

AMERICAN BAR ASSOCIATION
STANDING COMMITTEE ON PARALEGALS
REPORT TO THE HOUSE OF DELEGATES

RECOMMENDATION

1 RESOLVED, That the American Bar Association grants approval
2 to National University, Paralegal Studies Program, Los Angeles and Sherman Oaks, CA;
3 Rockford Business College, Paralegal/Legal Assistant Program, Rockford, IL; and Baker
4 College of Auburn Hills, Paralegal Studies Program, Auburn Hills, MI.

5 FURTHER RESOLVED, That the American Bar Association
6 reapproves the following paralegal programs: Fullerton College, Paralegal Studies
7 Program, Fullerton, CA; University of California San Diego, USD Extension, Paralegal
8 Certificate Program, La Jolla, CA; Kaplan College (F/K/A Denver Career College),
9 Paralegal Studies Program, Thornton, CO; Johnson County Community College,
10 Paralegal/Legal Nurse Consultant Program, Overland Park, KS; University of New
11 Orleans, Paralegal Studies Program, New Orleans, LA; Harford Community College,
12 Paralegal Studies Program, Bel Air, MD; North Hennepin Community College, Paralegal
13 Program, Brooklyn Park, MN; Mississippi College, Paralegal Studies Program, Clinton,
14 MS; Carteret Community College, Paralegal Technology Program, Morehead City, NC;
15 Marist College, Paralegal Program, Poughkeepsie, NY; St. John's University, Legal
16 Studies Program, Jamaica, NY; Cuyahoga Community College, Paralegal/LNC Program,
17 Parma, OH; Lehigh-Carbon Community College, Paralegal Studies Program,
18 Schnecksville, PA; Horry-Georgetown Technical College, Legal Assistant/Paralegal
19 Program, Myrtle Beach, SC; National American University, Paralegal Studies Program,
20 Rapid City, SD; Volunteer State Community College, Paralegal Studies Program,
21 Gallatin, TN; Marymount University, Paralegal Studies Program, Arlington, VA; and
22 Skagit Valley College, Paralegal Program, Mt. Vernon, WA.

23 FURTHER RESOLVED, That the American Bar Association
24 extends the terms of approval until the August 2008 Annual Meeting of the
25 House of Delegates for the following programs: University of Alaska Fairbanks,
26 Paralegal Studies Program, Fairbanks, AK; Auburn University Montgomery, Paralegal
27 Education Program, Montgomery, AL; Samford University, Division of
28 Paralegal Studies, Birmingham, AL; University of Arkansas Fort Smith, Legal
29 Assistant/Paralegal Program, Fort Smith, AR; Everest College, Legal Assistant
30 Education Program, Phoenix, AZ; Lamson College, Legal Assistant Program,
31 Tempe, AZ; Coastline Community College, Paralegal Studies Program, Fountain

