

St. Petersburg College  
**Bachelor of Applied Science in Paralegal Studies**  
 Admissions Checklist

Students will be eligible for admission to the Bachelor of Applied Science in Paralegal Studies at St. Petersburg College by submitting the following:

- SPC Application
  - New SPC students should
    - Go to [MySPC](#), click on the “Apply for Admission” link on the left side of the page, complete the online application, and pay the \$40 application fee.
  - Returning SPC students should
    - Logon to [MySPC](#) and complete the Baccalaureate Application by clicking on the “Apply-BS/BAS/ Upper Div Cert” link found in the middle of the page. In addition, students who were last enrolled at SPC more than 12 months ago, are required to verify their residency status by resubmitting the [hard-copy of the general SPC application](#) (the \$40 application fee is waived).
- Official transcripts from high school(s) (or GED). Students who have submitted transcripts that document a fully accredited associate’s, bachelor’s or higher degree are not required to submit a high school transcript, unless it documents completion of 2 consecutive years of one foreign language.
- Official transcripts from college(s) currently or previously attended.
- Completion of all college preparatory coursework.
- Completion of a minimum of fifteen (15) semester hours of transferable [general education coursework](#).
- Cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework.
- Official transcripts showing one of the following:
  - Completion of an A.S. degree of sixty (60) credits from a regionally accredited institution in Paralegal/ Legal Assisting.

OR

- Completion of an A.A. degree or 60 credits from a regionally accredited institution. However, students admitted without an A.S. in Paralegal/ Legal Assisting are required to complete the following 18 credits of related paralegal coursework (see list below) with a grade of “C” or better before enrolling in upper-division courses.

Complete all of the following Paralegal Coursework with a grade of “C” or better	Total Credits Completed
PLA 1003 Introduction to Paralegalism	
PLA 1104 Legal Research & Writing	
PLA 1763 Law Office Management	
PLA 2114 Advanced Legal Research	
PLA 2203 Civil Litigation I	
An additional 3 credit lower division course (1000 or 2000 level) with the PLA prefix	