

Paralegal Studies
Course Planning by Semester

Paralegal	Units	Textbook Cost	Spring 2022	Fall 2022	Spring 2023	Summer 2023	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025
100 Introduction to Paralegal Studies	3	ZTC	X	X	X	X	X	X	X	X	X	X	X
110 Civil Litigation	3	Low	X		X			X			X		
120 Introduction to Administrative Law	2	ZTC			X						x		
121 Social Security Disability Law	1	ZTC	X				X						x
125 Business Organizations	1	ZTC	X		X			X					x
130 Legal Research & Writing	3	Reg		X			X			X			X
132 Computer Assisted Legal Research	3	Reg	X		X			X			X		
135 Bankruptcy	3	Low		X			X			X			
140 Criminal Law & Procedures	1	Low		X			X			X			X
145 Estate Planning	2	ZTC			X					X			
146 Probate and Administration of Estates	1	ZTC	X				X				X		
150 Family Law (Divorce, Separation, Nullity, and Paternity)	2	ZTC	X				X				X		
151 Family Law (Custody, Visitation, and Support)	1	ZTC		X				X					X
160 Personal Injury	1	Low	X		X			X			X		
170 Workers Compensation	1	ZTC		X			X			X			X
175 Electronic Discovery Fundamentals & Procedure	1	ZTC		X			X						X
176 Electronic Discovery Advanced Practice	2	ZTC		X			X						X
250 Internship	1-3	N/A	X	X	X		X	X		X	X		X

It is recommended that incoming students complete C or higher grade in ESL2b or placement into ENG 120 or equivalent before taking any PARA classes.

***ZTC* Zero Textbook Cost Course:** This course does NOT require purchase of a textbook and may use free Open Educational Resources (OER) or free textbook alternatives.

Low Textbook Cost Course: This course does not require purchase of the most current version of the textbook. Older versions of the text are encouraged, and the instructor will provide updated information regarding changes.

Regular Cost Textbook Course: This course requires purchase of a textbook. The textbook for PARA 130 will be reused in the following semester's PARA 132. Only one textbook is required between both courses.

Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.

Policies regarding the Acceptance of Transfer General Education Credits completed at other institutions:

Transcript Evaluation Policy is followed. When transcripts are initially received, from currently-enrolled students, they are reviewed to determine the number of units that will be accepted and applied toward degree & certificate goals, and will also be incorporated into the overall Grade Point Average.

A course-by-course evaluation to award course equivalencies, and to determine the fulfillment of degree and/or certificate requirements, must be initiated by the Counseling Office.

Cuyamaca College provides students who have completed coursework at outside institutions with an official evaluation of how this coursework applies to:

- Associate degrees and certificates at Cuyamaca College.
- CSU GE Certification for students transferring to a California State University campus
- IGETC Certification for students transferring to a University of California campus or a California State University Campus

Transcript evaluations may take 8 to 10 weeks for official transcript evaluation to be processed. To have a transcript evaluated students must:

1. Be currently enrolled at Cuyamaca College.
2. Send official transcripts from all previously attended institutions to the Admissions and Records office. (Students who have taken coursework at Grossmont College do not need to send official transcripts to the Admissions and Records office.) Click to find information on foreign transcripts and regional accreditation.
3. Submit a request for a transcript evaluation via email to Cuyamaca.admissions@gcccd.edu.
4. If they have taken courses at independent or out-of-state colleges or universities, they may be asked to provide additional information such as a course description or a course syllabus.

Policies regarding the Acceptance of Legal Specialty Course Credits completed at other institutions:

A minimum of 12 semester units of Legal Specialty courses must be completed at Cuyamaca College.

A grade of "P" (Pass) represents a "C" grade or better.

For those students who wish to transfer Legal Specialty Course units towards the AS Paralegal Studies degree from other ABA approved institutions, please complete the Modification of Major form along with the course catalog description or syllabus for the course and submit it to the Department Chair for review and completion. The official transcript must also be sent to Cuyamaca.admissions@gcccd.edu.