

**STUDENT HANDBOOK**  
**LEGAL STUDIES/PARALEGAL**  
**ASSOCIATE DEGREE**  
**LEGAL STUDIES/PARALEGAL POST-**  
**BACCALAUREATE ONE-YEAR**  
**TECHNICAL DIPLOMA**

(Revised 2024)

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## **LAW AS A CAREER CHOICE**

Madison College's Legal Studies/Paralegal Program prepares students for highly responsible entry-level positions as paralegals, legal assistants, or positions using the same skills as are required of paralegals or legal assistants. Students take courses that provide the basic competencies to begin a career as a paralegal, legal assistant, or a job which utilizes the competencies learned. In addition, many students attend this Program to determine if they would like to go to law school.

A paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically designated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law.

The Legal Studies/Paralegal Program includes core course work in the following areas: ethics, legal procedures, the American legal system, delivery of legal services in law offices and related environments, the legal profession, legal research and writing, law-related technology skills, legal interviewing and investigation, and substantive areas of legal practice.

The Legal Studies/Paralegal Program assists students in acquiring these essential related competencies: critical thinking skills (analysis, judgment, and problem solving); communication skills (oral, written, non-verbal and interpersonal); technology skills; computational skills; understanding of ethics; and organizational skills.

The Madison College Legal Studies/Paralegal Program is approved by the American Bar Association. The Program offers two educational options: the two-year, 60-credit Associates in Applied Science Degree and the two-semester, 30-credit Post-Baccalaureate One-Year Technical Diploma. Concurrent enrollment in the Diploma and Degree is not permitted. Generally, students who have earned their bachelor's degree will pursue the Post-Baccalaureate One-Year Technical Diploma, and students entering the Program without a bachelor's degree will pursue the Associate Degree.

## **PROGRAM OUTCOMES**

Graduates of the Legal Studies/Paralegal Program will be able to:

1. Apply ethical principles in a legal environment.
2. Process legal documents.
3. Perform legal research.
4. Apply critical thinking skills to address legal issues.
5. Demonstrate professionalism in a legal environment.

## **LEGAL STUDIES/PARALEGAL PROGRAM FACULTY**

Legal Studies/Paralegal Program faculty have extensive career experience in the content areas in which they teach.

Program Director and Legal Studies/Paralegal Instructor

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# **LEGAL STUDIES/PARALEGAL ASSOCIATE DEGREE ADMISSION REQUIREMENTS (FAQs)**

## **ADMISSION TO THE PROGRAM**

Students are admitted to the Legal Studies/Paralegal Associate Degree Program in the fall and spring semesters. Expect to learn of your acceptance into the Program within approximately six weeks of submission of your completed application (application and associated transcripts).

## **FREQUENTLY ASKED QUESTIONS**

### **FAQ #1: I want to apply for admission to the Legal Studies/Paralegal Associate Degree Program. How do I begin?**

This degree is available to students who have not previously earned a bachelor's degree. Apply online at the Madison College website. Have official copies of your high school and college transcripts sent to Madison College. Your application will only be considered after your application and official transcripts have been received by the College. Course prerequisites differ from admission requirements; admission into this Program does not guarantee eligibility to enroll in courses or success in the Program.

### **FAQ #2: What is the difference between the Legal Studies/Paralegal Associate Degree Program and the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma?**

Students who have already earned a bachelor's degree are eligible to apply for the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma, which includes only legal specialty classes. Students who have not earned a bachelor's degree are eligible to apply for the Legal Studies/Paralegal Associate Degree Program, which includes both legal specialty courses and general education courses. Concurrent enrollment in the Associate Degree and Diploma options is not permitted, because course sequencing is different for each of these Program options.

### **FAQ #3: I have chosen the Legal Studies/Paralegal Associate Degree Program and submit my online application. What comes next?**

Take the course placement exams, if necessary. The [Madison College website](#) provides additional information.

**FAQ #4: I have been accepted into the Legal Studies/Paralegal Associate Degree Program. What comes next?**

Register for and attend the one-credit Orientation to Legal Profession course offered prior to the start of the official summer, fall, or spring semester. Successful completion of this course is required of all students entering the Legal Studies/Paralegal Program.

