

# PARALEGAL STUDIES - B.A.

## College of Arts and Sciences

School of Multidisciplinary Social Sciences and Humanities  
[www.kent.edu/multidisciplinary-studies](http://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

- Program Coordinator: **Amanda Paar-Conroy** | [apaar@kent.edu](mailto: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\*

### 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

### Legal support workers, all other

- -1.2% decline
- 50,400 number of jobs
- \$59,540 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 who graduated from high school three or more years ago.

**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 English language proficiency unless they meet specific exceptions. For more information, visit the admissions website for international students.

**Transfer Students:** Students who have attended any other educational institution after graduating from high school must apply as undergraduate transfer students. For more information, visit the admissions website for transfer students.

**Former Students:** Former Kent State students or graduates who have not attended another college or university since Kent State may complete the reenrollment or reinstatement form on the University Registrar's website.

Admission policies for undergraduate students may be found in the University Catalog.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

## Program Requirements

### Major Requirements

Code	Title	Credit Hours
<b>Major Requirements (courses count in major GPA)</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) <sup>1</sup>	6
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC) <sup>2</sup>	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 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

**Additional Requirements (courses do not count in major GPA)**

UC 10001	FLASHES 101	1
Foreign Language (see Foreign Language College Requirement below)		14-16
Kent Core Composition		6
Kent Core Mathematics and Critical Reasoning		3
Kent Core Humanities and Fine Arts (minimum one course from each)		9
Kent Core Social Sciences (must be from two disciplines)		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)		27

**Minimum Total Credit Hours: 120**

<sup>1</sup> Although required minimum hours for internship is 6 credit hours, it is recommended that students enroll in more than one internship.

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

## 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 Arts and Sciences must complete 14-16 credit hours of foreign language.<sup>1</sup>

To complete the requirement, students need the equivalent of Elementary I and II in any language, plus one of the following options<sup>2</sup>:

- Intermediate I and II of the same language
- Elementary I and II of a second language
- Any combination of two courses from the following list:
  - Intermediate I of the same language
  - ARAB 21401
  - ASL 19401
  - CHIN 25421
  - MCLS 10001
  - MCLS 20001
  - MCLS 20091
  - MCLS 21417
  - MCLS 21420
  - MCLS 22217

- MCLS 28403

- MCLS 28404

<sup>1</sup> 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 credit hours and fewer courses. This may be accomplished by (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; or (3) demonstrating language proficiency comparable to Elementary II of a foreign language. When students complete the requirement with fewer than 14 credit hours and four courses, they will complete remaining credit hours with general electives.

<sup>2</sup> Certain majors, concentrations and minors 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 particular language coursework.

## Roadmap

This roadmap is a recommended semester-by-semester plan of study for this major. However, 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		Credits
PLST 28004	CIVIL PROCEDURE	3
Foreign Language		4
Kent Core Requirement		3
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		16
Semester Three		Credits
PLST 28001	LEGAL RESEARCH AND WRITING	3
Legal Specialty Electives		6
Foreign Language		3
Kent Core Requirement		3
Credit Hours		15
Semester Four		Credits
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC)	3
Legal Specialty Electives		6
Foreign Language		3
Kent Core Requirement		3
Credit Hours		15
Semester Five		Credits
Legal Specialty Electives		6
Kent Core Requirement		3
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		15

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

## 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.	
Diversity Domestic/Global (DIVD/DIVG)	2 courses
Students must successfully complete one domestic and one global course, of which one must be from the Kent Core.	
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
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
<b>Total Credit Hours:</b>	<b>36-37</b>

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.

## 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.

## Program Learning Outcomes

Graduates of this program will be able to: