

## G-302.I.6: Credit for Legal Specialty Courses by Transfer and Examination

\* Notwithstanding the provisions detailed in sections A and B below: in no circumstance will a student be awarded a PLS degree or certificate unless at least 10 hours of PLS specialty course work has been completed at CLC in a traditional class format.

**A. Transfer Credit Policy.**\* The College of Lake County Paralegal Studies Program may award transfer credit for PLS designated, legal specialty courses, except for PLS 250 and PLS 299, on a case-by-case basis determined by the Paralegal Studies Program Department Chair, subject to approval of the Dean of the Business Division under the following circumstances:

1. Transfer credit may be awarded for substantially similar courses completed with a grade of “C” or higher in an ABA approved, or other post secondary academically accredited academic paralegal studies program within 10 years of the date of the request. To be considered “substantially similar”:

- a. the course must have incorporated the same or similar topics and assignments as the PLS course sought to be credited as evidenced by a catalogue description, detailed syllabus, and course reference file;
- b. the course must have an educational value of at least 3 college semester credit hours; and,
- c. the course must have been delivered in a traditional academic format.

2. No more than 9 semester credit hours of Paralegal Studies specialty course credit (PLS courses) may be earned toward the A.A.S. and Certificate by transfer credit.

3. Students who wish to obtain transfer credit for any PLS legal specialty course should submit a request to Gayle Miller, PLS Department Chair including the following:

- a. The name of the CLC course for which you wish to obtain transfer credit
- b. Name and course number of course you wish to transfer along with:
  1. Transcript documenting course grade, credits, and year completed
  2. Course description and Course syllabus

**B. Credit by Examination Policy.**\* The College of Lake County Paralegal Studies Program may award credit by examination, for one PLS designated (paralegal specialty course) only, per student, on a case-by-case basis determined by the Paralegal Studies Program Department Chair, subject to approval of the Dean of the Business Division under the following circumstances and for the following courses only: PLS 110 Introduction to Paralegal Studies, PLS 116 Contract Law, PLS 118 Real Property Law, and PLS 218 Bankruptcy Law. To be eligible for consideration for credit by exam:

1. Students must submit a request to Gayle Miller, Department Chair including the following:
  - a. The name of the PLS course for which credit by exam is sought, and
  - b. Evidence of substantial course work and work experience in the field of law covered by the course. Examples include seminars, workshops, vocational, licensing, and conferences in addition to practical work experience in the field;
2. The student must earn a grade of 80% or higher, as determined by the Paralegal specialty course instructor, on the comprehensive final examination given to students in that course, under the same conditions as those students completing the course, during a semester in which the course is offered; and,
3. The student must pay the \$36 fee for administering the exam.

\* Notwithstanding the provisions detailed in A and B of this policy: in no circumstance will a student be awarded a PLS degree or certificate unless at least 10 hours of PLS specialty course work has been completed at CLC in a traditional class format.