The prerequisites to enroll in this course are: [(Written Comm or equivalent) OR (NexGenWrite 245+ or [ACCP Write 5+ and ACCP Sent 70+] or COMPASS Eng 46+ or ACT Eng 15+) AND (NexGen Read 253+ or ACCP Read 80+ or COMPASS Read 80+ or ACT Read 18+)].

**FAQ #5: If I have been accepted into the Legal Studies/Paralegal Associate Degree Program and did not attend the mandatory Orientation to the Legal Profession course but want to be in the Legal Studies/Paralegal Associate Degree Program, what should I do?**

You will need to complete at least one course of your choice at Madison College in the semester in which you are admitted and then attend the next Orientation. If you do not take at least one such course and the next Orientation, you may need to reapply to the Program.

**FAQ #6: What if I am not accepted because the Legal Studies/Paralegal Associate Degree Program has already been filled? Is there a waiting list?**

Once the Program is filled, additional applicants will be contacted and asked whether they wish to be placed on a waiting list. Students who indicate that they would like to be wait-listed may take non-legal specialty (general studies) courses while they wait for admission.

**FAQ #7: After I begin my Legal Studies/Paralegal Associate Degree Program coursework, what academic standards must be met?**

A grade of C or better must be achieved in the Orientation to the Legal Profession course (10-110-175) and Introduction to Law course (10-110-101) to proceed with legal specialty courses (those numbered 10-110-\*\*\*). A grade of C or better must be achieved in each legal specialty course and general education course for the course to count toward the Associate Degree.

## **FAQ #8: What about online course options for my legal specialty classes?**

The Madison College Legal Studies/Paralegal Program requires that both Associate Degree and Post-Baccalaureate Legal Studies/Paralegal students take a minimum of nine credits of legal specialty courses in an in-person, Online Live, or Classroom Live format at Madison College. You will not be granted a degree or diploma unless you comply with this requirement. It is critical that you plan your coursework accordingly. If you have any questions about compliance with this requirement, please contact the Program Director for the Legal Studies/Paralegal Program.

### **Legal Specialty Courses**

Madison College has designated the following courses as legal specialty courses:

<b>Course No.</b>	<b>Course</b>	<b>Course No.</b>	<b>Course</b>
10-110-101	Intro to Law	10-110-115	Administrative Law
10-110-102	Civil Litigation I	10-110-122	Bankruptcy
10-110-103	Civil Litigation II	10-110-141	Comp Apps - Legal
10-110-104	Legal Research	10-110-142	Legal Studies/Paralegal Internship
10-110-105	Legal Writing	10-110-144	Legal Studies/Paralegal Clinical Internship
10-110-106	Family Law	10-110-160	Employment Law
10-110-107	Legal Aspects of Business Organizations	10-110-168	Criminal Law
10-110-108	E-Discovery and Digital Tools	10-110-171	Immigration Law
10-110-110	Real Estate Law	10-110-173	Contract Law in a Global Economy
10-110-114	Administration of Estates	Intentionally Left Blank	Intentionally Left Blank

**As you plan your schedule, be sure to consult this table to confirm that you have taken at least nine legal specialty credits in an in-person, Online Live, or Classroom Live format at Madison College.**

## **FAQ #9: What about financial aid? Is there a difference between the Legal Studies/Paralegal Associate Degree Program and the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma as far as eligibility for financial aid is concerned?**

Good question. Generally, Associate Degree programs are fully eligible for financial aid. You will want to confirm eligibility with the Office of Financial Aid by contacting that office at (608) 246-6170 or [FinancialAid@madisoncollege.edu](mailto:FinancialAid@madisoncollege.edu). Diploma students are encouraged to apply for financial aid, even if they were awarded financial aid for undergraduate work. Based on the amount of aid previously received, the Madison College Office of Financial Aid will help determine if a Diploma student is eligible for aid toward work in the Diploma program.



