

Minor in Paralegal Studies

Degree Type Minor

The Paralegal Studies minor at Leighton is designed to expose students to the most common law areas encountered in a legal and business context. A paralegal is not a lawyer! Moreover, they may neither give legal advice nor accept cases. Further, a paralegal may neither argue in court nor set fees. Instead, a paralegal is often employed by a law office, corporate legal department, or public entity to perform substantive legal work under a lawyer's supervision. Paralegals conduct legal research utilizing various tools, maintaining and organizing files, and drafting legal documents. The paralegal classes provide excellent preparation for students wishing to further their education by attending law school.

Program Goals and Outcomes

Upon completion of a minor in Paralegal Studies, students will:

- Demonstrate sufficient legal knowledge and practical skills necessary to perform substantive legal work under an attorney's direction.
- Understand the ethical obligations in the legal profession.
- Read, analyze, and synthesize complex information in an organized and logical manner
- Effectively and communicate orally, in writing, and in interpersonal situations
- Demonstrate an awareness and understanding of the fundamental concepts and procedures of the American legal system.
- Demonstrate an awareness of the paralegal's role, value, and limitations in the American legal system.
- Demonstrate high standards of legal ethics and professional character and behavior.
- Demonstrate an ability to conduct legal research using formal and informal information retrieval methods and an ability to synthesize and summarize research.

Program Requirements

While it will not be published on the diploma, the Minor in Paralegal Studies will also be published on the student's transcript. Listed below are requirements that must be met for the successful completion of the minor:

- The minor requires at least 18 academic credits, with at least nine credits at the upper level (300- or 400-level courses).
- Courses completed in one minor may not be used to satisfy the requirements for another minor.
- At least twelve (12 cr. hrs.) of the required program courses must be taken at Leighton. No more than six credit hours transferred in may be used in satisfying program requirements.
- At least one upper-division credits applied to the minor must be taken at Leighton University.
- No course with an earned grade below "D+" or less may count towards a general business minor.

Program Courses in the Lower Division

PALE 250 Required and any other two courses to a total of 9 credit hours.

Code #	Title	Credits
PALE 201	Fundamentals of Paralegalism	3
PALE 221	Tort and Personal Injury Law	3
PALE 235	Trustees and Trust Administration	3
PALE 250	Civil Procedures	3
PALE 234	Arbitration	3

Program Courses in the Upper Division

9 credit hours from the selection below. At least 2 courses (6 credit hours) must be completed at Leighton

Code #	Title	Credits
PALE 380	Communication Law in America	3
PALE 365	Courts and Litigation	3
PALE 410	Business Organizations and Transactions	3
PALE 340	Healthcare Law and Compliance	3
Total Credits		18