32 Valley, CA; El Camino Community College, Paralegal Studies Program, Torrance, CA;
33 Fremont College (F/K/A Western College of Southern California), Paralegal Studies
34 Program, Cerritos, CA; Pasadena City College, Paralegal Studies Program, Pasadena,
35 CA; Santa Ana College, Legal Assistant Program, Santa Ana, CA; University of
36 California Irvine, Paralegal Certificate Program, Irvine, CA; University of California Los
37 Angeles, UCLA Extension, Attorney Assistant Training Program, Los Angeles, CA;
38 University of California Santa Barbara, Paralegal Professional Certificate Program,
39 Goleta, CA; Pikes Peak Community College, Paralegal Studies Program, Colorado
40 Springs, CO; Quinnipiac University, Legal Assistant Program, Hamden, CT; Nova
41 Southeastern University, Paralegal Studies Program, Fort Lauderdale, FL; Seminole
42 Community College, Paralegal/Legal Assisting Program, Sanford, FL; Northwestern
43 Business College, Institute of Legal Studies, Chicago, IL; William Rainey Harper
44 College, Paralegal Studies Program, Palatine, IL; Vincennes University, Paralegal
45 Program, Vincennes, IN; Eastern Kentucky University, Paralegal Program, Richmond,
46 KY; Sullivan University, Institute for Legal Studies, Louisville, KY; University of
47 Louisville, Paralegal Studies Program, Louisville, KY; Tulane University, Paralegal
48 Studies Program, New Orleans, LA; Villa Julie College, Paralegal Program, Owings
49 Mills, MD; Eastern Michigan University, Legal Assisting Program, Ypsilanti, MI;
50 Kellogg Community College, Legal Assistant Program, Battle Creek, MI; Minnesota
51 State University Moorhead, Paralegal Program, Moorhead, MN; Missouri Western State
52 University, Legal Assistant Program, St. Joseph, MO; Webster University, Legal Studies
53 Program, St. Louis, MO; University of Southern Mississippi, Paralegal Studies Program,
54 Hattiesburg, MS; University of Montana Missoula, Paralegal Studies Program, Missoula,
55 MT; Pitt Community College, Paralegal Technology Program, Greenville, NC; College
56 of Saint Mary, Paralegal Studies Program, Omaha, NE; Metropolitan Community
57 College, Legal Assistant Program, Omaha, NE; Berkeley College, Paralegal Studies
58 Program, West Paterson, NJ; Brookdale Community College, Paralegal Studies Program,
59 Lincroft, NJ; Cumberland County College, Paralegal Studies Program, Vineland, NJ;
60 Fairleigh Dickinson University, Paralegal Studies Program, Madison, NJ; Mercer
61 County Community College, Paralegal Program, Trenton, NJ; Middlesex County
62 College, Legal Studies Department, Edison, NJ; Raritan Valley Community College,
63 Legal Assistant Program, Somerville, NJ; Berkeley College of New York City,
64 Paralegal Studies Program, New York, NY; Berkeley College Westchester Campus,
65 Paralegal Studies Program, White Plains, NY; Genesee Community College, Paralegal
66 Studies Program, Batavia, NY; Long Island University, Paralegal Studies Program,
67 Brooklyn, NY; Mercy College, Paralegal Studies Program, Dobbs Ferry, NY; Nassau
68 Community College, Paralegal Program, Garden City, NY; New York City College of
69 Technology, Legal Assistant Studies Program, Brooklyn, NY; Queens College, Paralegal
70 Studies Program, Flushing, NY; Suffolk County Community College, Paralegal Studies
71 Program, Selden, NY; Capital University Law School, Paralegal Program, Columbus,
72 OH; David N. Myers University, Paralegal Education Program, Cleveland, OH; Kent
73 State University, Paralegal Studies Program, Kent, OH; Lake Erie College, Legal Studies
74 Program, Painesville, OH; Sinclair Community College, Paralegal Program, Dayton, OH;
75 University of Cincinnati, Paralegal Program, Cincinnati, OH; University of Toledo,
76 Paralegal Studies Program, Toledo, OH; East Central University, Legal Studies

77 Program, Ada, OK; Central Pennsylvania College, Paralegal Program, Summerdale, PA;
78 Harrisburg Area Community College, Paralegal Studies Program, Harrisburg, PA;
79 Orangeburg-Calhoun Technical College, Paralegal Program, Orangeburg, SC; Technical
80 College of the Low Country, Legal Assistant Program, Beaufort, SC; Western Dakota
81 Technical Institute, Paralegal Program, Rapid City, SD; University of Memphis,
82 Paralegal Studies Program, Memphis, TN; Walters State Community College, Legal
83 Assistant Program, Morristown, TN; Southeastern Career Institute, Legal Assistant
84 Program, Dallas, TX; Utah Valley State College, Paralegal Studies Program, Orem, UT;
85 Northeast Wisconsin Technical College, Paralegal Program, Green Bay, WI; Marshall
86 Community and Technical College, Legal Assistant Program, Huntington, WV; Casper
87 College, Paralegal Studies Program, Casper, WY; and Laramie County Community
88 College, Legal Assistant Program, Cheyenne, WY.

