

**DIRECT TRANSFER AGREEMENT FOR THE PARALEGAL
CERTIFICATE PROGRAM**

SPARTANBURG COMMUNITY COLLEGE
Spartanburg, South Carolina

and

SPARTANBURG METHODIST COLLEGE
Spartanburg, South Carolina

SPARTANBURG COMMUNITY COLLEGE in Spartanburg, South Carolina and SPARTANBURG METHODIST COLLEGE in Spartanburg, South Carolina, herewith enter into an agreement for the direct transfer of students from Spartanburg Community College to Spartanburg Methodist College under the following stipulations:

- I. Any Spartanburg Community College student who has earned the Certificate in Pre-Paralegal (Phase I), and/or an Associate Degree in Administrative Office Technology with Legal Electives, is eligible for a direct transfer to the Paralegal Certificate Program at Spartanburg Methodist College. This agreement will allow such students to transfer credit for all courses (a maximum of eight courses) taken at Spartanburg Community College in which a passing grade of "C" was received. No course in which a grade of less than "C" was earned will be accepted for application toward the Paralegal Certificate Program.

- II. Courses taken in the Certificate in Pre-Paralegal (Phase I) Program or the Associate Degree in Administrative Office Technology with Legal Electives at Spartanburg Community College will be credited to the Spartanburg Methodist College Paralegal Certificate Program as follows:

General Education Category

CPT 101 Introduction to Computers
ENG 165 Professional Communications
AOT 141 Office Procedures I
AOT 133 Professional Development
AOT 213 Legal Document Formatting
AOT 214 Software Applications in the Law Office or
AOT 253 Legal Systems and Procedures

No additional courses are required in the General Education course category to complete the Paralegal Certificate Program.

Legal Specialty Category

BUS 121 Business Law I

AOT 144 Legal Office Procedures or ACC 111 Accounting Concepts

Six (6) additional courses are required in the Legal Specialty course category to complete the Paralegal Certificate Program. These courses must be taken at Spartanburg Methodist College.

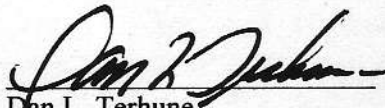
Legal Required Category

No Transfer Courses.

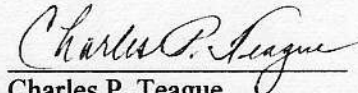
Six (6) total courses are required in the Legal Required course category to complete the Paralegal Certificate Program. These courses must be taken at Spartanburg Methodist College.

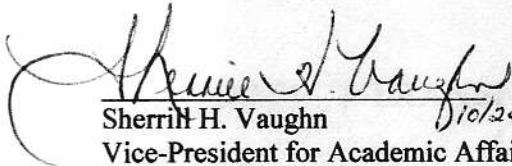
- III. Spartanburg Community College and Spartanburg Methodist College will review this agreement on an annual basis and make annual updates as course requirements change. The next review will occur prior to the beginning of the Fall I 2008 term in the Paralegal Certificate Program at Spartanburg Methodist College.
- IV. Spartanburg Community College agrees to advise its students of the availability of this agreement through its Catalog, faculty advisement, and distribution of other such materials that may be provided by Spartanburg Methodist College.
- V. It is estimated that a student who follows this transfer guide will complete the Paralegal Certificate Program in six (6) ten-week terms at Spartanburg Methodist College.
- VI. This agreement may be terminated by either institution through written notification of ninety (90) days, but any student who has made contact with Spartanburg Methodist College within the academic year of graduation from Spartanburg Community College prior to notification will continue to be eligible under this agreement.

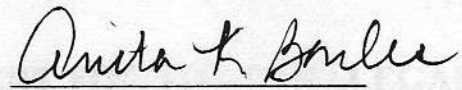
10-24-2007
Date Signed


Dan L. Terhune
President
Spartanburg Community College

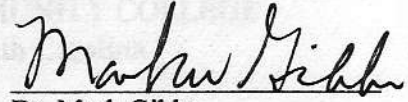
Date Signed

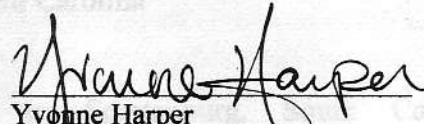

Charles P. Teague
President
Spartanburg Methodist College


Sherritt H. Vaughn *Dec 24/07*
Vice-President for Academic Affairs
Spartanburg Community College


Anita K. Bowles
Vice-President for Academic Affairs
Spartanburg Methodist College


Karen Ravan
Department Head
Business Technology
Spartanburg Community College


Dr. Mark Gibbs
Executive Director of Academic Services
Spartanburg Methodist College


Yvonne Harper
Director, Paralegal Certificate Program
Spartanburg Methodist College

Any Spartanburg Community College student who has earned the Certificate in Pre-Paralegal Office or an Associate Degree in Administrative Office Technology with Legal Electives, is eligible for a direct transfer to the Paralegal Certificate Program at Spartanburg Methodist College. This agreement will allow such students to transfer credit for all courses (a maximum of eight courses) taken at Spartanburg Community College in which a passing grade of "C" was received. No course in which a grade of less than "C" was earned will be accepted for application toward the Paralegal Certificate Program.

Courses taken in the Certificate in Pre-Paralegal (Phase II) Program or the Associate Degree in Administrative Office Technology with Legal Electives at Spartanburg Community College will be credited to the Spartanburg Methodist College Paralegal Certificate Program as follows:

- General Education Category
- CPT 101 Introduction to Computers
 - ENG 165 Professional Communications
 - AOT 141 Office Procedures I
 - AOT 133 Professional Development
 - AOT 213 Legal Document Formatting
 - AOT 214 Software Applications in the Law Office or
 - AOT 237 Legal Systems and Procedures

No additional courses are required in the General Education course category to complete the Paralegal Certificate Program.