PARALEGAL STUDIES PROGRAM TRANSFER CREDIT POLICY

1. College Residency Requirements- Limits on Transfer Credit
In order to earn a degree or certificate from College of DuPage, students must comply with college residency requirements. In the case of a degree, students must complete at least 20 credit hours of their coursework at College of DuPage. In the case of a certificate, students must complete at least one-half (currently 18) of the required credit hours at College of DuPage.

2. Legal Specialty Courses Defined
Courses transferred into College of DuPage may fulfill requirements of general education, legal specialty courses, or non-legal specialty courses. Legal specialty courses are courses designed for paralegal students and emphasize the development of practical paralegal skills. At College of DuPage, legal specialty courses are designated with a “PLGL” prefix, except for PLGL 1100 – Introduction to Paralegal Studies, which is a general survey course of the field and not a legal specialty course.

3. Transfer of Non-Legal Specialty Coursework from Other Institutions
Except as noted in Section 5 below, transfer credit evaluation of general education courses and non-legal specialty courses is handled in accordance with college policies, including the residency policy noted above.

4. Transfer of Legal Specialty Coursework
A maximum of 9 credit hours of legal specialty (assigned the prefix of PLGL, other than PLGL 1100) coursework may be transferred into the program from nationally accredited, ABA-approved, American Association for Paralegal Education (AIfPE) – affiliated Paralegal Studies Programs. A maximum of 3 credit hours of legal specialty courses in traditional classroom format may be transferred into the program from non-ABA-approved paralegal studies programs. These courses must have been taken within seven (7) years of the request for transfer, must be substantially similar to an existing College of DuPage Paralegal Studies course, and the awarding of this credit must be pre-approved by a faculty advisor in the PLGL program or the Paralegal Studies program coordinator. No transfer credit will be given for online courses taken at non-ABA approved institutions. Exceptions may be granted, in the faculty advisor’s or coordinator’s discretion, for students who have been working in the field related to the class for which the transfer credit is sought, for a minimum of one year, prior to program application.

5. Transfer of Other Coursework – OFTI 1200
In addition to meeting the requirements above, students wishing to receive transfer credit for OFTI 1200 – MS Office for the Professional, must have completed the course within five (5) years of the date of program application. Courses completed more than five (5) years prior to program application are not eligible for transfer credit. An exception may be granted for students who have been working in an office environment since completing OFT 1200. Credit by demonstrated proficiency is available for this class.

6. Credit by Examination or Competency
No credit by examination or competency for legal specialty classes will be awarded. Credit by proficiency examination is available for OFTI 1200.

(Policy Adopted on October 25, 2017, to the College of DuPage Paralegal Advisory Council, pursuant to ABA Guideline G-302.1.6 of the American Bar Association Guidelines for Paralegal Education.)