OVERVIEW

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

In the Paralegal Studies program, students develop a conceptual understanding of law and are given the opportunity to apply that knowledge in successful professional settings. Courses are taught in a student-focused learning environment. 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 ABA-approved. Approval is awarded and maintained based on achievement of standards in curricula, faculty, library, and computer resources.

APPLICATION REQUIREMENTS

The following application items are required:

- a completed application (admission.hartford.edu)
- official transcripts from all colleges or universities attended and, if fewer than 30 college credits earned, high school transcripts
- $35 application fee
Employers of our graduates are often the best indicators 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 employees:

“The value is that they ‘hit the ground running’ without needing a great deal of on-the-job training.”
—John Montalbano, Esq.
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, Esq.
Coan, Lewendon, Gulliver & Miltenberger

COMPLETION TIMES
Because courses are offered year round during evenings and on Saturdays, the Paralegal Certificate can be completed in nine months. The Associate in Science (AS) can be completed in two years or less, and the Bachelor of Arts (BA) can be completed in four years or less. All Paralegal Studies course sequences 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 program is affordable. Paralegal Studies students are charged a per-credit rate up to 11.5 credits per semester. In addition to the per-credit cost for the courses they select, students pay minimal fees per semester. 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. For the current per-credit rate, visit hartford.edu/tuition. The Paralegal Studies rate is listed under “University Studies.”

FINANCIAL AID
Student financial assistance is administered through the Office of Admission and Student 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 (6 credits per regular semester or 3 credits each Saturday session for 12 credits per year);

» file the Free Application for Federal Student Aid (FAFSA) (fafsa.ed.gov); and

» meet all requirements established by the U.S. Department of Education including both quantitative (rate of completion) and qualitative (GPA 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 are organized as follows:

ASSOCIATE IN SCIENCE IN PARALEGAL STUDIES

The Associate in Science 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 consist of elective courses. The curriculum ensures 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 on to complete the bachelor’s degree. Students graduating with the AS degree also receive the Paralegal Certificate.

GENERAL EDUCATION: 31 CREDITS

- 6 credits—English composition
- 3 credits—Communication
- 3 credits—Financial accounting
- 3 credits—Mathematics (college level)
- 6 credits—Humanities (e.g., English, literature, communication, philosophy, history, art history, drama, cinema, rhetoric, religion, music theory, modern languages)
- 6 credits—Social sciences (e.g., politics, economics, psychology, sociology)
- 4 credits—Laboratory science

PARALEGAL STUDIES: 25 CREDITS*

- 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 and Writing I (LAH 250)
- Administrative Practice and Procedures (LAH 320)
- Technology and the Law (LAH 325)

ELECTIVE COURSES: 4 CREDITS

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 to 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;

* These courses must carry a grade of C or better.
Elder Law; Employment Law; and Environmental Law. The bachelor’s program also encourages multidisciplinary 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: 3 credits in computer science and 3 credits in communications
- 3 credits—Mathematics (college level)
- 15 credits—Humanities (e.g., English, literature, communication, philosophy, history, art history, drama, cinema, rhetoric, religion, music theory, modern languages)
- 4 credits—Laboratory science
- 9 credits—Social sciences (e.g., politics, economics, psychology, sociology)

**CONCENTRATION CURRICULUM: PARALEGAL STUDIES: 46–48 CREDITS**
- 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 and Writing I (LAH 250)
- Civil Litigation II or Personal Injury Law (LAH 310/LAH 414)
- Legal Research and 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**

**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 (four courses) are required courses. Students can select from a wide array of courses for the remaining 9 credits to customize a certificate in areas such as litigation, business law, estate administration, and healthcare law. 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 and Writing I (LAH 250)
- Technology and the Law (LAH 325)

* These courses must carry a grade of C or better.
CORE REQUIREMENTS: 6 CREDITS
Students must select two courses in two different areas from the following four cores and one course from a core or elective group for a total of 9 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 and Writing II (LAH 315)
Environmental Law (LAH 350)
Family Law (LAH 355)
Insurance Law (LAH 365)
Workouts, Foreclosure, and 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) (strongly recommended)
Other electives

OTHER BENEFITS
- Hands-on experience through internships and pro bono clinics
- Career development and placement services specific to the legal field provided by the University’s Career Center
- Exceptional faculty of paralegal educators and experienced legal professionals, including attorneys and paralegals
- Comprehensive, state-of-the-art 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’s Paralegal Studies program offers 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 IN SCIENCE AND CERTIFICATE
Admission requirements
Prospective AS students with 30 or more transferable 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 University's Office of Admission.

Prospective AS students with fewer than 30 transferable credits from other colleges will be considered for admission based on their transferable 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 Office of Admission, prospective students with fewer than 30 transferable credits must provide either a professional résumé or essay indicating their interest in 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 BA students in university studies with a paralegal studies concentration 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 course work. In general, course work taken at accredited institutions for which the student earned a minimum grade of C– will transfer. Computer course work older than five years and some technical course work will not transfer. Adults who have not accumulated 30 credits are welcome to take courses at the University of Hartford as nonmatriculated students until they reach 30 credit hours, or they may matriculate into the Associate in Science in paralegal studies program. Upon completion of the 60-credit associate’s degree, students can seamlessly transfer into the BA 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 BA in university studies with a paralegal studies concentration.

How to apply for admission
1. Arrange a personal interview with Sharron Dillon in the Paralegal Studies program at 860.768.5468 or sdillon@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. This is a good time to ask any questions you may have.

2. Complete your application with a $35 nonrefundable application fee payable to the University of Hartford and submit to the University’s Office of Admission.

3. Arrange to have your official transcripts from all previously attended colleges and high schools sent directly to the Office of Admission. High school transcripts are used for federal financial aid requirements only.

The Paralegal Studies program, along with Connecticut Fair Housing Agency, runs 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 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 ’12

“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
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 the 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 Sharron Dillon, program manager, at sdillon@hartford.edu or 860.768.5468.

For questions about the Paralegal Studies program, please contact Regina Graziani, program director, at 860.768.5467 or graziani@hartford.edu.

Visit admission.hartford.edu/paralegalstudies.