# **LEGAL STUDIES/PARALEGAL POST-BACCALAUREATE ONE-YEAR TECHNICAL DIPLOMA ADMISSION REQUIREMENTS (FAQs)**

## **ADMISSION TO THE PROGRAM**

Students are admitted to the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program in the fall and spring semesters. Expect to learn of your acceptance into the Program within approximately six weeks of submission of your completed application (application and associated transcripts).

## **FREQUENTLY ASKED QUESTIONS**

### **FAQ #1: I want to apply for admission to the Legal Studies/ Paralegal Post-Baccalaureate One-Year Technical Diploma Program. How do I begin?**

This Diploma is available to students who have previously earned a bachelor's degree. Apply online at the Madison College website. At the Madison College website, the Diploma is considered a "Program" not a "Certificate," so be sure to click the "Online Program Application" link to begin the application process. Have official copies of your college transcripts sent to Madison College. Your application will only be considered after your application and official transcripts have been received by the College. If you are in the last year of your bachelor's degree and wish to apply, contact the Admissions Department at (608) 246-6210 for further information.

### **FAQ #2: What is the difference between the Legal Studies/Paralegal Associate Degree Program and the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program?**

Students who have already earned a bachelor's degree are eligible to apply for the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma, which includes only legal specialty classes. Students without a bachelor's degree are eligible to apply for the Legal Studies/Paralegal Associate Degree Program, which includes both legal specialty courses and general education courses. Concurrent enrollment in the Associate Degree and Diploma Options is not permitted, because course sequencing is different for each of these Program options.

**FAQ #3: I have chosen the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program, submitted my online application, and have been accepted.**

**What comes next?**

Register for and attend the one-credit Orientation to the Legal Profession course offered prior to the start of the official summer, fall, or spring semester. Successful completion of this course is required of all students entering the Legal Studies/Paralegal Program.

**FAQ #4: What if I am not accepted because the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program has already filled?**

**Is there a waiting list?**

Once the Program is filled, additional applicants will be contacted and asked whether they wish to be placed on a waiting list.

**FAQ #5: If I have been accepted into the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program and did not attend the mandatory Orientation to the Legal Profession course but want to be in the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program, what should I do?**

You will need to complete at least one course of your choice at Madison College in the semester in which you are admitted and then attend the next Orientation. If you do not take at least one such course and the next Orientation, you may need to reapply to the Program.

**FAQ #6: After I begin my Legal Studies/Paralegal One-Year Technical Diploma coursework, what academic standards must be met?**

A grade of C or better must be achieved in all 110-level legal studies/paralegal courses for the course to count toward the Diploma.

**FAQ #7: What about online course options for my legal specialty classes?**

The Madison College Legal Studies/Paralegal Program requires that both Associate Degree and Post-Baccalaureate One Year-Technical Diploma Legal Studies/Paralegal students take a minimum of nine credits of legal specialty courses in-person, Online Live, or Classroom Live at Madison College. You will not be granted a degree unless you comply with this requirement. It is critical that you plan your course work accordingly. If you have any questions about compliance with this requirement, please contact the Program Director for the Legal Studies/Paralegal Program.

## Legal Specialty Courses

Madison College has designated the following courses as legal specialty courses:

Course No.	Course	Course No.	Course
10-110-101	Intro to Law	10-110-115	Administrative Law
10-110-102	Civil Litigation I	10-110-122	Bankruptcy
10-110-103	Civil Litigation II	10-110-141	Comp Apps – Legal
10-110-104	Legal Research	10-110-142	Legal Studies/Paralegal Internship
10-110-105	Legal Writing	10-110-144	Legal Studies/Paralegal Clinical Internship
10-110-106	Family Law	10-110-160	Employment Law
10-110-107	Legal Aspects of Business Organizations	10-110-168	Criminal Law
10-110-108	E-Discovery and Digital Tools	10-110-171	Immigration Law
10-110-110	Real Estate Law	10-110-173	Contract Law in a Global Economy
10-110-114	Administration of Estates	Intentionally Left Blank	Intentionally Left Blank

**As you plan your schedule, be sure to consult this table to confirm that you have taken at least nine credits of legal specialty courses in-person, Online Live, or Classroom Live at Madison College.**

### **FAQ #8: What about financial aid? Is there a difference between the Legal Studies/Paralegal Associate Degree Program and the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma as far as eligibility for financial aid is concerned?**

Good question. As a diploma student, you are encouraged to apply for financial aid, even if you were awarded financial aid for your undergraduate work. Based on the amount of aid previously received, the Madison College Office of Financial Aid will help determine if you are eligible for aid toward your work in the Diploma Program. For more information, contact the Financial Aid office at (608) 246-6170 or [FinancialAid@madisoncollege.edu](mailto:FinancialAid@madisoncollege.edu).

