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 also be better prepared for the rigors of 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/ETS/Programs/ParalegalStudies/Bachelors.aspx

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 21 credit hours of coursework at the 300 level at Roosevelt.
• Pursuant to American Bar Association Guidelines, students must take at least 10 credit hours of legal specialty courses (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-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 327 CORPORATIONS AND LLC LAW
PARA 331 BANKRUPTCY LAW
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACP 101</td>
<td>FIRST YEAR SEMINAR (required for students who enter RU with fewer than 12 credit hours)</td>
<td>3</td>
</tr>
<tr>
<td>ACP 110</td>
<td>PRIMARY TEXTS</td>
<td>3</td>
</tr>
<tr>
<td>ACP 250</td>
<td>GROUNDS FOR CHANGE</td>
<td>3</td>
</tr>
<tr>
<td>PARA 101</td>
<td>INTRODUCTION TO LAW</td>
<td>3</td>
</tr>
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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 21

Mathematics:

MATH 095 DEVELOPMENTAL MATHEMATICS 3
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 hours of upper-division (300-level) paralegal courses. The 18 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.