The University of Hartford offers part-time Paralegal Studies Programs that are approved by the American Bar Association (ABA). The Program, which began at the Hartford College for Women in 1974, was the first paralegal education program in Connecticut.

In the Paralegal Studies Programs, students will develop a conceptual understanding of law and will have the ability to implement that knowledge through successful applied learning. Courses are taught in a student-focused learning environment that emphasizes effective, high-quality teaching and learning. Through strong relationships with area law firms, corporate law departments, courts, government entities, and attorneys, our students and faculty have access to, and are a part of, the legal community.

This program is not designed to prepare students for law school. Paralegals may not provide legal services directly to the public except as provided by law.

ABA APPROVAL

The Paralegal Studies Program is approved by the American Bar Association (ABA). Approval is awarded and maintained based on achievement of standards in curricula, faculty, library, and computer resources.

APPLICATION REQUIREMENTS

The following items are required:

- a completed application http://admission.hartford.edu/pdf/parttime/non_trad_app.pdf; and
- official transcripts from all colleges or universities attended and, if less than 30 college credits earned, high school transcripts; and
- $35 application fee.
COMPLETION TIMES
Because courses are offered year round during evenings and on Saturdays, the Paralegal Certificate can be completed in 9 months. The A.S. degree can be completed in two years or less, and the B.A. degree can be completed in four years or less. All Paralegal Studies schedules can be altered to meet a student’s schedule and time frames.

DEADLINES AND DATES
Admission for the Paralegal Studies Program is completed on a rolling basis throughout the year. Students can be admitted to begin courses during any term. Typically, Certificate Program students begin in the January evening session, or the Saturday sessions in September or March.

It is recommended that all application materials be submitted no later than one month prior to the start of the term in which the student is seeking admission.

COST OF ATTENDANCE
The Paralegal Studies Programs are affordable. Paralegal Studies students are charged a per credit rate up to 11.5 credits a semester. In addition to the per credit cost for the courses they select, students pay minimal fees per semester which usually total less than $200. This per credit pricing structure means that Paralegal Studies students can progress at nearly a full time pace for a fraction of the cost of full time tuition. Currently, the Paralegal Studies Certificate, including books and fees, will cost a student under $12,000. For the current per credit rate, please visit http://uhaweb.hartford.edu/bursar/ tuition.htm and view “Part-time Per Credit Hour”. The Paralegal Studies rate is listed under “University Studies”.

FINANCIAL AID
Student financial assistance is administered through the Office of Admission and Student and Financial Assistance and is limited to federal financial aid and supplemental loan programs. Students must meet eligibility requirements as established by the U.S. Department of Education. The academic year includes summer, fall, and spring. In order to be eligible for financial aid, students must:

• be matriculated in the Paralegal Studies Program;
• be registered at least half - time throughout the year (six credits per regular semester or three credits each Saturday session for 12 credits per year);
• file the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov; and
• meet all requirements established by the U.S. Department of Education including both quantitative (rate of completion) and qualitative (G.P.A. of 2.0 or better) requirements.

PROGRAM OF STUDY
All Paralegal Studies Programs at the University of Hartford are approved by the American Bar Association as fulfilling its requirements.

The Paralegal Studies Curricula is organized as follows:

ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES
The Associate Degree in Paralegal Studies is designed for the student entering college for the first time or entering with fewer than 60 academic credits. The program requires completion of a total of 60 credits: 31 credits in general education and 25 credits in Paralegal Studies. The remaining credits are made up of elective courses. The curriculum assures that our students become acquainted with many fields of study, with a focus on a wide range of legal specialty courses necessary for a career as a paralegal. Graduates frequently continue to complete the Bachelor’s degree. Students graduating with the A.S. degree also receive the Paralegal Certificate.

Employers of our graduates are often the best indicators to the Program of whether we are adequately preparing legal students to work in real world environments. Here is what two recent paralegal graduate employers had to say about their University of Hartford Paralegal employee:

“The value is that they ‘hit the ground running’ without needing a great deal of ‘on the job training’”.
John Montalbano, Esquire, McHugh, Chapman & Montalbano

“Graduate was well qualified from day one in general legal thinking, ethical practices and issues and writing and technical skills. She has been able to use the base knowledge from her University of Hartford education to quickly get up to speed in a very specialized area. In addition her client contact skills are excellent.”
Carl Gulliver, Esquire, Coan, Lewendon, Gulliver & Miltenberger
GENERAL EDUCATION: 31 CREDITS
6 credits - English Composition
3 credits - Communications
3 credits - Financial Accounting
3 credits - College-level Mathematics
6 credits - Humanities (includes English, literature, communications, philosophy, history, art history, drama, cinema, rhetoric, religion, music theory, modern languages)
6 credits - Social Sciences (includes politics, economics, psychology, sociology)
4 credits - Laboratory Science

PARALEGAL STUDIES: 25 CREDITS
Note: these courses must carry a grade of C or better.