### **FAQ #9: How will the program address the use of artificial intelligence?**

In certain situations and contexts, the program acknowledges that students may wish to use artificial intelligence tools. It is imperative for students to maintain academic integrity and responsibly utilize artificial intelligence (“AI”) tools throughout their studies. Generative AI tools include: ChatGPT, Elicit, DALL-E, Bard, Stable Diffusion, Midjourney, GitHub Copilot, and similar tools developed.

Prior to using these tools to complete assignments in courses, students must first review their course syllabus and current institution policy to determine whether AI can be utilized. If the

student is unsure, they should check with their instructor prior to use. If students are able to utilize AI, it is critical that they provide proper attribution to the utilized tools. Submissions of work generated by an AI tool as a student's own original work is strictly prohibited and may be deemed as automated plagiarism. Any student work submitted that includes AI tool assistance must clearly distinguish between the student's own work and the portions generated by AI.

Failure to appropriately attribute AI tool usage in completing assignments may constitute a violation of both the College's and the Program's academic integrity policies, rendering the student liable to face penalties under these policies. By submitting assignments in classes, students affirm their adherence to these policies.

## **LEGAL SPECIALTY COURSE REQUIREMENT**

**Please Be Advised:** The Madison College Legal Studies/Paralegal Program requires that both Associate Degree and Post-Baccalaureate One-Year Technical Diploma legal studies/paralegal students take a minimum of nine credits of legal specialty courses in person, Online Live, or Classroom Live at Madison College. You will not be granted a degree or diploma unless you comply with this requirement. It is critical that you plan your coursework accordingly. If you have any questions about compliance with this requirement, please contact the Program Director or the Madison College School of Human and Protective Services.

Madison College has designated the following courses as legal specialty courses:

<b>Course No.</b>	<b>Course</b>	<b>Course No.</b>	<b>Course</b>
10-110-101	Intro to Law	10-110-115	Administrative Law
10-110-102	Civil Litigation I	10-110-122	Bankruptcy
10-110-103	Civil Litigation II	10-110-141	Comp Apps - Legal
10-110-104	Legal Research	10-110-142	Legal Studies/Paralegal Internship
10-110-105	Legal Writing	10-110-144	Legal Studies/Paralegal Clinical Internship
10-110-106	Family Law	10-110-160	Employment Law
10-110-107	Legal Aspects of Business Organizations	10-110-168	Criminal Law
10-110-108	E-Discovery and Digital Tools	10-110-171	Immigration Law
10-110-110	Real Estate Law	10-110-173	Contract Law in a Global Economy
10-110-114	Administration of Estates	Intentionally Left Blank	Intentionally Left Blank

**As you plan your schedule, be sure to consult this table to confirm that you have taken at least nine credits of legal specialty courses in person, Online Live, or Classroom Live.**

# LEGAL STUDIES/PARALEGAL ASSOCIATE DEGREE COURSE CHECKLIST

60 Credits for Program Completion

## Prior to the Start of Program - 1 Credit

10-110-175	Orientation to the Legal Profession (1 Cr.)
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## First Semester – 15 Credits

10-110-141	Computer Applications – Legal (3 Cr.)
10-110-101	Intro to Law (3 Cr.)
20-801-201	English 1 (3 Cr.)
10-110-173	Contract Law in a Global Economy (3 Cr.)
10-809-199	Psychology of Human Relations (3 Cr.)