REPORT

In August, 1973, the House of Delegates of the American Bar Association adopted the Guidelines for the Approval of Legal Assistant Education Programs as recommended by the Special Committee on Legal Assistants, now known as the Standing Committee on Paralegals. The Committee subsequently developed supporting evaluative criteria and procedures for seeking American Bar Association approval. Applications for approval were formally accepted beginning in the Fall of 1974.

Programs applying for approval are required to submit a self-evaluation report which provides a comprehensive description of the program, including but not limited to the following areas: organization and administration, financial support, curriculum, faculty, admissions, student services, advisory committee, library, and physical plant. An on-site inspection of the program is conducted by representatives of the Association if the contents of the self-evaluation report indicate compliance with the ABA Guidelines.

For an initial approval, the inspection team is chaired by a member of the Approval Commission of the Standing Committee on Paralegals, and consists of a lawyer, an experienced paralegal and a director of another institution's program. On a reapproval visit, the team which is again chaired by a member of the Approval Commission, is a two-member visitation team and includes two of the previously mentioned groups. The purpose of the on-site inspection is to verify the information provided in the self-evaluation report and to acquire supplementary information helpful to making an evaluation which can only be obtained through the person-to-person contact and observation the visitation affords. The inspection is conducted over a one and one-half day period and consists of a series of meetings with the advisory committee and other individuals involved to a lesser extent and in some aspect of the program, such as the registrar, financial officer, placement coordinator and admissions and counseling staff. The team also observes legal specialty classes in session and may inspect various program data, including detailed curriculum materials, admission and placement records, student evaluations of faculty members and courses, and the like.

Following the on-site inspection an evaluation is prepared by team members. The Approval Commission reviews the evaluation report and makes its recommendations to the Standing Committee on Paralegals, which in turn, submits its recommendation to the American Bar Association House of Delegates for final action.

The Standing Committee on Paralegals has completed an inspection of the programs identified below and found them to be operating in compliance with the Guidelines for the Approval of Paralegal Education Programs and is, therefore, recommending that approval be granted.

National University, Paralegal Studies Program, Los Angeles and Sherman Oaks, CA

National University is a four-year private university accredited by the Western Association of Schools and Colleges. The university offers a Bachelor of Science Degree, a Legal Assistant Certificate, and a Paralegal Specialist Certificate.

Rockford Business College, Paralegal/Legal Assistant Program, Rockford, IL

Rockford Business College is a two-year public business college accredited by the Accrediting Council for Independent Colleges and Schools. The college offers an Associate of Applied Science Degree.

Baker College of Auburn Hills, Paralegal Studies Program, Auburn Hills, MI

Baker College of Auburn Hills is a four-year private college accredited by the North Central Association of Colleges and Schools. The college offers an Associate of Business Degree.

The following schools were recently evaluated for reapproval. Having demonstrated compliance with the Guidelines for the Approval of Paralegal Education Programs, the Standing Committee on Paralegals recommends that reapproval be granted to the following programs:

Fullerton College, Paralegal Studies Program, Fullerton, CA

Fullerton College is a two-year public community college accredited by the Western Association of Schools and Colleges. The college offers an Associate of Science in Paralegal Studies Degree and a Certificate in Paralegal Studies.

University of California San Diego, USD Extension, Paralegal Certificate Program, La Jolla, CA

The University of California San Diego is a four-year public university accredited by the Western Association of Schools and Colleges. The university extension offers a Paralegal Certificate.

Kaplan College (F/K/A Denver Career College), Paralegal Studies Program, Thornton, CO

Kaplan College is a two-year private career college accredited by the Accrediting Commission for Career Schools and Colleges of Technology. The college offers a General Practice Paralegal Certificate (day or evening) and an Associate of Applied Science Degree in Paralegal Studies.

Johnson County Community College, Paralegal/Legal Nurse Consulting Program, Overland Park, KS

Johnson County Community College is a two-year public community college accredited by the North Central Association of Colleges and Schools. The college offers an Associate of Arts Degree in Paralegal, a Paralegal Certificate, a Legal Nurse Consulting Certificate, and a Legal Nurse Consulting Entrepreneurship Certificate.

