

# PARALEGAL STUDIES - UNDERGRADUATE CERTIFICATE

College of Sciences and Humanities  
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

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

### 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

## 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

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

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 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.

## 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: 9		
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 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 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	

**Minimum Total Credit Hours: 21**

## 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.