

Paralegal, A.A.S.

Fall 2024

Student's Name:	Advisor's Name:
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Student may need to take the following courses:	<input type="checkbox"/> ENGL098 – Accelerated Writing Skills for ENGL100	<input type="checkbox"/> MATH Skills and Support Course
	<input type="checkbox"/> RDNG 116 - College Reading and Study Skills	

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
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FIRST YEAR

FALL

ECON 101 Introduction to Economics OR ECON 120 Principles of Microeconomics OR ECON 121 Principles of Macroeconomics		3			
ENGL 100	Academic Writing I ¹	3	C		
PARA 101	Introduction to Paralegalism	3	C		
PSYC 103	Introduction to Psychology	3			
SUNY GEN ED Mathematics Elective		3			
Total Credits		15			

SPRING

ACCT 101	Financial Accounting	4			
BUAD 201	Business Law I	3	C		
ENGL 101	Academic Writing II	3			
PARA 130	Legal Research and Drafting ²	3	C		
SOCI 101	Introduction to Sociology	3			
Total Credits		16			

SECOND YEAR

FALL

ENGL 102	Approaches to Literature ³	3			
PARA 205	Litigation/Civil Procedure (FALL ONLY)	3	C		
PARA 215	Family Law/Domestic Relations (FALL ONLY)	3	C		
SUNY GEN ED Natural Sciences Elective		3			
Unrestricted Elective ⁴		3			
Total Credits		15			

SPRING

ENGL 204 ⁵	Interpersonal Communication	3			
PARA 210	Real Estate/Property Law (SPRING ONLY)	3	C		
PARA 220	Wills, Trusts, Estate Planning (SPRING ONLY)	3	C		
PARA 230 ⁶	Paralegal Internship	3	C		
PARA 231	Paralegal Seminar	3	C		
Total Credits		15			

Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.

¹ A student exempted from ENGL 100 must substitute a three-credit unrestricted elective. The course should be selected in consultation with the student's advisor.

² **PARA 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.**

³ ENGL 102: Students who have met the SUNY GEN ED Diversity: Equity, Inclusion, and Social Justice requirement through another course may instead take ENGL103 if they choose. A waiver would not be required.

⁴ Unrestricted Elective: Students should select a course from a subject area in which they intend to seek employment. CRJU 205, PARA 206, PARA 213, PARA 216, or PARA 225 is recommended to satisfy this requirement.

⁵ ENGL 201 *Public Speaking* or ENGL 210 *Intercultural Communication* may be substituted without a waiver.

⁶ A student with prior experience working under the supervision of a lawyer may submit a portfolio to seek Experiential Learning credit for PARA 230. Consult with the Chair for more details.

Additional Notes:

1. Any student wishing to complete the program in three semesters must take PARA 101 and PARA 130 concurrently in the first semester.
2. Alternative program requirement plans are available for students intending to transfer, honors college students, and students with prior college credits or degrees.
3. CRJU 205, PARA 205, PARA 213, PARA 215, PARA 225 are offered fall semesters only; PARA 206, PARA 210, PARA 216 & PARA 220 are offered spring semesters only.