

# Lakeshore Technical College Paralegal Program

## Transfer of Credits Policy

1. **General Education Credits:** Transfer of general education credits to be determined by the General Education Department.
2. **Occupational Supportive Credits:** Occupational supportive courses may be transferred in subject to a case-by-case review by the program director.
3. **Paralegal Program Specific Credits**
  - a. **Legal Specialty Credits:** Legal Specialty credits may be transferred in provided the credits were earned at an American Bar Association (ABA) approved paralegal program, subject to a case-by-case review and approval by the paralegal program director.
  - b. Credits from an ABA approved law school **will not** be substituted for paralegal program legal specialty courses.
  - c. **Introduction to Paralegalism:** Introduction to Paralegalism credits may be transferred in provided the credits were earned at an American Bar Association approved paralegal program **and** the coursework included a minimum of one credit hour covering the Wisconsin Supreme Court Rules of Professional Conduct for Attorneys, subject to a case-by-case review by the program director.
  - d. **Online Courses:** Transfer of online courses consistent with 3.a. above may be transferred in, provided the transfer does not violate the required minimum of 10 credits earned in a traditional or face-to-face delivery method consistent with ABA guidelines for the approval of paralegal programs, subject to a case-by-case review and approval by the program director.