Introduction to the Legal System (LAH 201)
Legal Research & Writing I (LAH 250)
Civil Litigation (LAH 210)
Legal Ethics (LAH 215)
Probate Practice (LAH 220)
Real Estate Transactions (LAH 230)
Business Organizations (LAH 241)
Administrative Practice and Procedures (LAH 320)
Technology and the Law (LAH 325)

ELECTIVE COURSES: 4 CREDITS
Note: Students frequently select an internship as an elective.

BACHELOR OF ARTS IN UNIVERSITY STUDIES WITH PARALEGAL STUDIES CONCENTRATION

The Bachelor of Arts requires a total of 120 credits combining required general education courses and Paralegal Studies courses, and offers significant opportunity for expanding work in paralegal studies through electives. The Program includes an Internship program, in which students can earn from 3-15 credits working in a legal environment. It also provides for elective courses in areas such as Workouts, Foreclosures and Bankruptcy; Criminal Law and Procedure; Elder Law; Employment Law; and Environmental Law. The bachelor’s program also encourages multi-disciplinary work, combining law, science, ethics and other disciplines for a rich appreciation of the law in society. Students must complete a minimum of 30 credits at the 300 level or above.

GENERAL EDUCATION: 43 CREDITS
6 credits - English Composition
6 credits - Literacy requirements which includes either: 3 credits in computer science and 3 credits in communications
3 credits - College-level Mathematics
15 credits - Humanities (includes English, literature, communications, philosophy, history, art history, drama, cinema, rhetoric, religion, music theory, modern languages)
4 credits - Laboratory Science
9 credits - Social Sciences (includes politics, economics, psychology, sociology)

CONCENTRATION CURRICULUM: PARALEGAL STUDIES: 46-48 CREDITS
Note: these courses must carry a grade of C or better.

Introduction to the Legal System (LAH 201)
Civil Litigation (LAH 210)
Legal Ethics (LAH 215)
Probate Practice (LAH 220)
Real Estate Transactions (LAH 230)
Business Organizations (LAH 241)
Legal Research & Writing I (LAH 250)
Civil Litigation II or Personal Injury Law (LAH 310/LAH 414)
Paralegal students prepare paralegal-level work in every class offered by the Program. Student will have a wide range of writing samples to show a prospective employer upon graduation. Students are encouraged, and in some classes required, to create a legal portfolio of their work. Here is what one recent graduate said about the value of her legal portfolio:

“After receiving my BS degree I used my legal portfolio to get my dream paralegal job working in child advocacy.”

Viola Hughes (May 2010 BS graduate)

Legal Research & Writing II (LAH 315)
Administrative Practice and Procedures (LAH 320)
Technology and the Law (LAH 325)
Contracts (LAH 410)
Senior Seminar (LAH 450)
Legal Internship (LAH 490)

**ELECTIVE COURSES: 29-31 CREDITS**

**THE PARALEGAL CERTIFICATE PROGRAM**

The Paralegal Certificate Program is designed for students who already have a minimum of 60 undergraduate credits (30 credits of which must be in the liberal arts) and therefore have a strong background in general education. The Program is 19 credits, of which 10 credits (4 courses) are required courses. Students can select from a wide array of courses for the remaining 9 credits to custom-design a Certificate in areas such as litigation, business law, estate administration, and healthcare law.

*Note: these courses must carry a grade of C or better.*

**INTRODUCTORY COURSES: 10 CREDITS**

Introduction to the Legal System (LAH 201)
Legal Ethics (LAH 215)
Legal Research & Writing I (LAH 250)
Technology and the Law (LAH 325)

Students must select two courses from at least two of the following four cores and one course from a core or elective group for a total of 9 credits.

**CORE REQUIREMENTS: 6 CREDITS**

*Core 1: Civil Litigation*
Civil Litigation I (LAH 210)
Civil Litigation II (LAH 310)
Personal Injury Law (LAH 414)

*Core 2: Business/Corporate/Real Estate*
Real Estate Transactions (LAH 230)
Business Organizations (LAH 241)
Title Search (LAH 336)
Commercial Real Estate (LAH 340)

*Core 3: Estate Administration/ Probate*
Probate Practice (LAH 220)

*Core 4: Healthcare/Regulatory Law*
Healthcare Law (LAH 316)
Administrative Practice and Procedure (LAH 320)

**ELECTIVE COURSES: 3 CREDITS**

Legal Research & Writing II (LAH 315)
Environmental Law (LAH 350)
Family Law (LAH 355)
Insurance Law (LAH 365)
Workouts, Foreclosure & Bankruptcy (LAH 375)
Contracts (LAH 410)
Elder Law (LAH 411)
Intellectual Property (LAH 412)
Employment Law (LAH 413)
Senior Seminar (LAH 450)
*Internship (LAH 490)*
And others

