

Lakeshore Technical College Paralegal Program Transfer of Credits Guidelines

- 1) General Education Credits: Transfer of general education credits will be determined by the General Studies divisional dean, in conjunction with the LTC Registrar, Wisconsin Technical College requirements, and Lakeshore Technical College requirements.
- 2) Occupational Supportive Credits: Occupational supportive courses may be transferred, subject to a case-by-case review by the program direction and division dean.
- 3) Legal Studies 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/legal studies program, subject to a case-by-case review and approval by the Legal Studies Program Director and division dean.
 - b. Credits from an ABA approved law school will not be substituted for legal studies program specialty courses.
 - c. Introduction to Paralegalism and Legal Ethics: Introduction to Paralegalism and Legal Ethics credits may be transferred provided the credits were earned at an ABA-approved paralegal/legal studies 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 and division dean.
 - d. Online courses: Transfer of online courses consistent with 3a above may be transferred into the institution, provided the transfer does not violate the required minimum of nine semester credits earned through synchronous instruction consistent with ABA guidelines for the approval of legal studies/paralegal programs, subject to a case-by-case review and approved by the program director and division dean.