Genesee Community College guarantees acceptance to the College to any applicant whom it determines can benefit from an educational program. However, admission into the Paralegal Studies Program is selective. As a result, students should note the special admission criteria established for admission into the Program. Students will be admitted to the Program each term.

Admission to the Paralegal Studies Program may be accomplished by applying either as a new applicant or as an internal or external transfer applicant. Readmission procedures also have been established and are set forth below.

A. NEW APPLICANTS

1. **Definition.** A new applicant is a student applying to the College and the Paralegal Studies Program for the first time or who has completed less than 12 credit hours of college-level work and is applying to the Paralegal Studies Program. Applicants must possess a high school diploma or the equivalent before being admitted into the Paralegal Studies Program.

2. **Qualifications.** All new applicants should have the following qualifications:

   a. Satisfactory completion of two years of high school math and two years of high school science. Two years of a foreign language are strongly recommended;

   b. Completion of all pretesting as required by the College prior to admission, including tests from math, reading, and English placement;

   c. A grade point average of B in high school course work or a ranking in the top quarter of the applicant's high school graduating class;

   d. A minimum 2.75 GPA on college courses that are to be credited toward the Paralegal Studies A.A.S. degree; and
e. Other factors considered: college entrance test scores; work experience in a legal environment; or a written examination as set forth below.

B. TRANSFER APPLICANTS

1. Definition. A transfer applicant is a student who attended Genesee Community College or other postsecondary institution since being graduated from high school or receiving a diploma equivalent to a high school diploma, and who has completed 12 or more hours of college-level work.

2. Qualifications. All transfer applicants must meet the following requirements:

a. A minimum 2.75 GPA for courses that are to be credited toward the Paralegal Studies A.A.S. degree;

b. Completion of all pretesting as required by the College prior to admission, including tests for math, reading and English placement; and

c. Other factors considered include college entrance test scores, experience working in a legal environment, or a written examination as set forth below in C.1.

C. APPLICATION PROCEDURES

1. Application must be made to the Admissions Office. If the applicant does not satisfy the above stated qualifications, s/he can elect to take a short written examination that will be assessed by the Director of the Program. This examination is designed to provide students with the opportunity to present a brief essay on a current topic. The students will be assessed on their abilities to organize their thoughts, to write clearly and concisely, and to demonstrate effective use of grammar and spelling.

2. Notification of acceptance will be made by the Admissions Office.

3. Accepted applicants are required to notify the Admissions Office if they intend to enter the Program.

D. TIME LIMITS FOR COMPLETION OF THE PARALEGAL STUDIES PROGRAM

The sequence of paralegal courses must be completed within a six-year period from the time the first PLG course is completed.
E. REPEATING A PARALEGAL COURSE

Permission to repeat a paralegal course is not an automatic process and will be considered only after the Paralegal faculty and Director review the applicant's academic record.

The Paralegal faculty reserves the right to require a student to repeat any course which has undergone significant curriculum revision prior to the student's successful completion of the program when the original course was taken more than four years earlier. A student may repeat a course only once.

F. RE-ENTRY INTO THE PARALEGAL STUDIES PROGRAM

A student withdrawing from the Paralegal Studies Program for personal reasons may apply for re-entry into the program. Because these students have satisfactorily met all Paralegal Studies Program requirements for courses they have completed, they will be given preference over students seeking to repeat a course. The time limits for completion of the Paralegal Studies Program apply to persons re-entering the program and to persons seeking to repeat courses.