

# PARALEGAL STUDIES PROGRAM CERTIFICATE APPLICATION

Fullerton College  
Business & CIS Division



The Paralegal Studies Program is approved by the American Bar Association (ABA). The Paralegal Studies Certificate will be awarded to those students possessing an Associate in Science Degree, an Associate in Arts Degree, or a Bachelor's or higher degree from a regionally accredited college or university.

Students who were awarded a degree from an institution other than Fullerton College must have their official transcripts on file with the Office of Admissions and Records before their certificate will be issued. (Click [here](#) for directions on how to submit your official transcripts from other colleges). In addition, students that have an Associate's degree from an institution other than Fullerton College must have their transcript(s) evaluated by a counselor to ensure that all general education credits meet ABA guidelines for approval. (Click [here](#) to make an appointment with a counselor).

***NOTE: All classes being used towards the certificate must be complete and grades posted before submitting application. All certificates are mailed to the mailing address on this application. If you have questions about this application, email us at [buscis@fullcoll.edu](mailto:buscis@fullcoll.edu)***

### Application Deadlines:

(choose one)

- Fall completion due by January 1
- Spring completion due by June 1
- Summer completion due by September 1

*If you missed the current term's deadline,  
your Application will be processed the next term*

## STEP 1: STUDENT INFORMATION

Name: \_\_\_\_\_  
*First Middle Last*

Student ID Number: @ \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street City Zip*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

First Term and Year Enrolled at Fullerton College: \_\_\_\_\_  
*Example: Fall 2019*

[Claiming Catalog Rights?](#)  Yes  No If yes, what year: \_\_\_\_\_  
*Example: 2019-2020*

## STEP 2: LIST OF COURSES TAKEN

This certificate requires the completion of 27 units (21 required course units and 6 restricted paralegal elective units) with a grade of "C" or higher. **All required courses toward the certificate must be completed at Fullerton College.** Please contact the Paralegal Studies Program Coordinator for additional program information at [fcp paralegalstudies@fullcoll.edu](mailto:fcp paralegalstudies@fullcoll.edu).

REQUIRED COURSES (Include <u>course title</u> )	UNITS	GRADE	SEM & YEAR TAKEN	TAKEN AT FC	ANOTHER COLLEGE/ COURSE SUBSTITUTION
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

RESTRICTED ELECTIVES (Include <u>course title</u> )	UNITS	GRADE	SEM & YEAR TAKEN	TAKEN AT FC	ANOTHER COLLEGE/ COURSE SUBSTITUTION
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

## STEP 3: COURSE SUBSTITUTIONS (IF APPLICABLE)

If you have substituted a course, a “**Petition to Substitute Certificate Requirements**” form must be on file with the BUS & CIS Division office prior to submitting this application. This form can be found on the BUS & CIS Division website under Students → Forms and Applications (or click [here](#)). Students who wish to transfer course work from another ABA-approved program may be able to transfer up to six (6) restricted elective units provided the course is the same as a course offered in the Fullerton College Paralegal Studies Program and awards exactly the same number of units. Official transcripts from those institutions must be on file with the Office of Admissions and Records at Fullerton College. (Click [here](#) for directions on how to submit your official transcripts from other colleges). **You must submit one “Petition to Substitute Certificate Requirements” form for each course you want to substitute.**

COURSE SUBSTITUTIONS (Include <u>course title</u> )	UNITS	GRADE	SEM & YEAR TAKEN	TAKEN AT FC	ANOTHER COLLEGE
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

#### STEP 4: SIGN, SAVE, AND SUBMIT

Sign and date the application. Then, download and save this form. Make sure to include your name when saving the file, (*example: last,first\_paralegal studies certificate application.pdf*). Finally, email the file to [buscis@fullcoll.edu](mailto:buscis@fullcoll.edu). Our office staff will contact you within 4 weeks after the application due date for the term you submitted. If approved, your certificate will be mailed to the mailing address on this application approximately 6-8 weeks after the application is processed.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### STEP 5: PARALEGAL STUDIES PROGRAM REVIEW

Application is:

**APPROVED**       **DENIED**

Paralegal Studies Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

#### STEP 6: DIVISION DEAN REVIEW

Application is:

**APPROVED**       **DENIED**

Division Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

#### OFFICE USE ONLY:

Program Code: \_\_\_\_\_ Mail Date: \_\_\_\_\_