

The IVC Paralegal Program Director will make the final determination regarding approval of transfer credit. The Paralegal Studies Program may approve coursework from other colleges to meet program requirements in legal specialty courses pursuant to the following American Bar Association (ABA) requirements:

- No more than 9 transferred units may be approved toward major requirements
- A minimum of 10 units must be completed as in-person classroom instruction. Any transfer course requested must include verification of the instructional mode (i.e. classroom, online). Hybrid courses using both modes are considered online courses.

Student Name _____

Last First Middle

Student ID _____ Date of Birth _____ Email address _____

Signature _____ Date _____

List courses requested for transfer and obtain verification of instructional mode from the Admissions and Records/Registrar's Office where the course(s) was taken. Then submit this form to Admissions and Records Office at IVC.

This section to be completed by student				This section to be completed by school	
Course Number:	Title of Course	Semester/Term	Units	Instructional Made Classroom Online	
			--	D	D
			--	D	D
			--	D	D
			--	D	D
			--	D	D
			--	D	D
			--	D	D
			--		

I verify that courses from _____ . were conducted in the instructional made identified.

College Name

College Official Name (print) _____ Title _____

Contact Phone _____ Email _____

Signature _____ Date _____

IVC A&R Office Only

Approved Courses _____

Comments: _____

Evaluator _____ Date _____