



B.A. Paralegal Studies *Transfer Guide*

School of Continuing & Professional Studies

Loyola University Chicago

Preparing people to lead extraordinary lives

SCPS School Requirements (9 credit hours)

- CPST 200 Introduction to Degree Completion
- CPST 201 Professional Identity and Development
- CPST 397 Capstone

At least half of the 48 required hours toward your paralegal studies major must be earned at Loyola.

All Loyola PLST courses carry 2 credit hours unless otherwise noted.

Mission Specific Requirements (6 credit hours)

A Loyola's Mission course (THEO 190 or PHIL 190) and an ethics course.

SCPS B.A. in Paralegal Studies – Major Requirements

Transferable Classes <i>from College of Lake County</i>	Paralegal Studies Major Requirements <i>At Loyola University Chicago</i>
	PLST 369 Advanced Topics in American Law (3 credit hours)
	PLST 370 Advanced Legal Analysis & Writing I (3 credit hours)
	PLST 371 Advanced Legal Analysis & Writing (3 credit hours)
PLS 110 Introduction to Paralegal Studies	PLST 331 Introduction to Paralegal Studies
PLS 112 Legal Research	PLST 332 Legal Research & Writing I
	PLST 333 Legal Research & Writing II
	PLST 335 Legal Ethics
PLS 235 Law Office Technology	PLST 345 Law Office Computer Applications
	<i>Practice Track Choices, Choose One:</i> Litigation Practice (8 credit hours)
PLS 114 Litigation	PLST 340 Civil Litigation I
PLS 211 Drafting Legal Documents	PLST 341 Civil Litigation II
	PLST 342 Civil Litigation III
	PLST 336 Corporate Topics for Litigation Paralegals
	Corporate Practice (8 credit hours)
PLS 212 Business Law II/Corporate and Securities Law	PLST 362 Business Organizations
PLS 116 Contract Law	PLST 363 Contract Administration & Analysis
PLS 218 Bankruptcy Law	PLST 339 Secured Transactions & Bankruptcy
PLS 114 Litigation	PLST 366 Litigation & Investigation for Corporate Paralegals
	Dual Litigation & Corporate Practice (14 credit hours)
PLS 114 Litigation	PLST 340 Civil Litigation I
PLS 211 Drafting Legal Documents	PLST 341 Civil Litigation II
	PLST 342 Civil Litigation III
PLS 212 Business Law II/Corporate and Securities Law	PLST 362 Business Organizations
PLS 116 Contract Law	PLST 363 Contract Administration & Analysis
PLS 218 Bankruptcy Law	PLST 339 Secured Transactions & Bankruptcy
	Additional elective approved by Director
Paralegal electives (15-21 credit hours)	
College of Lake County courses that can be transferred toward your Loyola paralegal major elective requirement:	
PLS 118 Real Property Law	PLS 230 Family Law
PLS 210 Tort Law	PLS 232 Probate Law
PLS 213 Employment and Labor Law	PLS 233 Criminal Litigation
PLS 215 Immigration Law	PLST 250 Internship
PLS 216 Intellectual Property Law	

In total, students must complete 120 hours to earn a Bachelor's degree at Loyola University Chicago.

Final confirmation of all degree requirements is subject to department, school, and university approval.

Attached you will find additional coursework that may be reviewed for transfer credit to SCPS at Loyola.

Please reference this website for specific transfer information and policies:

<http://www.luc.edu/undergrad/admission/loyola-university-transfer-requirements.html> (under "Transferring Credit").

For additional course information, please reference:

<http://www.luc.edu/adult-education/degree-completion/paralegal/curriculum/>

luc.edu/scps/clc • adult@luc.edu • 312.915.6501

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CLC to Loyola *Transfer Guide*

School of Continuing & Professional Studies (SCPS)

Loyola University Chicago

Preparing people to lead extraordinary lives

How quickly can I finish my degree?

You can finish your B.A. degree at Loyola in two years.

What can I major in?

Students in the SCPS have seven majors to choose from: Applied Psychology, Applied Studies, Criminal Justice, Information Technology, Management, Paralegal Studies, and Pastoral Leadership.

How much credit can I transfer?

Loyola can accept 64 credits from CLC, including half of the major requirements. Transfer Students must complete a minimum of 45 credits at Loyola.

Will I have any Core left?

Students completing an A.A.S. in Paralegal Studies will have 27 credit hours remaining to complete Core requirements: COMM 101 or 103, UCWR 110, a Quantitative Literacy course, 2 Scientific Literacy courses, a Societal course, 2 Humanities courses, and a Fine Arts course.

MTH Elective Suggestion for 4th Semester: MATH 144 or 222. Completing one of these two courses will satisfy your Quantitative requirement.

After Core, what other requirements do I need?

- *Mission Specific Courses*: six credit hours of coursework in the fields of philosophy and/or theology.
- *SCPS Courses*: three courses focused on personal and professional identity and development (9 credit hours). (See next page)
- *Major Courses*: Students can transfer up to half of the major credits. In total, students must complete 120 hours to earn a degree at Loyola.

Can I earn credit in other ways?

Students can earn credit for experience-based learning for up to four courses in the major and up to 36 credits total. Pursuing non-traditional sources of credit offer opportunities to earn credit for knowledge gained through life experiences that qualify as college-level learning, providing substantial savings of time and tuition.

Where are classes held?

- Downtown Water Tower Campus (820 N. Michigan Ave.), and
- Vernon Hills site located at the Cuneo Mansion & Gardens.

When are classes held?

SCPS offers evening, weekend, and online classes during the eight week sessions we offer throughout the year.

What is my next step if I'm interested in transferring to Loyola?

Contact us at adult@luc.edu or 312-915-6501 to schedule a meeting with a counselor to request an unofficial audit.

64

Transfer credit hours accepted from CLC.

Non-traditional credit hours that can be applied toward your degree.

36

2

Loyola Mission Specific courses required of transfer students.

Credit hours of SCPS courses designed to prepare you for success.

9

Half

Major requirements that can be satisfied with transfer credit.

Loyola credit hours required to earn a Loyola degree.

45

120

Total credit hours needed to earn your degree.