

# PARALEGAL STUDIES, BAPL

## 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 which 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 will 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 101 INTRODUCTION TO LAW and PARA 301 ETHICS & PROFESSIONALISM. Students may take PARA 101 INTRODUCTION TO LAW in their freshman year. 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/academics/programs/bachelors-in-paralegal-studies-bapl>).

## Standards

- Students must complete 120 credit hours to graduate.
- Students must complete a minimum of 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 27 credit hours of core courses and one 3 credit hour paralegal elective course. The major includes an internship course in which students gain real-world work experience in a legal environment. 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. 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
PARA 330	PARALEGAL INTERNSHIP	3

### Electives in Paralegal

Select one of the following:		3
PARA 309	REAL ESTATE	
PARA 319	INTELLECTUAL PROPERTY	
PARA 323	ESTATES, TRUSTS & WILLS	

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		
Complete the Core Curriculum		90
Total Credit Hours		120

## Core Curriculum

### Introductory Courses

ACP 101	FIRST YEAR SEMINAR (required for students who enter RU with fewer than 12 credit hours)	3
ACP 110	PRIMARY TEXTS	3
ACP 250	FOUNDATIONS FOR CHANGE	3
PARA 101	INTRODUCTION TO LAW	3

### Other Requirements

Functional Area:		
Related courses in a discipline or interdisciplinary area selected in consultation with an advisor.		18
General Education Requirements:		
Three courses in Humanities		9
Three courses in Natural Sciences		9
Three courses in Social Sciences		9
General Education Requirements (University Writing Requirement):		
RU Assessment test determines if additional courses are required.		
ENG 101	COMPOSITION I: CRITICAL READING & WRITING	3
ENG 102	COMPOSITION II: INTRODUCTION TO ACADEMIC RESEARCH	3
General Elective:		
To be selected from any area: additional courses to complete the 120-hour requirement		24
Mathematics:		
MATH 095	DEVELOPMENTAL MATHEMATICS	0
MATH 110	QUANTITATIVE LITERACY	3
Total Credit Hours		90

## Transfer of Paralegal Courses

Students pursuing a Bachelor of Arts degree in Paralegal Studies who have completed 15 or more hours of Paralegal Studies courses from an ABA-approved paralegal program (with a grade of C or better) that are no more than 6 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 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
ACP 101	3	ACP 110	3
ENG 101	3	ENG 102	3
PARA 101	3	Natural Science #1	3
MATH 110	3	Humanities #2	3
Humanities #1	3	General Elective <sup>1</sup>	3
		15	15

### Year 2

Fall	Credit Hours	Spring	Credit Hours
Natural Science #2	3	ACP 250	3
Social Science #1	3	PARA 301	3
Humanities #3	3	Social Science #3	3
Social Science #2	3	Natural Science #3	3
Functional Area Course <sup>6</sup>	3	General Elective <sup>1</sup>	3
		15	15

### Year 3

Fall	Credit Hours	Spring	Credit Hours
PARA 303	3	PARA 302	3
PARA 304	3	PARA 325	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
		15	15

### Year 4

Fall	Credit Hours	Spring	Credit Hours
PARA 306	3	PARA 330	3
PARA 329	3	PARA 305	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.