



## PARALEGAL STUDIES

# **FULLERTON COLLEGE PARALEGAL STUDIES PROGRAM GENERAL INFORMATION**

Fullerton College offers both an Associate in Science Degree and a Certificate for those students interested in becoming a paralegal or going on to law school. In this memo, I will attempt to answer any questions you might have, but I encourage you to visit the [College's website](#) where you can find registration deadlines, costs, and examine the College Catalog accessible from the main page. There is no admission process aside from signing up for the classes like you would for any other community college class. However, there are pre-requisites to consider. We encourage new students to take three paralegal courses the first semester.

These three courses are required for all Paralegal Studies Program students: PLEG 101, 104, and 116 respectively. They are Introduction to Paralegal Studies, Introduction to Legal Research & Terminology, and Law Office Technology. These are foundational courses that give a student an initial grasp of the law; explain what a paralegal is and does; how to conduct legal research for generating legal documents; and how to use legal technology in a law environment.

There are five other required courses: PLEG 105, 201, 202, 221, and 223 (Introduction to Legal Writing; Civil Litigation I and Civil Litigation II; Paralegal Ethics; and Advanced Legal Research and Writing). The remaining units required for a degree or a certificate (see below for a further explanation of how many) are electives, which can be chosen based on a student's subject interest. All classes offered in the program can be found in the catalog referenced above. Any student who has already completed paralegal classes at another institution needs to be aware that only six units may be transferred into the program. Those six units must meet the following criteria:

1. Must be attained at an American Bar Association (ABA) approved school; and
2. Must meet both the unit and content requirements of the course for which the student would like the units applied.

As we are approved by the ABA, the requirements for the awarding of a degree or certificate are set by them. The Associate in Science degree requires the successful completion (with a grade C or better in all courses) of 30 paralegal studies units (24 units of required courses discussed above

and 6 units of electives). Additionally, the student must complete all required general education classes as set forth by the ABA and the College.

If a student already has an associate degree or higher, they are eligible to achieve a Certificate after the successful completion of 33 units of Paralegal Studies courses (the same 24 required units, plus 9 elective units). Students who have previously earned an associate degree should contact one of the CE Counselors in the Counseling Office to set up an appointment to have their general education classes evaluated. The ABA does not accept all general education classes the College accepts for the associate degree. In some cases, students may have to take additional general education classes to satisfy the general education requirements.

If a student attends classes full-time, the associate degree can be completed in about two years, and the certificate can be completed in about two and a half to three years. Our classes are typically offered on weekday evenings. Other information on the program can be obtained via the Counseling Office, reviewing the College Catalog, or attending the mandatory informational meetings required of new paralegal students.

**Note:** The ABA requires that at least 9 units of legal specialty courses be taken in the live, synchronous format, offered via Zoom or in-person.