

Paralegal Studies Certificate

Fall 2024

Student's Name:

Advisor's Name:

Baccalaureate College, Degree, and Year:

Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed
FIRST YEAR					
SEMESTER 1					
BUAD 201	Business Law I	3	C		
PARC 101	Introduction to Paralegalism	3	C		
PARC 130	Legal Research and Drafting ¹	3	C		
PARC 205	Litigation/Civil Procedure	3	C		
PARC 215	Family Law/Domestic Relations	3	C		
Total Credits		15			
SEMESTER 2					
PARC 210	Real Estate/Property Law	3	C		
PARC 220	Wills, Trusts, Estate Planning	3	C		
PARC 230	Paralegal Internship ²	3	C		
PARC 231	Paralegal Seminar	3	C		
Paralegal Elective ³		3	C		
Paralegal Elective ³		3	C		
Total Credits		18			

Minimum Credits Required for Graduation: 33 A cumulative GPA of at least 2.0 is required for conferral of certificate.

¹ PARC 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.

² PARC 230: A student with prior experience working under the supervision of a lawyer may apply to obtain Experiential Learning credit for this requirement.

³ Paralegal Elective options: Students should select an elective course from a subject area in which they intend to seek employment or have a special interest. CRJU 205, PARA 206, PARC 213, PARC 216, PARC 225, PARC 226, or BUAD 202. With program chair permission, a student can choose an alternative class in place of a Paralegal Elective. A waiver form must be submitted and approved to make a substitution.

Notes:

1. **To be admitted to this program, a student must have already earned a baccalaureate degree.**
2. For any course requirement waived, another course must be substituted, chosen with the approval of the program chair.
3. A grade of "C" or better is required in all courses.
4. CRJU 205, PARC 205, PARC 213, PARC 215, PARC 225 are offered fall semesters only; BUAD 202, PARA 206, PARC 210, PARC 216 & PARC 220 are offered spring semesters only.