



UNIVERSITY  
OF HARTFORD

# PARALEGAL STUDIES PROGRAM



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## OVERVIEW

The University of Hartford offers a part-time Paralegal Studies Program that is 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 Program, students will develop a conceptual understanding of law and will have the ability to implement that knowledge through successful applied learning. Courses are based 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 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](http://admission.hartford.edu/pdf/parttime/non_trad_app.pdf)
- official transcripts from all colleges or universities attended or high school transcripts if less than 30 college credits earned
- \$35 application fee



**Employers of our graduates are often the best indicators to the Program of whether or not 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

## COMPLETION TIMES

Because courses are offered year round evenings and on Saturdays, the Paralegal Certificate Program can be completed in 9 months. The A.S. degree can be completed in two years or less, and the B.S. 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 Programs 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 \$100. 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 \$10,000. 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 (information is current for 2010-2011 academic year)

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](http://www.fafsa.ed.gov)
- 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.

# PROGRAMS 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.

### 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 SCIENCE IN PARALEGAL STUDIES**

The Bachelor of Science 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 take 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
- 3 credits - Communications
- 3 credits - Financial Accounting
- 3 credits - College-level Mathematics
- 3 credits - Power and Politics in America
- 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
- 12 credits or equivalents - All University Curriculum (includes social context/social science, science and technology, other cultures/humanities, and arts)

**MAJOR CORE CURRICULUM: PARALEGAL STUDIES: 40 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)
- 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: 37 CREDITS**



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)

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 (Current BS student)

*"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 (Current AS student)



## 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. 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, 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

## 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](mailto:dboyle@hartford.edu) or telephone at (860) 768-5466.

For questions about the Paralegal Studies Program, please contact Regina Dowling, Program Director, by telephone at (860) 768-5467 or email, [dowling@hartford.edu](mailto:dowling@hartford.edu).

Program website: <http://admission.hartford.edu/paralegalstudies>.