University of New Orleans, Paralegal Studies Program, New Orleans, LA

The University of New Orleans is a four-year public university accredited by the Southern Association of Colleges and Schools. The university offers a post-baccalaureate Certificate in Paralegal Studies and a 60-credit hour Certificate in Paralegal Studies.

Harford Community College, Paralegal Studies Program, Bel Air, MD

Harford Community College is a two-year public community college accredited by the Middle States Association of Colleges and Schools. The college offers an Associate of Applied Science Degree in Legal Studies and a Certificate in Paralegal Studies.

North Hennepin Community College, Paralegal Program, Brooklyn Park, MN

North Hennepin Community College is a two-year public community college accredited by the North Central Association of Colleges and Schools. The college offers an Associate of Science Degree in Paralegal Studies and a Certificate in Paralegal Studies.

Mississippi College, Paralegal Studies Program, Clinton, MS

Mississippi College is a four-year private college accredited by the Southern Association of Colleges and Schools. The college offers a Bachelor of Science Degree in Paralegal Studies, a Minor in Paralegal Studies, and a Certificate in Paralegal Studies.

Carteret Community College, Paralegal Technology Program, Morehead City, NC

Carteret Community College is a two-year public community college accredited by the Southern Association of Colleges and Schools. The college offers an Associate of Applied Science Degree in Paralegal Technology.

Marist College, Paralegal Program, Poughkeepsie, NY

Marist College is a four-year private college accredited by the Middle States Association of Colleges and Schools. The college offers a post-secondary Certificate, a post-baccalaureate Certificate, and a Certificate with a Bachelor's Degree in another field.

St. John's University, Legal Studies Program, Jamaica, NY

St. John's University is a four-year private university accredited by the Middle States Association of Colleges and Schools. The university offers a Bachelor of Science Degree in Legal Studies, an Associate of Science Degree in Legal Studies, a Certificate in Legal Studies, and a Minor in Legal Studies.

Cuyahoga Community College, Paralegal/LNC Program, Parma, OH

Cuyahoga Community College is a two-year public community college accredited by the North Central Association of Colleges and Schools. The college offers an Associate of

Applied Business Degree, a Certificate in Paralegal Studies, and a Certificate in Legal Nurse Consulting.

Lehigh-Carbon Community College, Paralegal Studies Program, Schnecksville, PA

Lehigh-Carbon Community College is a two-year public community college accredited by the Middle States Association of Colleges and Schools. The college offers an Associate of Applied Science Degree in Paralegal Studies, a Certificate in Paralegal Studies, and a collaborative program with Kutztown University for a Bachelor of Arts or Bachelor of Science Degree in another field with a Minor in Paralegal Studies.

Horry-Georgetown Technical College, Legal Assistant/Paralegal Program, Myrtle Beach, SC

Horry-Georgetown Technical College is a two-year public technical college accredited by the Southern Association of Colleges and Schools. The college offers an Associate in Public Service Technology Degree and a Paralegal Specialist Certificate.

National American University, Paralegal Studies Program, Rapid City, SD

National American University is a four-year private university accredited by the North Central Association of Colleges and Schools. The university offers an Associate of Applied Science Degree in Paralegal Studies and a Bachelor of Science Degree in Paralegal Studies.

Volunteer State Community College, Paralegal Studies Program, Gallatin, TN

Volunteer State Community College is a two-year public community college accredited by the Southern Association of Colleges and Schools. The college offers an Associate of Applied Science Degree in Paralegal Studies and an Associate of Science Parallel Major Degree with emphasis in Paralegal Studies.

Marymount University, Paralegal Studies Program, Arlington, VA

Marymount University is a four-year independent university accredited by the Southern Association of Colleges and Schools. The university offers a Bachelor of Business Administration Degree with a Paralegal Studies Specialty, a graduate Paralegal Certificate, an undergraduate Paralegal Certificate, and a Master of Arts in Legal Administration with a Certificate in Paralegal Studies.

