

PARALEGAL STUDIES

TRANSFER POLICY FOR LEGAL SPECIALTY COURSES

The department utilizes the collegewide policy regarding transfer credits for all courses. It can be found in the Student Handbook. However, the department maintains the following policy for transfer of legal-specialty credits from other institutions.

Transfer Policy for Legal Specialty Courses:

Credits from another institution classified as legal-specialty courses may be accepted as they apply to the established curricula of the Paralegal Studies Technology. It is the responsibility of the transferring student to request an evaluation of credits prior to course enrollment, to request an official transcript from the transferring institution, to submit the necessary materials, including copies of the appropriate catalog and/or syllabus describing the previous training, and to pursue the status of that evaluation upon enrollment. The student must have completed the admissions process before transfer credits are officially evaluated.

The number of credits for legal-specialty courses accepted from another institution will be limited to nine (9). Student must have received at least a "C" or better for any course that is to be transferred. Insofar as possible, prior course work will be accepted toward the degree. Time limits for prior course work must meet department guidelines.

The above policy is maintained by the Department Chair. However, all candidates for the associate degree must complete a minimum of twenty-four (24) credits of coursework at Delaware Technical and Community College. At least twelve (12) credits of the residence requirement must be technical courses from the program in which the degree is awarded.

The Department Chair ensures that the courses meet the definition of general education and the breadth requirements contained in ABA Guidelines.