

# PARALEGAL STUDIES, BAPL FLEX-TRACK DEGREE FOR ADULTS

The Flex-Track program for adults lets students earn their undergraduate degrees at an accelerated pace while balancing work and family commitments. Courses in the Flex-Track program are offered in a combination of fully online, on-campus and hybrid (combines online and on-campus). Courses are eight weeks in length, allowing adult students to reduce the time it takes to earn the bachelor's degree.

## Program description

The Bachelor of Arts in Paralegal Studies is an interdisciplinary program that combines a liberal arts/general education background with law-related specialty courses that provide students with communication, critical thinking, and analytical skills. The Paralegal Studies Program has been approved by the American Bar Association since 1976, and offers courses that provide training in legal terminology, procedures, and a variety of legal practice areas, giving students a solid foundation with which to begin their career. This program is designed for students who wish to pursue a career as a paralegal or other related positions in the legal field and is also an excellent choice for students interested in attending law school. Upon successful completion of their degree requirements, students earn both their Bachelor of Arts degree and a Paralegal Certificate.

Paralegals perform substantive legal work under the direct supervision of an attorney. Paralegals must have a solid understanding of legal concepts, and they perform a wide range of tasks including conducting interviews with clients and witnesses, gathering facts, researching the law, managing databases, assembling records, analyzing documents, drafting legal pleadings, drafting discovery items such as complaints and interrogatories, and maintaining conflict-of-interest systems. Experienced paralegals often accompany counsel during trial and help with document organization, witness preparation, and research. Paralegals may not provide legal services directly to the public, except as permitted by law.

## Program goals

The goals of the Paralegal Studies Program are for its students to:

1. Understand the basic concepts of substantive and procedural law including the operation of the legal system and the theory of law.
2. Be able to work competently as a paralegal under the supervision of an attorney.
3. Understand the ethical obligations of a paralegal.

## Curriculum

The program surveys paralegal employers, current students, and graduates on a regular basis to receive their insights on the curriculum and the needs of the legal community. The program also receives guidance from its board of advisors, composed of leading educators and members of the legal community. Students will know legal terminology, concepts, and procedures and will gain skills to draft a variety of legal documents. Students learn how to conduct legal research, both manually and online using Lexis and Westlaw (commonly used legal databases). They will learn, through hands-on training in a computer lab, litigation support and e-discovery applications. Students will be better prepared

for law school and may participate in an internship course as part of their curriculum.

## Admission

Students may begin taking Paralegal Studies courses after completing 60 credit hours of coursework, with the exception of PARA 301 ETHICS & PROFESSIONALISM. Students may take PARA 301 ETHICS & PROFESSIONALISM in their sophomore year if they have completed the University Writing Requirement and have a 2.5 or higher grade point average. During the semester in which students will be completing the first 60 credit hours of their degree or prior to taking PARA 301 ETHICS & PROFESSIONALISM, they must submit an application to the Paralegal Studies program. At this time, it is recommended that students have at least a 2.5 grade point average. The application form is available on the program's website (<https://www.roosevelt.edu/ETS/Programs/ParalegalStudies/Bachelors.aspx>).

## Standards

- Students must complete 120 credit hours to graduate.
- Students must complete their final 30 credit hours at Roosevelt and maintain a 2.0 grade point average to graduate.
- Students must successfully complete a minimum of 30 credit hours at the 300 level.
- Students must successfully complete a minimum of 60 credit hours at the 200- and 300-level.
- Pursuant to American Bar Association Guidelines, students must take at least 10 credit hours of legal specialty courses (300-level PARA courses) through traditional classroom instruction. The program is not available in a fully online format.

## Lambda Epsilon Chi, National Paralegal Honor Society

Roosevelt University maintains a chapter of Lambda Epsilon Chi (LEX), a national paralegal honor society founded by the American Association for Paralegal Education. Members are inducted in April and October of each year and receive a commemorative certificate and membership pin. Their names are entered into the permanent records of the Lambda Epsilon Chi national paralegal honor society.

## Requirements

The major requires 30 credit hours of paralegal courses, including 24 credit hours of core courses and two 3-credit hour paralegal elective courses. Paralegal elective courses run on a rotating basis throughout the academic year determined by market demand and student interest. Not all elective courses are offered every semester, except for the Paralegal Internship course. Grades of C or higher are required in all paralegal (PARA) courses.