Skagit Valley College, Paralegal Program, Mt. Vernon, WA

Skagit Valley College is a two-year public community college accredited by the Northwest Association of Schools and Colleges. It offers an Associate in Technical Arts Degree and a Certificate in Paralegal Studies.

Applications for reapproval have been filed by the following schools and are currently being evaluated. Until the evaluation process has been completed, the Committee recommends that the term of approval for each program be extended until the August 2008 Annual Meeting of the American Bar Association House of Delegates.

University of Alaska Fairbanks, Paralegal Studies Program, Fairbanks, AK
 Auburn University Montgomery, Paralegal Education Program, Montgomery, AL
 Samford University, Division of Paralegal Studies, Birmingham, AL
 University of Arkansas Fort Smith, Legal Assistant/Paralegal Program, Fort
 Smith, AR
 Everest College, Legal Assistant Education Program, Phoenix, AZ
 Lamson College, Legal Assistant Program, Tempe, AZ
 Coastline Community College, Paralegal Studies Program, Fountain Valley, CA
 El Camino Community College, Paralegal Studies Program, Torrance, CA
 Fremont College (F/K/A Western College of Southern California), Paralegal
 Studies Program, Cerritos, CA
 Pasadena City College, Paralegal Studies Program, Pasadena, CA
 Santa Ana College, Legal Assistant Program, Santa Ana, CA
 University of California Irvine, Paralegal Certificate Program, Irvine, CA
 University of California Los Angeles, UCLA Extension, Attorney Assistant
 Training Program, Los Angeles, CA
 University of California Santa Barbara, Paralegal Professional Certificate
 Program, Goleta, CA
 Pikes Peak Community College, Paralegal Studies Program, Colorado Springs,
 CO
 Quinnipiac University, Legal Assistant Program, Hamden, CT
 Nova Southeastern University, Paralegal Studies Program, Fort Lauderdale, FL
 Seminole Community College, Paralegal/Legal Assisting Program, Sanford, FL
 Northwestern Business College, Institute of Legal Studies, Chicago, IL
 William Rainey Harper College, Paralegal Studies Program, Palatine, IL
 Vincennes University, Paralegal Program, Vincennes, IN
 Eastern Kentucky University, Paralegal Program, Richmond, KY
 Sullivan University, Institute for Legal Studies, Louisville, KY
 University of Louisville, Paralegal Studies Program, Louisville, KY
 Tulane University, Paralegal Studies Program, New Orleans, LA
 Villa Julie College, Paralegal Program, Owings Mills, MD
 Eastern Michigan University, Legal Assisting Program, Ypsilanti, MI
 Kellogg Community College, Legal Assistant Program, Battle Creek, MI
 Minnesota State University Moorhead, Paralegal Program, Moorhead, MN
 Missouri Western State University, Legal Assistant Program, St. Joseph, MO
 Webster University, Legal Studies Program, St. Louis, MO
 University of Southern Mississippi, Paralegal Studies Program, Hattiesburg, MS
 University of Montana Missoula, Paralegal Studies Program, Missoula, MT
 Pitt Community College, Paralegal Technology Program, Greenville, NC
 College of Saint Mary, Paralegal Studies Program, Omaha, NE
 Metropolitan Community College, Legal Assistant Program, Omaha, NE
 Berkeley College, Paralegal Studies Program, West Paterson, NJ
 Brookdale Community College, Paralegal Studies Program, Lincroft, NJ
 Cumberland County College, Paralegal Studies Program, Vineland, NJ
 Fairleigh Dickinson University, Paralegal Studies Program, Madison, NJ