## Second Semester – 15 Credits

10-110-102	Civil Litigation 1 (3 Cr.)
10-110-104	Legal Research (3 Cr.)
10-801-196	Oral/Interpersonal Communication (3 Cr.)
10-809-197	Contemporary American Society (3 Cr.)
10-110-***	Legal Studies/Paralegal Selectives* (3 Cr.)

## Third Semester – 14 Credits

10-110-106	Family Law (3 Cr.)
10-110-105	Legal Writing (3 Cr.)
10-110-176	Career Building Techniques – Legal Studies/Paralegal (2 Cr.)
20-806-204	Biological Greek & Latin Term. (3 Cr.)
10-110-***	Legal Studies/Paralegal Selectives* (3 Cr.)

## Fourth Semester – 15 Credits

10-110-107	Legal Aspects of Business Organizations (3 Cr.)
10-110-142	Legal Studies/Paralegal Internship (3 Cr.)
10-809-166	Intro to Ethics: Theory & Application (3 Cr.)
10-110-***	Legal Studies/Paralegal Selectives* (3 Cr.)
10-110-***	Legal Studies/Paralegal Selectives* (3 Cr.)

## \*LEGAL STUDIES/PARALEGAL SELECTIVES (Associate Degree)

10-110-171	Immigration Law (3 Cr.)
10-110-114	Administration of Estates (3 Cr.)
10-110-110	Real Estate Law (3 Cr.)
10-110-114	Administration of Estates (3 Cr.)
10-110-115	Administrative Law (3 Cr.)
10-110-122	Bankruptcy (3 Cr.)
10-110-160	Employment Law (3 Cr.)
10-110-168	Criminal Law (3 Cr.)
10-110-144	Legal Studies/Paralegal Clinic Internship (3 Cr.)
10-110-103	Civil Litigation 2 (3 Cr.)
10-110-108	E-discovery and Digital Tools (3 Cr.)

# LEGAL STUDIES/PARALEGAL POST-BACCALAUREATE ONE-YEAR TECHNICAL DIPLOMA COURSE CHECKLIST

30 Credits for Diploma Completion

## Prior to the Start of Program - 1 Credit

\_\_\_\_\_ 10-110-175                      Orientation to the Legal Profession (1 Cr.)

## First Semester – 14 Credits

\_\_\_\_\_ 10-110-101                      Introduction to Law (3 Cr.)  
\_\_\_\_\_ 10-110-103                      Civil Litigation 1 (3 Cr.)  
\_\_\_\_\_ 10-110-104                      Legal Research (3 Cr.)  
\_\_\_\_\_ 10-110-141                      Computer Applications – Legal (3 Cr.)  
\_\_\_\_\_ 10-110-176                      Career Building Techniques (2 Cr.)

## Second Semester – 15 Credits

\_\_\_\_\_ 10-110-105                      Legal Writing (3 Cr.)  
\_\_\_\_\_ 10-110-142                      Legal Studies/Paralegal Internship (3 Cr.)  
\_\_\_\_\_ 10-110-\*\*\*                      Legal Studies/Paralegal Selectives (3 Cr.)  
\_\_\_\_\_ 10-110-\*\*\*                      Legal Studies/Paralegal Selectives (3 Cr.)  
\_\_\_\_\_ 10-110-\*\*\*                      Legal Studies/Paralegal Selectives (3 Cr.)

## \*LEGAL STUDIES/PARALEGAL SELECTIVES

\_\_\_\_\_ 10-110-171                      Immigration Law (3 Cr.)  
\_\_\_\_\_ 10-110-114                      Administration of Estates (3 Cr.)  
\_\_\_\_\_ 10-110-106                      Family Law (3 Cr.)  
\_\_\_\_\_ 10-110-107                      Legal Aspects of Business Organizations (3 Cr.)  
\_\_\_\_\_ 10-110-110                      Real Estate Law (3 Cr.)  
\_\_\_\_\_ 10-110-114                      Administration of Estates (3 Cr.)  
\_\_\_\_\_ 10-110-115                      Administrative Law (3 Cr.)  
\_\_\_\_\_ 10-110-122                      Bankruptcy (3 Cr.)  
\_\_\_\_\_ 10-110-160                      Employment Law (3 Cr.)  
\_\_\_\_\_ 10-110-168                      Criminal Law (3 Cr.)  
\_\_\_\_\_ 10-110-173                      Contract Law in a Global Economy (3 Cr.)  
\_\_\_\_\_ 10-110-144                      Legal Studies/Paralegal Clinic Internship (3 Cr.)  
\_\_\_\_\_ 10-110-108                      E-discovery and Digital Tools (3 Cr.)