## Major Requirements

Core		
PARA 301	ETHICS & PROFESSIONALISM	3
PARA 302	LEGAL RESEARCH	3
PARA 303	CIVIL LAW	3
PARA 304	PRE-TRIAL LITIGATION	3
PARA 305	COMMERCIAL LAW	3
PARA 306	TRIAL & POST-TRIAL LITIGATION	3
PARA 325	LEGAL WRITING	3

PARA 329	LEGAL TECHNOLOGY	3
<b>Electives in Paralegal</b>		
Select six hours of the following: 6		
PARA 309	REAL ESTATE	
PARA 319	INTELLECTUAL PROPERTY	
PARA 323	ESTATES, TRUSTS & WILLS	
PARA 330	PARALEGAL INTERNSHIP	
PARA 332	LABOR AND EMPLOYMENT LAW	
PARA 333	PARALEGAL INTERNSHIP II	
PARA 334	INTRODUCTION TO SPECIAL EDUCATION LAW	
Total Credit Hours for the Major - 30		
<b>Functional Area or Minor</b>		
Related courses in a discipline or interdisciplinary area selected in consultation with an advisor 18		
<b>General Education, University Writing Requirement, and Electives</b>		
Courses to total 120 72		
Total Credit Hours 120		

## General Education Requirements

Code	Title	Credit Hours
<b>Introductory</b>		
General Education Courses:		
PLS 201	CRITICAL REASONING AND SKILLS	3
PLS 202	INFORMATION LITERACY AND RESEARCH WRITING	3
PLS 220	TECHNOLOGICAL LITERACY	3
Mathematics:		
MATH 110	QUANTITATIVE LITERACY (or higher)	3
<b>Other Requirements</b>		
General education (University Writing Requirement):		
ENG 101	COMPOSITION I: CRITICAL READING & WRITING	3
ENG 102	COMPOSITION II: INTRODUCTION TO ACADEMIC RESEARCH	3
General Electives:		
Select additional courses from any area to complete the 120-hour degree requirement		
Upper Level General Education Seminars:		
PLS 350	SOCIAL SCIENCES SEMINAR I: CRITICAL SKILLS	3
PLS 351	SOCIAL SCIENCES SEMINAR II: SPECIAL TOPICS	3
PLS 360	NATURAL SCIENCES SEMINAR I	3
PLS 361	NATURAL SCIENCES SEMINAR II	3
PLS 370	HUMANITIES SEMINAR I: CRITICAL SKILLS	3
PLS 371	HUMANITIES SEMINAR II: SPECIAL TOPICS	3
PLS 397	ADVANCED RESEARCH DESIGN AND EVALUATION	3

PLS 398	SENIOR THESIS	3
Total Credit Hours		42

## Transfer of Paralegal courses

Students pursuing a Bachelor of Arts degree in Paralegal Studies who have completed 15 or more credit hours of paralegal studies courses from an ABA-approved paralegal program (with a grade of C or better) that are no more than six years old, will be required to take only 18 credit hours of upper-division (300-level) paralegal courses. The 18 credit hours of paralegal courses will be selected in consultation with an academic advisor in the Paralegal Studies Program. Credit hours earned for the paralegal studies courses at the previous paralegal program may transfer as general elective requirements.

Your degree map is a general guide suggesting courses to complete each term on the academic pathway to your degree. It is based on the most current scheduling information from your academic program. Your program's degree map is reviewed annually and updated as schedules change (although you retain the same course requirements as long as you are continuously enrolled in your degree program).

Always work closely with your academic advisor to understand curriculum requirements and scheduling, as each student's academic plan can look slightly different.

### Year 1

Fall	Credit Hours	Spring	Credit Hours
PLS 201	3	PLS 220	3
PLS 202	3	ENG 102	3
ENG 101	3	Functional Area <sup>6</sup>	3
MATH 110	3	General Elective <sup>1</sup>	3
General Elective <sup>1</sup>	3	General Elective <sup>1</sup>	3
15		15	

### Year 2

Fall	Credit Hours	Spring	Credit Hours
PLS 350	3	PLS 360	3
PLS 351	3	PLS 361	3
Functional Area <sup>6</sup>	3	PLS 370	3
General Elective <sup>1</sup>	3	PLS 371	3
General Elective <sup>1</sup>	3	PARA 301	3
15		15	

### Year 3

Fall	Credit Hours	Spring	Credit Hours
PARA 302	3	PARA 325	3
PARA 303	3	PARA 305	3
PARA 304	3	PLS 397	3
PARA 3XX <sup>3</sup>	3	PLS 398	3
Functional Area <sup>6</sup>	3	General Elective <sup>1</sup>	3
15		15	

### Year 4

Fall	Credit Hours	Spring	Credit Hours
PARA 329	3	PARA 306	3
Functional Area <sup>6</sup>	3	PARA 3XX <sup>3</sup>	3
Functional Area <sup>6</sup>	3	Functional Area <sup>6</sup>	3
General Elective <sup>1</sup>	3	General Elective <sup>1</sup>	3

General Elective <sup>1</sup>	3 General Elective <sup>1</sup>	3
	15	15

Total Credit Hours 120

- <sup>1</sup> Or course towards an optional Minor.
- <sup>2</sup> Any course at the 200 level within the discipline.
- <sup>3</sup> Any course at the 300 level within the discipline.
- <sup>4</sup> This requirement can be fulfilled by other requirements.
- <sup>5</sup> One Natural Science course must have a lab.
- <sup>6</sup> See Advisor for Coursework. A minor is suggested.