLA 2303

Criminal Litigals for Paralegals

PLA 2114 – Advanced Legal Research or Legal Research and Writing II

PLA 2203 – Civil Litigation I (or PLA 1203 – Litigation Procedures I)

Plus 3 credits of any other lower division PLA course required of an A.S. Degree student.

Minimum credits accepted from AS Degree at HCC	<u>60</u> credits hours
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Additional SPC Designated General Education Courses taken after transfer to meet SUS requirements (total of 36)	<u>15-21</u> credits hours
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Upper Division Major Course work	<u>21</u> -credit hours
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Upper Division Elective Course work	<u>21</u> -credit hours
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Students must fulfill 36 credits in the State General Education Requirements, achieving the minimum standards in Rule 6A-10.0312, F.A.C. (CLAST) and Gordon Rule requirements by selecting courses from the categories listed above. However, substitutions may be made with the approval of the appropriate SPC administrator. NOTE: All substitutions must also satisfy all SUS General Education requirements, CLAST, and Gordon Rule requirements.

This agreement may be terminated by either party upon 60 days written notice.

**HILLSBOROUGH COMMUNITY COLLEGE**

**ST. PETERSBURG COLLEGE**

By: *Nancy H. Watkins*  
Nancy H. Watkins  
Chair, Board of Trustees

By: *Carl M. Kuttler, Jr.*  
Carl M. Kuttler, Jr., College President and  
Secretary to the Board of Trustees

Attest: *Gwendolyn W. Stephenson*  
Gwendolyn W. Stephenson, Ph.D.  
President

Attest: *Pamela S. Smith*  
Pamela S. Smith  
Legal Services Coordinator

Date: 7/22/08

Date: 6/9/08

*Craig Johnson*  
Craig Johnson  
Vice President, Academic Affairs

**APPROVED**  
AS TO FORM AND CONTENT  
*S. Smith*  
COLLEGE ATTORNEY  
Approved by: *Pres*  
On: 5/28/08