# LEGAL STUDIES/PARALEGAL ASSOCIATE DEGREE & ONE-YEAR TECHNICAL DIPLOMA ACADEMIC POLICIES

## Academic Requirements

1. Associate Degree. The Legal Studies/Paralegal Associate in Applied Science (AAS) Degree Program consists of 60 credits. This Degree is available to students who have not previously earned a bachelor's degree. Madison College requires that 25% of the Program's credit requirements (a minimum of 15 credits) must be completed as enrolled coursework at Madison College. At least 11 of those credits must be Legal Studies/Paralegal "legal specialty" courses. Of the credit requirements that must be taken at Madison College, a minimum of nine credits of Legal Studies/Paralegal "legal specialty" courses must be taken in an in-person, Online Live, or Classroom Live format. See also Transfer Credit policy, below.
2. Post-Baccalaureate One-Year Technical Diploma. The Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma consists of 30 credits. This Diploma is available to students who have previously earned a bachelor's degree. Madison College requires that 25% of the Program's credit requirements (a minimum of 8 credits) must be completed as enrolled coursework at Madison College. A minimum of nine credits of Legal Studies/Paralegal legal specialty courses must be taken in an in-person, Online Live, or Classroom Live format. See also Transfer Credit policy, below.
3. Course Grades. A grade of C or better is required in each legal specialty and general education course for the course to count toward the graduation requirements for the Legal Studies/Paralegal Associate Degree. A grade of C or better is required in each legal specialty course for the course to count toward the completion requirements for the Post-Baccalaureate One-Year Technical Diploma.
4. Break of One Semester. To remain active in the Legal Studies/Paralegal Associate Degree Program or Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program, students are required to take at least one Program course per semester (summer session excluded). Any student who does not register for a course during a fall or spring semester may be automatically discontinued in the Legal Studies/Paralegal Program by the College Admissions Office. A student who is discontinued for one semester, may reapply to the Program for readmission.
5. Break of Two Semesters or More. Students who are discontinued from the Program for two or more consecutive semesters may apply to the Program for re-entry in the following semester. If accepted into the Program, readmitted students will be required to meet the then-current curriculum requirements. Such students will also be required to retake any legal specialty course that was taken more than three years prior to the date of the student's readmission to the Program. Students may only be admitted into the Program under this policy twice.

## **Transfer Credit**

1. Associate Degree Legal Studies/Paralegal Program Students. Associate Degree Program students may receive transfer credit for previously completed courses taken at Madison College, another Wisconsin Technical College System (WTCS) school, or another nationally accredited college or university. Students seeking transfer credit for previously completed courses should be certain that course numbers and/or course descriptions of previously completed courses are identical to those courses in the Legal Studies/Paralegal Associate Degree Program. Credit for such courses may be granted in accordance with the Madison College policies which require at least twenty-five percent of the credits (a minimum of 15 credits) be completed as enrolled courses at Madison College. At least 11 of those credits must be Legal Studies/Paralegal Program courses. Transfer credit requires a grade of C or better for any general education (800 numbered) course (for example, Psychology of Human Relations (10-809-199)), and a grade of B or better for any legal specialty course. Legal specialty courses accepted as transfer credit must have been completed within three years of the date of request for transfer credit at a school with a Legal Studies/Paralegal Program approved by the American Bar Association. As stated above, a minimum of nine credits of Legal Studies/Paralegal legal specialty courses must be taken in an in-person, Online Live, or Classroom Live format.
2. Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Students. Madison College requires that twenty-five percent of the Program's credit requirements (a minimum of 8 credits) must be completed as enrolled coursework at Madison College. A legal specialty course accepted as transfer credit must be from a program approved by the American Bar Association and have been taken within three years of the date of request for transfer credit. As stated above, a minimum of nine credits of Legal Studies/Paralegal legal specialty courses must be taken in an in-person, Online Live, or Classroom Live format.
3. Posting to Transcripts. Transfer credits are not transcribed (made a part of the student's official Madison College transcript) until the student has been officially admitted to the Legal Studies/Paralegal Associate Degree or Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program. Additional questions regarding Transfer Credit should be directed to the Program Director.

