**Paralegal Studies - Minor**

**College of Arts and Sciences**  
Center for Comparative and Integrative Programs  
105 Bowman Hall  
Kent Campus  
330-672-2062  
www.kent.edu/ccip

**Description**  
The Paralegal Studies minor provides the foundation for students to pursue the paralegal field. A paralegal is employed by a law office, corporate legal department or public entity to perform substantive legal work under the supervision of a lawyer. Paralegals conduct legal research, maintain and organize files and draft legal documents. Paralegals also work with clients and witnesses in preparing cases for trial. A paralegal is not a lawyer and may not give legal advice, accept cases, argue in court or set fees.

For more information, visit the Paralegal Studies office located in 113 Bowman Hall (Kent Campus); 330-672-4148; www.kent.edu/paralegal.

**Fully Offered At:**
- Kent Campus

**Accreditation**  
The Paralegal Studies minor is accredited by the American Bar Association (ABA).

**Admission Requirements**  
Admission to a minor is open to students declared in a bachelor's degree, the A.A.B. or A.A.S. degree or the A.T.S. degree (not Individualized Program major). Students declared only in the A.A. or A.S. degree or the A.T.S. degree in Individualized Program may not declare a minor. Students may not pursue a minor and a major in the same discipline.

**Major Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLST 18000</td>
<td>INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS</td>
<td>3</td>
</tr>
<tr>
<td>PLST 28001</td>
<td>LEGAL RESEARCH AND WRITING</td>
<td>3</td>
</tr>
<tr>
<td>PLST 28004</td>
<td>PRINCIPLES AND PRACTICE OF LITIGATION</td>
<td>3</td>
</tr>
<tr>
<td>PLST 36792</td>
<td>INTERNSHIP IN PARALEGAL (ELR)</td>
<td>3</td>
</tr>
</tbody>
</table>

Minor Electives, choose from the following:
- PLST 28003 FAMILY LAW AND PROCEDURE
- PLST 28007 ESTATE AND PROBATE ADMINISTRATION
- PLST 35001 ENVIRONMENTAL LAW FOR PARALEGALS
- PLST 35003 HEALTH LAW
- PLST 35005 LABOR AND EMPLOYMENT LAW FOR PARALEGALS
- PLST 35007 ENERGY AND NATURAL RESOURCES LAW
- PLST 38003 ADMINISTRATIVE LAW AND PROCESS
- PLST 38005 TORT LAW

Minimum Total Credit Hours: 30

1 Minimum 6 credit hours of the electives must be upper-division (30000 or 40000 level).

**Graduation Requirements**

<table>
<thead>
<tr>
<th>Minimum Minor GPA</th>
<th>2.000</th>
</tr>
</thead>
</table>

- Students must complete at least two upper-division (30000 or 40000 level) courses in the minor at Kent State on a graded basis (A-F).
- Minimum 6 credit hours in the minor must be upper-division coursework (30000 and 40000 level).
- Minimum 6 credit hours in the minor must be outside of the course requirements for any major or other minor the student is pursuing.
- Minimum 50 percent of the total credit hours for the minor must be taken at Kent State (in residence).