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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PARA 301</td>
<td>ETHICS &amp; PROFESSIONALISM</td>
<td>3</td>
</tr>
<tr>
<td>PARA 302</td>
<td>LEGAL RESEARCH</td>
<td>3</td>
</tr>
<tr>
<td>PARA 303</td>
<td>CIVIL LAW</td>
<td>3</td>
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<tr>
<td>PARA 304</td>
<td>PRE-TRIAL LITIGATION</td>
<td>3</td>
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<tr>
<td>PARA 305</td>
<td>COMMERCIAL LAW</td>
<td>3</td>
</tr>
<tr>
<td>PARA 306</td>
<td>TRIAL &amp; POST-TRIAL LITIGATION</td>
<td>3</td>
</tr>
<tr>
<td>PARA 325</td>
<td>LEGAL WRITING</td>
<td>3</td>
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</table>
### Electives in Paralegal
Select six hours of the following:

- 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

### Functional Area or Minor
Related courses in a discipline or interdisciplinary area selected in consultation with an advisor

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### General Education, University Writing Requirement, and Electives
Courses to total 120

72

Total Credit Hours

120

### General Education Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PLS 201</td>
<td>CRITICAL REASONING AND SKILLS</td>
<td>3</td>
</tr>
<tr>
<td>PLS 202</td>
<td>INFORMATION LITERACY AND RESEARCH WRITING</td>
<td>3</td>
</tr>
<tr>
<td>PLS 220</td>
<td>TECHNOLOGICAL LITERACY</td>
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<tr>
<td>MATH 110</td>
<td>QUANTITATIVE LITERACY (or higher)</td>
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</tbody>
</table>

### Other Requirements

General education (University Writing Requirement):

- ENG 101 COMPOSITION I: CRITICAL READING & WRITING
- ENG 102 COMPOSITION II: INTRODUCTION TO ACADEMIC RESEARCH

### General Electives:

Select additional courses from any area to complete the 120-hour degree requirement

### Year 1

#### Fall
- PLS 301
- PLS 302
- ENG 101
- MATH 110
- General Elective

#### Spring
- PLS 325
- PLS 326
- ENGL 102
- MATH 110
- General Elective

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#### Year 2

#### Fall
- PLS 350
- PLS 351
- Functional Area
- General Elective

#### Spring
- PLS 360
- PLS 361
- Functional Area
- General Elective

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#### Year 3

#### Fall
- PARA 302
- PARA 303
- PARA 304
- PARA 3XX
- Functional Area

#### Spring
- PARA 325
- PARA 326
- PARA 327
- Functional Area
- Functional Area

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#### Year 4

#### Fall
- PARA 329
- Functional Area
- Functional Area
- General Elective

#### Spring
- PARA 330
- PARA 331
- Functional Area
- Functional Area

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<table>
<thead>
<tr>
<th>Course Type</th>
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<tr>
<td>General Elective</td>
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<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>120</td>
</tr>
</tbody>
</table>

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