Transfer Credit(s) are utilized in calculating the student's completion of the Legal Studies/Paralegal Program Associate Degree or Legal Studies/Paralegal Post-Baccalaureate One-Year Technical curriculum total credits. However, transfer credit grades are not used in the calculation of a student's Degree/Diploma Grade Point Average (GPA). Courses awarded transfer credit are recorded on student transcripts with a grade of T designating transfer credit criteria applied. Additional questions about Transfer Credit should be directed to the Legal Services Chair.

## **Program Course Access for Students Not in Program**

1. Unless otherwise note, 110-Legal Studies/Paralegal course enrollment is restricted to students admitted to the Associate Degree or Legal Studies/Paralegal Post-Baccalaureate Diploma.



2. Non-admitted Students. Students who have not been admitted to the Legal Studies/Paralegal Associate Degree Program or Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma may apply in writing to the Program Director for permission to take up to three (3) credits of 110-Legal Studies/Paralegal courses restricted to students admitted to the Associate Degree or Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma.

The application must include a letter from the individual's employer stating that the course requested would be beneficial to the individual in their present employment. If the individual desires to take additional 110-Legal Studies/Paralegal courses, that person must first apply and be admitted to the Legal Studies/Paralegal Associate Degree or Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma. Permission to take the course also is based on seat availability in the class after first meeting the needs of the Legal Studies/Paralegal Program current students.

Program Graduates. Program graduates may apply in writing to the Program Director for permission to take additional 110-Legal Studies/Paralegal courses. Course availability is based on seat availability in the class after first meeting the needs of the Legal Studies/Paralegal Program current students.

### **Portfolio (Experiential) Credit**

Madison College recognizes that some students making application to the Legal Studies/Paralegal Associate Degree or the Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program have been employed in a legal setting and have gained expertise in a legal specialty content area by virtue of their work experience.

To explore experiential/work or portfolio credit, students should review the course outcomes for the course for which portfolio credit is sought. Outlines of Instruction for all courses are posted on the Madison College website. If after reviewing the course Outline of Instruction, a student believes that he/she/they has mastered the competencies taught in the course through work experience, and this can be verified in writing by the student's employer, the student should contact the Program Director for information on how to obtain portfolio credit.

If portfolio credit is granted, the student receives credit for the course which may then be applied to satisfy a Degree or Diploma requirement. Both Associate Degree Legal Studies/Paralegal Program students and Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma Program students are limited to portfolio credit for up to six legal specialty credits. Transfer credits for legal specialty classes, if any, are reduced by the number of portfolio credits granted.

## **International Certification**

International Certification is awarded by the Program to graduates of the Legal Studies/Paralegal Associate Degree and Legal Studies/Paralegal Post-Baccalaureate One-Year Technical Diploma who complete a minimum of 12 credits of designated International Legal Studies/Paralegal Program (110) courses with a grade of C or higher. The following 110-Legal Studies/Paralegal courses may be used to satisfy the 12-credit International Certification:

- 10-110-107 Legal Aspects of Business Organizations
- 10-110-122 Bankruptcy
- 10-110-142 Legal Studies/Paralegal Internship (Based on Site – With Consent of Instructor)
- 10-110-160 Employment Law
- 10-110-171 Immigration Law
- 10-110-173 Contract Law in a Global Economy

## **Attendance**

Students are expected to attend all regularly scheduled synchronous online and in-person course activities. Attendance rules will be found in course syllabi. In the event of absence from class, it is the student's responsibility to make arrangements for obtaining all announcements, handouts, and notes.

