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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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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>CIVIL PROCEDURE</td>
<td>3</td>
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<tr>
<td>PLST 36792</td>
<td>INTERNSHIP IN PARALEGAL (ELR)</td>
<td>3</td>
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<tr>
<td>Certificate Electives, choose from the following:</td>
<td>18</td>
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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

<table>
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<tr>
<th>Minimum Certificate GPA</th>
<th>Minimum Overall GPA</th>
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<tr>
<td>2.000</td>
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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.