Mercer County Community College, Paralegal Program, Trenton, NJ
 Middlesex County College, Legal Studies Department, Edison, NJ
 Raritan Valley Community College, Legal Assistant Program, Somerville, NJ
 Berkeley College of New York City, Paralegal Studies Program, New York, NY
 Berkeley College Westchester Campus, Paralegal Studies Program, White Plains,
 NY
 Genesee Community College, Paralegal Studies Program, Batavia, NY
 Long Island University, Paralegal Studies Program, Brooklyn, NY
 Mercy College, Paralegal Studies Program, Dobbs Ferry, NY
 Nassau Community College, Paralegal Program, Garden City, NY
 New York City College of Technology, Legal Assistant Studies Program, Brooklyn, NY
 Queens College, Paralegal Studies Program, Flushing, NY
 Suffolk County Community College, Paralegal Studies Program, Selden, NY
 Capital University Law School, Paralegal Program, Columbus, OH
 David N. Myers University, Paralegal Education Program, Cleveland, OH
 Kent State University, Paralegal Studies Program, Kent, OH
 Lake Erie College, Legal Studies Program, Painesville, OH
 Sinclair Community College, Paralegal Program, Dayton, OH
 University of Cincinnati, Paralegal Program, Cincinnati, OH
 University of Toledo, Paralegal Studies Program, Toledo, OH
 East Central University, Legal Studies Program, Ada, OK
 Central Pennsylvania College, Paralegal Program, Summerdale, PA
 Harrisburg Area Community College, Paralegal Studies Program, Harrisburg, PA
 Orangeburg-Calhoun Technical College, Paralegal Program, Orangeburg, SC
 Technical College of the Low Country, Legal Assistant Program, Beaufort, SC
 Western Dakota Technical Institute, Paralegal Program, Rapid City, SD
 University of Memphis, Paralegal Studies Program, Memphis, TN
 Walters State Community College, Legal Assistant Program, Morristown, TN
 Southeastern Career Institute, Legal Assistant Program, Dallas, TX
 Utah Valley State College, Paralegal Studies Program, Orem, UT
 Northeast Wisconsin Technical College, Paralegal Program, Green Bay, WI
 Marshall Community and Technical College, Legal Assistant Program,
 Huntington, WV
 Casper College, Paralegal Studies Program, Casper, WY
 Laramie County Community College, Legal Assistant Program, Cheyenne, WY

Respectfully submitted,

William I. Weston, Chair

February 2008

GENERAL INFORMATION FORM

To Be Appended to Reports with Recommendations
(Please refer to instructions for completing this form.)

Submitting Entity: Standing Committee on Paralegals

Submitted By: William I. Weston, Chair

1. Summary of Recommendation(s).

Recommends that the House of Delegates grant approval and reapproval to several paralegal education programs, and extend the term of approval to several paralegal education programs.

2. Approval by Submitting Entity.

November 3, 2007

3. Has this or a similar recommendation been submitted to the House or Board previously?

This recommendation has not been previously submitted.

4. What existing Association policies are relevant to this recommendation and how would they be affected by its adoption?

This recommendation supports the Guidelines for the Approval of Paralegal Education Programs, as adopted by the House of Delegates.

5. What urgency exists which requires action at this meeting of the House?

Action is timely.

6. Status of Legislation. (If applicable.)

N/A

7. Cost to the Association. (Both direct and indirect costs.)

None

8. Disclosure of Interest. (If applicable.)

N/A

9. Referrals.
None

10. Contact Person. (Prior to the meeting.)

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11. Contact Person. (Who will present the report to the House.)

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EXECUTIVE SUMMARY

1. Summary of the Recommendation(s)

The Standing Committee on Paralegals recommends that the House of Delegates grants approval to three paralegal education programs, grants reapproval to eighteen programs, and extends the term of approval of seventy-three programs.

2. Summary of the Issue which the Recommendation(s) Address

The programs recommended for approval and reapproval in the enclosed report meet the Guidelines for the Approval of Paralegal Education Programs.

3. An Explanation of How the Proposed Policy Position Will Address the Issue

The programs recommended for approval and reapproval in this report have followed the procedures required by the Association and are in compliance with the Guidelines for the Approval of Paralegal Education Programs.

4. A Summary of any Minority Views or Opposition which have been Identified

No other positions on this recommendation have been taken by other Association entities, affiliated organizations or other interested groups.