*strongly recommended*
OTHER BENEFITS
- Hands-on experience through internships and pro bono clinics
- Career development and placement services provided by University’s Career Center specific to the legal field
- Exceptional faculty of paralegal educators and experienced legal professionals, including attorneys and paralegals
- Cutting edge technology education and training
- Small class size with other motivated adult learners
- Large, active network of paralegal alumni

PARALEGAL STUDIES ADMISSIONS
The University of Hartford Paralegal Studies programs offer rolling admissions and personal assistance with the application process and your academic development planning. Let us help you figure out how you can earn your degree – and achieve your goals and realize your dreams!

ASSOCIATE OF SCIENCE AND CERTIFICATE
Admission requirements:
Prospective A.S. students with 30 or more transferrable credits from other colleges must have a minimum GPA of 2.0. Official transcripts from all previously attended colleges must be sent directly to the Admissions Office.

Prospective A.S. students with fewer than 30 transferrable credits from other colleges will be considered for admission based upon their transferrable credits from other colleges with a minimum GPA of 2.0, high school transcripts or GED scores and their professional work experience and/or desire to pursue paralegal education. In addition to having official transcripts sent to the Admissions Office, prospective students with fewer than 30 transferrable credits must either provide a professional resume or essay indicating with they want to join the Paralegal Studies Program. If out of high school less than five years, SAT scores must also be provided.

Prospective Certificate students must have a minimum of 60 college credits, 30 of which must be in the liberal arts, and must have a minimum GPA of 2.0.

BACHELOR OF ARTS
Admission requirements:
Prospective B.A. in University Studies with a Paralegal Studies Concentration students must be at least 22 years of age and must have completed a minimum of 30 transferable college credits with a minimum GPA of 2.0 on previous coursework. In general, coursework taken at accredited institutions for which the student earned a minimum grade of C- will transfer. Computer coursework older than five years and some technical coursework will not transfer. Adults who have not accumulated 30 credits are welcome to take courses at the University of Hartford as non-matriculated students until they reach 30 credit hours or they may matriculate into the Associate of Science in Paralegal Studies program. Upon completion of the 60 credit associate degree, students can seamlessly transfer into the B.A. in University Studies with a Paralegal Studies Concentration to complete their baccalaureate degree. Students may not have been full-time students at the University of Hartford in the two years prior to their application to the B.A. in University Studies with a Paralegal Studies Concentration.

How to apply for admission:
1. Arrange a personal interview with Deb Boyle in the Paralegal Studies Program at (860) 768-5466 or dboyle@hartford.edu so we can better assess your educational goals, better assist you with a preliminary academic development plan, and provide personal assistance with the application process. If you have college transcripts, bring them for an initial evaluation of your transfer credits – and any questions you want to ask us!

2. Complete and submit your application and the $35 non-refundable application fee to the Admissions Office.

The Paralegal Studies Program, along with CT Fair Housing Agency, run a monthly Foreclosure Prevention Clinic on the University of Hartford campus. The Clinic assists homeowners who are representing themselves in the foreclosure court process. Paralegal students are trained and volunteer at the clinics. The Clinic experience gives students the real life, hands on experience that employers are seeking. Here is what current students have said about the Foreclosure Clinic experience:

“I’ve worked at several sessions of the [foreclosure] clinic doing both client intake as well as meeting one-on-one with clients. Being able to work with a client is one paralegal skill you can’t learn in a classroom”

Virginia McCarthy (graduate)

“What I enjoyed most about my time at the [foreclosure] clinic was helping the homeowners. I found that I really enjoy helping others. We could take our paralegal knowledge and use it to help someone else. That is a great feeling”

Monique Thibodeau (graduate)
3. Arrange to have your official transcripts from all previously-attended colleges and high school transcript sent directly to the Admissions Office. High school transcripts are used for federal financial aid requirements only.

**LEGAL SPECIALTY COURSE TRANSFER POLICY:**

Students who enter a degree program may transfer legal specialty courses taken at prior institutions, based upon an evaluation by the Program Director. Courses will be accepted if they are from accredited colleges or universities in the United States, are from an ABA-approved paralegal program, and are similar in scope and content to the courses in the Paralegal Studies Program.

The following limits apply to transfer credits of legal specialty courses toward the major or certificate:

1. Students may apply no more than 19 credits of transferred legal specialty courses toward the required legal specialty courses for the bachelor's degree.
2. Students may apply no more than 12 credits of transferred legal specialty courses toward the required legal specialty courses for the associate's degree.
3. Students may not transfer any legal specialty courses to the certificate program.

The Paralegal Studies Program does not accept any CLEP or LINCS credit for legal specialty courses.

