



## SCHOOL OF LIBERAL ARTS

INDIANA UNIVERSITY  
IUPUI

### Paralegal Studies (POLS) Certificate

Paralegals play an increasingly important part in the legal profession, undertaking critical research and support work for attorneys. The Certificate in Paralegal Studies offered by the Department of Political Science is increasingly recognized as important preparation for anyone considering a career in law, and provides students with grounding in all the critical elements of the legal profession, from litigation to property law, contract law, bankruptcy law, and family law. Adding an important real-world element to the certificate, almost all the classes are taught by practicing attorneys or paralegals. Students can combine the certificate with any other degree programs or major, or take it by itself. Paralegals may not provide legal services directly to public except as permitted by law.

A **certificate in Paralegal Studies (POLS)** requires satisfactory completion of the following requirements:

- Completion of **27** credit hours, with a minimum grade of C in each course.
- A majority of the coursework must be completed at IUPUI.
- Contact both the department (located in CA 504 J) and the School Liberal Arts Student Affairs office (located in CA 401) to complete the necessary paperwork to officially declare the certificate.

#### Prerequisites:

Prior to beginning coursework, the student should have completed the following:

- College level writing proficiency (ENG-W 131: Reading, Writing and Inquiry I or its equivalent)
- College level speaking proficiency (COMM-R 110: Fundamentals of Speech Communication)
- Computing proficiency (BUS-K 201 or equivalent).
- POLS-Y 211: Introduction to Law with a grade of C or higher.
- Minimum of 30 credit hours of General Education (including the classes listed above). General Education classes can be taken in conjunction with Paralegal Studies coursework.

#### Certificate Requirements:

\_\_\_\_\_ POLS-Y 221: Legal Research and Writing for Paralegal Studies (3 cr.)

\_\_\_\_\_ POLS-Y 222: Litigation for Paralegal Studies I (3 cr.)

\_\_\_\_\_ POLS-Y 232: Professional Responsibility for Paralegals (3 cr.)

\_\_\_\_\_ **Elective Courses (18 cr.)**, choose six of the following, including only two on-line courses at the most, from:

(Note: Y 211 and Y 221 are prerequisites for most of these elective courses.)

POLS-Y 223: Litigation for Paralegal Studies II (3 cr.)

POLS-P 324: Property Law for Paralegal Studies (3 cr.)

POLS-P 325: Contract Law for Paralegal Studies (3 cr.)

POLS-P 326: Tort Law for Paralegal Studies (3 cr.)

POLS-P 327: Criminal Law for Paralegal Studies (3 cr.)

POLS-P 328: Family Law for Paralegal Studies (3 cr.)

POLS-P 329: Estate Law for Paralegal Studies (3 cr.)

POLS-P 330: Bankruptcy Law for Paralegal Studies (3 cr.)

POLS-P 431: Advanced Legal Writing for Paralegal Studies (3 cr.)

POLS-P 333: Business Associations for Paralegals (3 cr.)

POLS-Y 485: Field Experience in Paralegal Studies (3 cr.)

**On-line Electives** (2 courses maximum):

INFO-I 330: Legal and Social Informatics of Security (3 cr.)

INFO-I 350: Foundations in Legal Informatics (3 cr.)

INFO-I 410: Electronic Discovery (3 cr.)

INFO-I 470: Litigation Support Systems and Courtroom Presentations (3 cr.)

NEWM-N 480: Technology and the Law (3 cr.)

#### Faculty Mentor:

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