## Paralegal Studies - Minor

**College of Arts and Sciences**  
School of Multidisciplinary Social Sciences and Humanities  
www.kent.edu/ccip

### Contact Information
- Program Coordinator:  
  Amanda Paar-Conroy  
  apaar@kent.edu ()  
  330-672-4148
- Speak with an Advisor

### Fully Offered
- Kent Campus

### 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.  

The program prepares students for the Certified Paralegal exam from the National Association of Legal Assistants. 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.

### Accreditation
The Paralegal Studies minor is approved 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.

### Program Requirements

#### Minor Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<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>
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| Minor Electives, choose from the following:  
- PLST 28003 | FAMILY LAW AND PROCEDURE                           | 3            |
- PLST 28007 | ESTATE AND PROBATE ADMINISTRATION                   | 3            |

Minimum Total Credit Hours: 30

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

#### Graduation Requirements

<table>
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<tr>
<th>Minimum Minor GPA</th>
<th>Minimum Overall GPA</th>
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<td>2.000</td>
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- 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).