## **Repeating a Course, Removal from the Program & Re-Entry**

1. Repeating a Course. A student who earns a grade of D or F in a legal specialty course, or who withdraws from a legal specialty course while the course is in progress, may re-enroll in that course only once. If a student re-enrolls in that course and earns a grade of D or F in the course or withdraws from it, that student will be removed from the Program.
2. Re-Entry into the Program. A student who has been withdrawn from the Associate Degree/Diploma Program options under the policy stated in Paragraph 1, above, can re-apply for admission to the Program a maximum of two times.

## **Academic Advising**

All Program students will be provided with the opportunity to confer with Program faculty and academic advisors to plan their next semester's schedule. Students are encouraged to use their [MyMadisonCollege Portal](#) to track their completed coursework and assure compliance with the ABA nine credits of legal specialty courses taken in an in-person, Online Live, or Classroom Live format.

## **Legal Studies/Paralegal Internship**

All Legal Studies/Paralegal Program students are required to take the Legal Studies/Paralegal Internship course as the capstone course in this Program. This course consists of a 140-hour site placement. Additional details about the Legal Studies/Paralegal Internship course are found in the Internship Handbook.

To be eligible for Legal Studies/Paralegal Internship, students are required to take the prerequisite Career Building Techniques – Legal Studies/Paralegal course (10-110-176), which they must pass with a grade of C or higher.

## **Diversity at Madison College**

Diversity is a personal and collective commitment to equity, inclusion, and respect for all within the College and the community. Madison College cultivates and sustains an environment that recognizes the richness in human differences so that cultural awareness, sensitivity, integrity, and justice flourish. [Learn about Madison College's Affirmative Action Plan.](#)

### **1. A Multicultural Environment.**

Madison College is committed to diversity. We strive to grow and sustain a culture where all people are valued for who they are and who they will become. The nature of diversity includes but is not limited to gender, race, sexual orientation, ethnicity, disability, age, and religion. Each person is treated with respect, and all students are given the tools to find success.

Student services and activities include:

- [Diversity and multi-cultural programming](#)
- [Disability Resource Services](#)
- [International Education](#)
- [Cross-cultural activities](#)
- [Identity-based clubs and organizations](#)

### **2. A Safe Space for All.**

Madison College is committed to providing a safe space for all students, employees, and staff. To create a safe space, Madison College provides the following:

- An environment that is secure, accessible, and comfortable for students and employees of all cultures
- Consistent cultural competency training for staff
- A global and multicultural center that provides a safe space that nurtures learning and encourages exploration of issues of race, ethnicity, culture, and globalization
- Physical spaces that meet the needs of all students and staff
- A college-wide commitment to provide a safe, accessible, and healthy campus

## **Equal Opportunity and Nondiscrimination**

Madison College is committed to Equal Opportunity / Affirmative Action for its employees and students as required by law. Madison College will provide a workplace and educational environment that is free of discrimination and harassment.

[Learn about Madison College's Affirmative Action Plan.](#)

### **1. Discrimination.**

Discrimination is defined as unfair or unequal treatment on the actual or perceived basis of:

- Age
- Ancestry
- Arrest or conviction record
- Color
- Creed
- Disability
- Gender Identity
- Genetic Testing
- Marital Status
- Military Service
- National Origin
- Political Affiliation
- Race
- Sex
- Sexual Orientation
- The use or non-use of lawful products during non-working hours

### **2. Discriminatory Harassment.**

Discriminatory harassment is unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic materials, physical contact, solicitation of favors, advances, bullying, or other adverse treatment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, student status or academic participation.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual.
- The conduct has the purpose or effect of substantially creating an intimidating, hostile, or offensive environment that tangibly affects or interferes with an individual's job performance or other employment or academic opportunities.

Learn more in [Madison College's Equal Opportunity, Harassment and Nondiscrimination Policy.](#)

THE MADISON AREA TECHNICAL COLLEGE LEGAL STUDIES/PARALEGAL  
PROGRAM IS APPROVED BY THE [AMERICAN BAR ASSOCIATION](#)

AND A MEMBER OF THE AMERICAN ASSOCIATION FOR PARALEGAL EDUCATION  
(AAfPE)

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