

PARALEGAL STUDIES, Associate in Applied Science Degree - 5706

Social Science Department

CIP Code: 22.0302

The Paralegal Studies AAS degree, which is approved by the American Bar Association (ABA), develops professional competence and prepares students to provide paralegal services, under attorney supervision, or other law-related services in private, corporate and governmental law offices. The ABA requires students to take at least nine semester credits, or the equivalent, of legal specialty courses through synchronous instruction. Students may complete this program at the Harrisburg and Lancaster campuses through various modalities (e.g., on-campus/in-person instruction, hybrid, synchronous remote instruction and/or asynchronous instruction).

Paralegals may not provide legal services directly to the public, except as permitted by law.

Career Opportunities

Graduates are likely to be employed in a variety of law-related positions, including as paralegals in private and corporate practice, government agencies, insurance companies, and federal, state or local courts. Transfer options are available for students wishing to pursue their bachelor's degree.

Competency Profile

This curriculum is designed to prepare students to:

- Perform effective legal research and analysis
- Use current legal technologies consistent with professional standards
- Respond appropriately to the ethical issues that arise for a paralegal in a legal environment
- Professionally communicate in writing and speaking as a paralegal in a legal environment
- Assist in the representation of clients in a culturally responsive manner.

PROGRAM REQUIREMENTS (TOTAL CREDITS = 61)

General Education		Major Requirements		Other Required Courses	
ENGL 101 English Composition I	3	PLGL 102 Legal Research and Writing I	3	Program Electives***	18
ENGL 102 English Composition II	3	PLGL 104 Legal Research and Writing II	3	Open Elective	<u>3</u>
COMM 101 Effective Speaking	3	PLGL 105 Contracts	3		21
Humanities & Arts Core Elective	3	PLGL 201 Civil Litigation I	3		
Mathematics or Science Core Elective*	3 or 4	PLGL 202 Civil Litigation II	3		
Social & Behavioral Science Core Elective**	3	PLGL 210 Paralegal Ethics and Professionalism	<u>3</u>		
First-Year-Seminar Elective - PLGL 101	3		18		
Wellness Elective	<u>1</u>				
	22				

*Students are to selected from the following: MATH 103, 104, 110, 111, 119 or 202.

**Students are to select from the following: ANTH 101 or 205; COMM 253; GEOG 201 or 230; HIST 102; PSYC 229; or SOCI 201, 202, 203 or 205.

***Students select program electives from the following courses: CJ 203, 212; PLGL 203, 204, 206, 207, 209, 211 and 251.

Note: Students must complete the following courses with a minimum grade of C to graduate: PLGL 102 and 201.

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part-time students can complete this program by taking one or more courses each semester.

Fall Semester I		Spring Semester I		Fall Semester II		Spring Semester II	
COMM 101	3	ENGL 102	3	Math/Science Core Elective*	3 or 4	Humanities/Arts Core Elective	3
ENGL 101	3	PLGL 102	3	PLGL 104	3	Open Elective	3
PLGL 101	3	PLGL 201	3	PLGL 202	3	PLGL 210	3
PLGL 105	3	Program Electives***	6	Program Electives***	6	Program Electives***	6
Social/Behavioral Science Core Elective**	3	Wellness Elective	1				

Paralegal Studies AAS Course Transfer Policy

In addition to the requirements of HACC's transfer policy, credits may be transferred in and applied to paralegal specialty courses only if they meet all of the following requirements:

- Credits must have been earned at a college or university accredited by one of the following regional accrediting agencies: Middle States, New England, North Central, Northwest, Southern, or Western;
- Credit will be awarded only for course work in which the student received credit with a letter grade of 'C' or better;
- The course content must be comparable to the course offered in HACC's Paralegal Studies Program;
- Students must take at least nine (9) semester credit hours of required Paralegal Studies legal specialty courses through synchronous instruction;
- Continuing Education Credits are NOT accepted for transfer.

The Paralegal Program Director shall review the course syllabus or catalog description of the course which the student is attempting to transfer to ensure that the transferred course meets the requirements of this policy.

In the AAS program, no more than three of the seven required legal specialty courses and no more than three of the six elective legal specialty courses will be accepted for credit.

In all program options, credits for PLGL 104 (Legal Research & Writing II), PLGL 202 (Civil Litigation II), and PLGL 210 (Paralegal Ethics and Professionalism), may NOT be transferred into the program.