

PARALEGAL STUDIES - B.A.

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

About This Program

The Bachelor of Arts in Paralegal Studies program combines legal theory and practical skills to prepare you for a career in the legal field. Read more...

Contact Information

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- Speak with an Advisor
- Chat with an Admissions Counselor

Program Delivery

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

Examples of Possible Careers and Salaries*

Paralegals and legal assistants

- 0.2% little or no change
- 376,200 number of jobs
- \$61,010 potential earnings

Title examiners, abstractors, and searchers

- 2.0% slower than the average
- 57,400 number of jobs
- \$54,980 potential earnings

Legal support workers, all other

- -1.2% decline
- 51,300 number of jobs
- \$68,760 potential earnings

Accreditation

The B.A. degree in Paralegal Studies 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

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students.

First-Year Students on the Kent Campus: First-year admission policy on the Kent Campus is selective. Admission decisions are based upon cumulative grade point average, strength of high school college preparatory curriculum and grade trends. Students not admissible to the Kent Campus may be administratively referred to one of the seven regional campuses to begin their college coursework. For more information, visit the admissions website for first-year students.

First-Year Students on the Regional Campuses: First-year admission to Kent State's campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, as well as the Twinsburg Academic Center, is open to anyone with a high school diploma or its equivalent. For more information on admissions, contact the Regional Campuses admissions offices.

International Students: All international students must provide proof of proficiency of the English language (unless they meet specific exceptions) through the submission of an English language proficiency test score or by completing English language classes at Kent State's English as a Second Language Center before entering their program. For more information, visit the admissions website for international students.

Former Students: Former Kent State students who have not attended another institution since Kent State and were not academically dismissed will complete the re-enrollment process through the Financial, Billing and Enrollment Center. Former students who attended another college or university since leaving Kent State must apply for admissions as a transfer or post-undergraduate student.

Transfer Students: Students who attended an educational institution after graduating from high school or earning their GED must apply as transfer students. For more information, visit the admissions website for transfer students.

Admission policies for undergraduate students may be found in the University Catalog's Academic Policies.

Students may be required to meet certain criteria to progress in their program. Any progression requirements will be listed on the program's Coursework tab

Program Requirements

Major Requirements

Code	Title	Credit Hours
Major Requirements (courses count in major GPA)		
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) ¹	6
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC) ²	3
Legal Specialty Electives, choose from the following:		24
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 36001	LAW OFFICE TECHNOLOGY	
PLST 38003	ADMINISTRATIVE LAW AND PROCESS	
PLST 38005	TORT LAW	
PLST 40095	SPECIAL TOPICS IN PARALEGAL STUDIES	
PLST 42701	EVIDENCE AND E-DISCOVERY	
PLST 42705	BANKRUPTCY LAW I: BASIC FUNDAMENTALS	
PLST 42708	REAL ESTATE LAW	
PLST 48002	CONTRACT LAW	
PLST 48300	LAW OF CORPORATIONS AND OTHER ASSOCIATIONS	
PLST 48401	PATENT LAW	
PLST 48404	COPYRIGHT LAW I	
PLST 48407	TRADEMARK LAW	
Additional Requirements (courses do not count in major GPA)		
UC 10001	FLASHES 101	1
Foreign Language (see Foreign Language College Requirement below)		10-16
American Civic Literacy Requirement ³		3
Kent Core Composition		6
Kent Core Mathematics and Critical Reasoning		3
Kent Core Humanities and Fine Arts (minimum one course from each) ³		6-9
Kent Core Social Sciences (must be from two disciplines) ³		3-6
Kent Core Basic Sciences (must include one laboratory)		6-7
Kent Core Additional		6
General Electives (total credit hours depends on earning 120 credit hours, including 39 upper-division credit hours)		31
Minimum Total Credit Hours:		120

¹ Although the required minimum for PLST 36792 is 6 credit hours, it is recommended that students enroll in more than one internship.

² A minimum C grade must be earned to fulfill the writing-intensive requirement.

³ If students complete the American Civic Literacy requirement by taking HIST 12061, the course will apply to the Kent Core Humanities category. If they complete it with POL 10101, the course will apply to the Kent Core Social Sciences category.

Graduation Requirements

Minimum Major GPA	Minimum Overall GPA
2.000	2.000

Foreign Language College Requirement, B.A.

Students pursuing the Bachelor of Arts degree* in the College of Sciences and Humanities must complete the following:

1. Elementary I and II of any language (or equivalent) **and**
2. One of the following options:
 - a. Intermediate I and II of the same language
 - b. Elementary I and II of a second language
 - c. Any combination of two courses from the following list:

- i. Intermediate I of the same language
- ii. One to two college-level course(s) completed outside the United States
- iii. Courses: ARAB 21401, ASL 19401, CHIN 25421, MCLS 10001, MCLS 20001, MCLS 20091, MCLS 21417, MCLS 21420, MCLS 22217, MCLS 28403, MCLS 28404

*The Bachelor of Arts degree in Communication Studies is exempt from the foreign language requirement until fall 2028 due to its previous longstanding academic placement in the College of Communication and Information, which does not have a foreign language requirement.

