

# PARALEGAL STUDIES, POST-BACCALAUREATE CERTIFICATE

## Program Description

The Post-Baccalaureate Paralegal Certificate is a non-credit certificate designed for college graduates who wish to pursue careers in the legal profession. According to recent information provided by the United States Department of Labor, the current high demand for paralegal services is expected to continue for at least the next several years. Roosevelt University's Paralegal Studies Program, approved by the American Bar Association since 1976, is one of the Midwest's premier paralegal education programs. The program enjoys an excellent reputation in the legal community and its comprehensive curriculum, hands-on faculty, and experienced administration prepares students to meet this demand. Upon successfully completing the program, students receive a Certificate in Paralegal Studies and have practical legal skills, enabling them to assume paralegal responsibilities with confidence.

Paralegals are professionals who are qualified through education, training and work experience to perform essential legal work. They work with attorneys to provide economical, quality legal services and to make legal services more available to the general public. Paralegals 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. For more information on the paralegal profession and our program, please visit the program's website (<https://www.roosevelt.edu/academics/programs/post-baccalaureate-certificate-in-paralegal-studies/>).

## Program Goals and Objectives

The goal of the program is to provide education and training that prepares students for the paralegal profession. The following objectives support this goal.

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, including proficiency in using legal technology and software.
3. Understand the ethical obligations of a paralegal.
4. Contribute to the advancement of the paralegal profession.

## Curriculum

The curriculum is composed entirely of law courses. Instruction focuses on procedural and practical aspects of the profession. The program surveys paralegal employers, current students, and graduates 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 legal community members. Students will know legal terminology, concepts, and procedures and will gain skills to draft various legal documents. Students learn how

to conduct legal research using both Lexis and Westlaw (commonly used legal databases). They will learn about litigation support and e-discovery applications. Students will also be better prepared for the rigors of law school and may participate in an internship course as part of their curriculum.

## Course Schedules

The Paralegal Studies Program offers unique scheduling options, including the option to complete the program fully online. Both full-time and part-time schedules are available making it possible for students to complete the program in 6 1/2 to 18 months. Courses are conveniently offered on-campus, fully online (asynchronous), and remotely (synchronous). Remote courses are offered on weekday evenings and sometimes combine live (synchronous) class sessions with online (asynchronous) instruction. In certain evening classes, students have the option to participate remotely *or* in-person at the Chicago campus. Classes are offered both in Chicago and at Roosevelt's Schaumburg campus.

The delivery format of each course is determined by the program and the schedules meet American Bar Association guidelines with respect to online delivery of legal specialty courses. Pursuant to ABA guidelines, students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction. For more information on schedule options, contact program director, Carrie Lausen at [clausen@roosevelt.edu](mailto:clausen@roosevelt.edu)

### Admission

Applicants for the post-baccalaureate certificate must hold a bachelor's degree in any discipline from an accredited institution; previous training in the law is not necessary. The program suggests an undergraduate grade point average of at least 2.5 on a 4.0 scale. Official transcripts from all undergraduate and graduate institutions, along with a completed Non-Degree Certificate online application (<https://applyru.roosevelt.edu/apply/>) and statement of intent must be submitted. Letters of recommendation and an interview may also be requested. For questions or an appointment, contact Carrie Lausen, the program director at [clausen@roosevelt.edu](mailto:clausen@roosevelt.edu)

## 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

Eight courses are required to complete the post-baccalaureate certificate (non-credit). Students must earn a grade of 70 percent or better in each course in order to earn their certificate. Grades are issued on the basis of honors (90 percent or higher), pass (70 percent through 89 percent), and fail (less than 70 percent). Students can earn a Certificate with Honors by completing seven of the eight required courses in the program with a grade of honors.

Code	Title	Credit Hours
<b>Required Courses</b>		<b>21</b>
LAWA L01	ETHICS & PROFESSIONALISM	
LAWA L02	LEGAL RESEARCH	
LAWA L03	CIVIL LAW	
LAWA L04	LITIGATION I	
LAWA L05	COMMERCIAL LAW	
LAWA L06	ADVANCED LITIGATION AND E-DISCOVERY	
LAWA L25	LEGAL WRITING	
<b>Electives <sup>1</sup></b>		<b>3</b>
Students take one of the following:		
LAWA L09A	REAL ESTATE	
LAWA L19A	INTELLECTUAL PROPERTY	
LAWA L23	ESTATES, TRUSTS & WILLS	
LAWA L27	CORPORATIONS AND LLC LAW	
LAWA L29	LEGAL TECHNOLOGY	
LAWA L30	PARALEGAL INTERNSHIP	
LAWA L31	BANKRUPTCY LAW	
LAWA L32	LABOR AND EMPLOYMENT LAW	
LAWA L35	IMMIGRATION LAW	
<b>Total Credit Hours</b>		<b>24</b>

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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. Contact the program director for more information.

### Transfer of Paralegal Courses

The program may accept up to four paralegal courses toward the Paralegal Studies Program course requirements from other ABA-approved paralegal programs. The courses need to have been taken no longer than six years prior to the date on which the student enrolls in Roosevelt University's paralegal program.