# College of DuPage (COD) to Loyola

## Transfer Guide

### School of Continuing & Professional Studies (SCPS)
Loyola University Chicago

### How quickly can I finish my degree?
You can finish your B.A. degree at Loyola in two years.

### What can I major in?

### How much credit can I transfer?
Paralegal BA students are required to take 48 credit hours in paralegal courses, with at least 24 credit hours at Loyola. Loyola works with every student on an individual basis to determine the maximum amount of transfer credit possible.

### Will I have any Core left?
Students who have completed the Illinois Articulation Initiative General Education Core Curriculum (IAI GECC) requirements, will have met all Core requirements at Loyola. To determine if you’ve taken the coursework required to satisfy these requirements, please review your school’s worksheet here: [http://itransfer.org/IAI/gened/singleschoolworksheet.aspx](http://itransfer.org/IAI/gened/singleschoolworksheet.aspx)

### 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?
- Online—perfect for working adults balancing work, life, and school.
- Downtown Water Tower Campus (820 N. Michigan Ave.),

### 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 COD. |
| 36 | Non-traditional credit hours that can be applied toward your degree. |
| 2  | Loyola Mission Specific courses required of transfer students. |
| 9  | Credit hours of SCPS courses designed to prepare you for success. |
| Half | Major requirements that can be satisfied with transfer credit. |
| 45 | Loyola credit hours required to earn a Loyola degree. |
| 120 | Total credit hours needed to earn your degree. |
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#### SCPS School Requirements (9 credit hours)
- CPST 200 Introduction to Degree Completion
- CPST 201 Professional Identity and Development
- CPST 397 Capstone

#### 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

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#### Transferable Classes from College of DuPage (COD)

**Paralegal Core**
- 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 II (3 credit hours)

PLGL 1100 Introduction to Paralegal Studies
- PLST 331 Introduction to Paralegal Studies

PLGL 1500 Intro to Legal Research and Writing
- PLST 332 Legal Research & Writing I

PLGL 2100 Advanced Legal Research and Writing
- PLST 333 Legal Research & Writing II

PLGL 1250 Legal Ethics/Law Office Organization
- PLST 335 Legal Ethics

PLGL 2425 Law Office Technology
- PLST 345 Law Office Computer Applications

**Dual Litigation & Corporate Practice Required Courses**
- PLST 340 Civil Litigation I
- PLST 341 Civil Litigation II

PLGL 2150 Corporate and Other Business Organizations
- PLST 362 Business Organizations

PLGL 2225 Contract Law
- PLST 363 Contract Administration & Analysis

PLGL 2250 Corporations and Other Business Organizations
- PLST 364 Contract Negotiation & Drafting

PLGL 2150 Bankruptcy Law
- PLST 339 Secured Transactions & Bankruptcy

**Paralegal Electives**

Courses that can be transferred toward your Loyola paralegal major elective requirement:

- PLGL 1150 Drafting Legal Documents
- PLST 2410 Labor & Employment Law

- PLGL 1820 Selected Topics I
- PLST 2450 Real Property Law

- PLGL 2200 Criminal Law and Procedure
- PLST 2500 Personal Injury, Tort and Insurance Law

- PLGL 2275 Environmental Law
- PLST 2600 Paralegal Practicum

- PLGL 2300 Estate Planning and Probate Law
- PLST 2820 Advanced Selected Topics I

- PLGL 2350 Family Law
- PLST 2860 Internship (Career & Technical Ed)

- PLGL 2380 Immigration Law
- PLST 2865 Internship Advanced (Career & Technical Ed)

- PLGL 2400 Intellectual Property Law

- In total, students must complete 120 hours to earn a Bachelor’s degree at Loyola University Chicago.
- At least half of the 48 required hours toward your paralegal studies major must be earned at Loyola.
- All Loyola PLST courses carry two credit hours unless otherwise noted.

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