All students with prior foreign language experience should take the foreign language placement test to determine the appropriate level at which to start. Some students may start beyond the Elementary I level and will complete the requirement with fewer courses. This may be accomplished in one of three ways:

1. Passing a course beyond Elementary I through Intermediate II level
2. Receiving credit through one of the alternative credit programs offered by Kent State University
3. Demonstrating language proficiency comparable to Elementary II of a foreign language

Certain programs may require specific languages, limit the languages from which a student may choose or require coursework through Intermediate II. Students who plan to pursue graduate study may need a particular language proficiency.

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
PLST 18000	INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS	3
UC 10001	FLASHES 101	1
Foreign Language		4
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		14
Semester Two		
PLST 28004	CIVIL PROCEDURE	3
Foreign Language		4
American Civic Literacy Requirement		3
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		16
Semester Three		
PLST 28001	LEGAL RESEARCH AND WRITING	3
Legal Specialty Electives		6
Foreign Language and/or General Elective		3
Kent Core Requirement		3
Credit Hours		15
Semester Four		
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC)	3

Legal Specialty Electives	6
Foreign Language and/or General Elective	3
Kent Core Requirement	3
Credit Hours	15
Semester Five	
Legal Specialty Electives	6
Kent Core Requirement	3
Kent Core Requirement	3
Kent Core Requirement	3
Credit Hours	15
Semester Six	
Legal Specialty Electives	6
Kent Core Requirement	3
Kent Core Requirement	3
General Elective	3
Credit Hours	15
Semester Seven	
! PLST 36792 INTERNSHIP IN PARALEGAL (ELR)	3
General Electives	12
Credit Hours	15
Semester Eight	
! PLST 36792 INTERNSHIP IN PARALEGAL (ELR)	3
General Electives	12
Credit Hours	15
Minimum Total Credit Hours:	120

Kent Core Social Sciences (KSS) (must be from two disciplines)	6
Kent Core Basic Sciences (KBS/KLAB) (must include one laboratory)	6-7
Kent Core Additional (KADL)	6
Total Credit Hours:	36-37

Program Learning Outcomes

Graduates of this program will be able to:

1. Analyze a legal problem as well as identify and evaluate alternative solutions.
2. Formulate logical solutions to problems and construct logical arguments in support of specific positions as well as evaluate solutions and arguments.
3. Determine which areas of law are relevant to a particular situation.
4. Apply principles of professional ethics to specific factual situations.
5. Identify interrelationships among cases, statutes, regulations and other legal authorities.
6. Apply recognized legal authority to a specific factual situation.
7. Analyze factual situations to determine when it is appropriate to apply exceptions to general legal rules.
8. Apply exceptions to general legal rules.
9. Distinguish evidentiary facts from other material and/or controlling facts.
10. Identify factual omissions and inconsistencies.

University Requirements

All students in a bachelor’s degree program at Kent State University must complete the following university requirements for graduation.

NOTE: University requirements may be fulfilled in this program by specific course requirements. Please see Program Requirements for details.

Flashes 101 (UC 10001)	1 credit hour
Course is not required for students with 30+ transfer credits (excluding College Credit Plus) or age 21+ at time of admission.	
American Civic Literacy	3 credit hours
Experiential Learning Requirement (ELR)	varies
Students must successfully complete one course or approved experience.	
Kent Core (see table below)	36-37 credit hours
Writing-Intensive Course (WIC)	1 course
Students must earn a minimum C grade in the course.	
Upper-Division Requirement	39 credit hours
Students must successfully complete 39 upper-division (numbered 30000 to 49999) credit hours to graduate.	
Total Credit Hour Requirement	120 credit hours

Kent Core Requirements

Kent Core Composition (KCOMP)	6
Kent Core Mathematics and Critical Reasoning (KMCR)	3
Kent Core Humanities and Fine Arts (KHUM/KFA) (min one course each)	9

Program Policies

Foreign Language Requirements

In general, students may elect any foreign language taught through the Department of Modern and Classical Language Studies. However, certain majors, concentrations and minors require specific languages or limit the languages from which students may choose. In addition, students who plan to pursue graduate study may need particular languages for that study. In such cases, students should seek the advice of the appropriate department before selecting a language.

Progress Toward Fulfillment

College of Sciences and Humanities students are encouraged to begin meeting the foreign language requirement as early as possible in their program to ensure timely degree completion.

Mandatory Outcomes Assessment

In addition to the other General Requirements of the college, candidates for an undergraduate degree in the College of Sciences and Humanities are required, as a condition of graduation, to participate in an outcomes assessment. These outcomes assessments are conducted by each undergraduate degree program in the College of Sciences and Humanities.

Full Description

The Bachelor of Arts degree in Paralegal Studies combines a liberal arts background with law-related specialty courses to provide students with communication, critical reasoning and analytical skills; knowledge of the legal system; and practical hands-on experience.

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.

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.