

# PARALEGAL STUDIES - UNDERGRADUATE CERTIFICATE

## College of Arts and Sciences

School of Multidisciplinary Social Sciences and Humanities  
www.kent.edu/multidisciplinary-studies

## About This Program

The Paralegal Studies undergraduate certificate is applicable to those students who wish to continue their education and enhance and update their skills to pursue a career in the legal field.

The program prepares students for the Certified Paralegal exam from the National Association of Legal Assistants. Paralegals may not provide legal services directly to the public except as permitted by law.

## Contact Information

- Program Coordinator: **Amanda Paar-Conroy** | apaar@kent.edu | 330-672-4148
- Speak with an Advisor
- Chat with an Admissions Counselor

## Program Delivery

- **Delivery:**
  - In person
- **Location:**
  - Kent Campus

## Examples of Possible Careers and Salaries\*

### Legal support workers, all other

- -1.2% decline
- 50,400 number of jobs
- \$59,540 potential earnings

### Paralegals and legal assistants

- 10.5% much faster than the average
- 337,800 number of jobs
- \$52,920 potential earnings

### Title examiners, abstractors, and searchers

- -2.6% decline
- 63,600 number of jobs
- \$48,820 potential earnings

## Accreditation

The Paralegal Studies certificate is approved by the American Bar Association (ABA).

\* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment

over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

## Admission Requirements

Admission to this certificate is selective. Applicants must meet the following criteria:

- Bachelor's degree from an accredited college or university
- Minimum 2.000 undergraduate GPA on a 4.000-point scale
- Official transcript(s)

**International Students:** All international students must provide proof of English language proficiency unless they meet specific exceptions. For more information, visit the admissions website for international students.

## Program Requirements

### Certificate Requirements

Code	Title	Credit Hours
<b>Certificate Requirements</b>		
PLST 18000	INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS	3
PLST 28001	LEGAL RESEARCH AND WRITING	3
PLST 28004	CIVIL PROCEDURE	3
PLST 36792	INTERNSHIP IN PARALEGAL (ELR)	3
Certificate Electives, choose from the following:		18
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	
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC)	
PLST 40095	SPECIAL TOPICS IN PARALEGAL STUDIES	
PLST 42701	EVIDENCE AND E-DISCOVERY	
PLST 42705	BANKRUPTCY LAW I: BASIC FUNDAMENTALS	
PLST 42706	BANKRUPTCY LAW II: CREDITOR-DEBTOR RELATIONS	
PLST 42708	REAL ESTATE LAW	
PLST 48002	CONTRACT LAW	
PLST 48300	LAW OF CORPORATIONS AND OTHER ASSOCIATIONS	
PLST 48401	PATENT LAW	
PLST 48403	PATENT PROSECUTION	
PLST 48404	COPYRIGHT LAW I	
PLST 48407	TRADEMARK LAW	
PLST 48408	TRADEMARK PROSECUTION	

**Minimum Total Credit Hours:** 30

## Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
2.000	2.000

## Professional Licensure Disclosure

This program is designed to prepare students to sit for applicable licensure or certification in Ohio. If you plan to pursue licensure or certification in a state other than Ohio, please review state educational requirements for licensure or certification and contact information for state licensing boards at Kent State's website for professional licensure disclosure.