

# Bachelor of Science in Paralegal Studies

## Degree Type

Bachelor of Science

The requirements below pertain to this Undergraduate Catalog year and are intended as a guide for academic planning. Students should consult with their academic advisor to discuss their individual plan of study.

**Minimum Program Length:** 120 credit hours

**Accepted Transfer Credits:** Up to 90 Credit hours

The Paralegal Studies Bachelor's of Science (B.S.) degree at Leighton University is a four-year program that prepares you to go directly into a specialized career as a paralegal. Paralegals work in various organizations, from law practices and corporate legal departments to government entities and insurance companies. At Leighton University, we can supply you with the knowledge needed to become a qualified paralegal. Choosing Leighton's Bachelor of Science in Paralegal Studies program is a concrete step toward a new career.

Typically, students enroll in this program to pursue a career in a legal environment such as a private law firm, corporation, or government agency. This program offers courses in the basic understanding of the law and court systems' core areas to help students stand out in the competitive job market. The program also provides a balance of legal-specialty courses, courses in particular topics, and general education requirements that give students a base to communicate effectively with clients, the public, and people in the legal system. As a program student, you can learn to prepare for litigation, provide administrative support during courtroom proceedings, interview witnesses, and legal research issues.

Leighton University has designed the Bachelor's of Science in Paralegal Studies degree program for traditional college students and working adult students who need the flexibility to accommodate work and school. Paralegal Studies has been designed for professionals and other adults in mind who wish to improve their knowledge and study in a flexible format.

## Program Goals and Objectives

Graduates of the Paralegal Studies program will be able to:

- Apply communication and problem-solving skills to gauge and supply needed information to supervising attorneys, colleagues, and clients, and to assist the supervising attorney(s) with interviews, pre-trial preparation, depositions, trials, and the preparation of legal documents;
- Perform the duties of an entry-level paralegal in a law firm or other legal work setting.
- *Understand the ethical rules and concerns in the legal profession*
- Interpret and apply legal codes of ethics in a work environment.
- Perform legal research activities using both printed and electronic sources.

## Overall Degree Requirements

In addition to the University's CORE requirements, the major, the minor, and elective requirements must meet the set of the overall requirements listed below:

1. Students must complete a minimum of 120 credits.
2. Students must maintain a minimum satisfactory GPA of 2.0 (C) overall program with no grade lower than a C in a course designated as a major in Economics.
3. Within the 120 credits required, the following coursework must be taken at Leighton University:
  - At the minimum, the last 30 credits of the degree program.

- At least 50% of courses listed within the major of the required number of credits in the major.
- At least 50% of credits earned for courses numbered 300 to 499 in the minor.
- At least 45 credits hours of the 120 credits to meet the degree requirements must be upper level (300-499).

## Paralegal Studies Program Structure

The requirements below pertain to this Undergraduate Catalog year and are intended as a guide for academic planning. Students should consult with their Academic Navigator to discuss their individual plan of study.

Minimum of 120 total credit hours required, including 45 senior level hours [300 - 499 level]

### University CORE Program (13 courses)

Code #	Title	Credits
	Category 1 - Purposive Communications (9 Credits)	9
	Category 2 - Quantitative Skills (3 Credits)	3
	Category 3 - Behavioral/Social Understanding (12 Credits)	12
	Category 4 - Scientific Reasoning (7 Credits)	7
	Category 5: Humanities and Fine Arts (6 Credits)	6
	Category 6: Technology Fluency (3 Credits)	3

### Foundational (8 Courses)

CRSJ 201, PALE 201 & PALE 222 are required courses.

Code #	Title	Credits
CRJS 201	Introduction to Homeland Security	3
CRJS 225	Professional Ethics in Criminal Justice	3
CRJS 233	Criminal Law	3
PALE 201	Fundamentals of Paralegalism	3
PALE 221	Tort and Personal Injury Law	3
PALE 222	Law Office Management	3
PALE 235	Trustees and Trust Administration	3
PALE 250	Civil Procedures	3
PALE 260	Legal Research and Writing I	3
PALE 271	Administration of Wills, Trusts, and Estates	3
PALE 285	Courts and the Judicial Process	3

## Core Distribution (8 Courses)

CRJS 378 & PALE 490 -- Required

Code #	Title	Credits
CRJS 378	Evidence and Procedures	3
PALE 340	Healthcare Law and Compliance	3
PALE 350	Legal Environment of Business	3
PALE 365	Courts and Litigation	3
PALE 370	Commercial Law: Secured Transactions	3
PALE 380	Communication Law in America	3
PALE 400	Estate Planning and Probate	3
PALE 402	Arbitration	3
PALE 410	Business Organizations and Transactions	3
PALE 413	Employment Law	3
PALE 490	Internship in Paralegal Studies	4-6

## Free Electives (4 Courses)

## Minor/Additional Electives (6 Courses)

\*\*\*Require a minimum of two additional upper-division courses (6 credit hours)

## University Requirement

Code #	Title	Credits
LIBR 150	Library Research	1
Total Credits		120