*Note: After matriculation in the associate’s or bachelor’s program, or enrollment in the Paralegal Certificate program, all required Paralegal Studies courses must be taken at the University of Hartford.*

**FURTHER INFORMATION**

The Paralegal Studies Program is happy to provide more specific information about a Paralegal program or answer any questions you may have.

To receive more information about the Paralegal Studies Program or to begin the application process, please contact Deb Boyle, Program Manager, by email at dboyle@hartford.edu or telephone at (860) 768-5466.

For questions about the Paralegal Studies Program, please contact Regina Graziani, Program Director, by telephone at (860) 768-5467 or email, graziani@hartford.edu.

Program website: [http://admission.hartford.edu/paralegalstudies](http://admission.hartford.edu/paralegalstudies).
Undergraduate Application for Admission and Financial Assistance for Nontraditional Students

Fall 20 ______  Spring 20 ______  Summer 20 ______  Winter 20 ______ (Saturdayterm only)
Freshman  Transfer  Full-Time Student  Part-Time Student

PERSONAL DATA/Please type or print.

Student’s Social Security Number

Legal name

First  Middle (complete)  Jr., etc.

Former last name(s), if any

Date of birth _____________ /__________ /__________

Gender:  Male  Female

E-mail ___________________________________ @ __________________________

Citizenship:  U.S. citizen  Eligible noncitizen

(If you are not a citizen or eligible noncitizen, please complete an International Student application.)

Alien registration number

Ethnicity: (please check only one of the following)  Hispanic or Latino  Non-Hispanic or Latino

Race: (please mark one or more races from the following list)

☐ American Indian/Alaskan Native  ☐ Black or African American  ☐ White

☐ Asian  ☐ Native Hawaiian or Other Pacific Islander

City of birth ________________________________  What is your first language, if other than English? __________________

Have you taken the TOEFL?  Yes  No  If yes, when? _____________ /____________

Month  Year

Permanent mailing address (for all admission correspondence):

Street  City  State  ZIP  Home telephone

(______) ______________________

Business employer:

Street  City  State  ZIP  Cell phone

(______) ______________________

Business telephone

(______) ______________________

Have you ever attended the University of Hartford?  Yes  No  If yes, when? From ____________ to _____________

Do you plan to live  in University housing?  in an off-campus apartment/home?

Do you plan to apply for financial assistance?  Yes  No

If your answer to this question is yes, you must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to be considered for need-based financial assistance. Priority filing date for students applying for full-time enrollment is February 1. Students applying for part-time enrollment should file at least one month prior to registration.

Please indicate with a 1 or 2 the schools/colleges at the University to which you are applying:

1 Barney School of Business  2 College of Education, Nursing and Health Professions  3 The Hartt School (supplemental application required)

1 College of Arts and Sciences  2 College of Engineering, Technology, and Architecture  3 Hartford Art School (portfolio required)

1 Hillyer College  2 Interactive Information Technology (multimedia and Web development)  3 University Studies (BUS program)

Do you plan to pursue an  associate’s degree  bachelor’s degree  or  certificate program?

Indicate the major/certificate program you plan to pursue, if known________________________________________
### PREVIOUS EDUCATION

**a) Secondary level** (high school level)

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<tr>
<th>Name of school</th>
<th>Location (city and state)</th>
<th>Date of attendance</th>
<th>Date of graduation</th>
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If you have previously registered for any college classes, fill out the following section. Please include every college or university in which you have enrolled.

**b) Postsecondary level**

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<tr>
<th>Name of institution</th>
<th>Location (city and state)</th>
<th>Credits earned (if any)</th>
<th>Date of enrollment</th>
<th>Degree received or Reason for leaving</th>
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**c) Courses in progress**

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<tr>
<th>Name of institution</th>
<th>Course title</th>
<th>Credit value</th>
<th>Course number</th>
<th>Date of completion</th>
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The U.S. Department of Higher Education requires proof of high school graduation or its equivalent by all students. This requirement must be fulfilled prior to registration. The requirement may be met with an official final high school transcript, a letter directly from your high school confirming graduation, or an official GED score report. All official documents must be received in a sealed envelope from the appropriate institutions.

Regardless of when the courses were taken, please ask previously attended colleges and universities to forward official copies of your record to the Office of Admission and Student Financial Assistance, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117.

I certify that all items on this application are answered correctly and completely. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me for admission to the University of Hartford or may later be the basis for my withdrawal or dismissal.

Student’s signature _________________________________ Date _______________________________

The University of Hartford admits students without regard to race, age, color, creed, gender, physical ability, sexual orientation, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the University.

**A $35 NONREFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION.**

Please return this application to
Office of Admission and Student Financial Assistance
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117

Phone: 860.768.4296 or 800.947.4303
Fax: 860.768.4961

OCC 6725