



NEW YORK UNIVERSITY



# DIPLOMA PROGRAM IN PARALEGAL STUDIES

2011-2012

**NYU SCPS**

SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

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### **The Diploma Program in Paralegal Studies is approved by the American Bar Association.**

All information in this brochure is subject to revision  
throughout the academic year. Check the current NYU-SCPS  
Bulletin for tuition and general information, or visit the NYU-  
SCPS website at [scps.nyu.edu](http://scps.nyu.edu) for course information. The  
University reserves the right to cancel any course.

# DIPLOMA PROGRAM IN PARALEGAL STUDIES

Since 1972, the Diploma Program in Paralegal Studies at the NYU School of Continuing and Professional Studies (NYU-SCPS) has provided students with the necessary training to enter and to succeed in the highly demanding paralegal profession. Upon completion of the program, students receive an ABA-approved diploma, a valuable professional credential recognized by employers.

Our goal is to provide you with an in-depth understanding of the legal concepts and procedures necessary to succeed as a paralegal in both the legal and business arenas. While placing emphasis on the analytical, organizational, and technological skills needed to thrive in the workplace, the program strives to raise ethical awareness and responsibility, to instill values of professionalism, and to inspire a commitment to expanding the integral role of paralegals.

When you enroll in the Diploma Program in Paralegal Studies at NYU-SCPS, you benefit from a faculty composed of prominent attorneys and legal professions from across the metropolitan area. In addition, you will have access to the NYU Law Library, one of the nation's most comprehensive legal resources.

This program gives you the opportunity to acquire specialized knowledge of the local, state, and federal court system; basic legal theories and doctrines of the most important areas of the law; and all legal and ethical issues you will face as you enter the paralegal field.

Upon completion of this program, you are able to:

- Conduct interviews with clients and prepare appropriate memoranda, depositions, and interrogatories.
- Prepare and file all court documents, such as complaints, answers, motions, and orders.
- Research, draft, and analyze legal memoranda and documents in the manner most helpful to an attorney.
- Analyze and define potential legal problems in any factual situation.

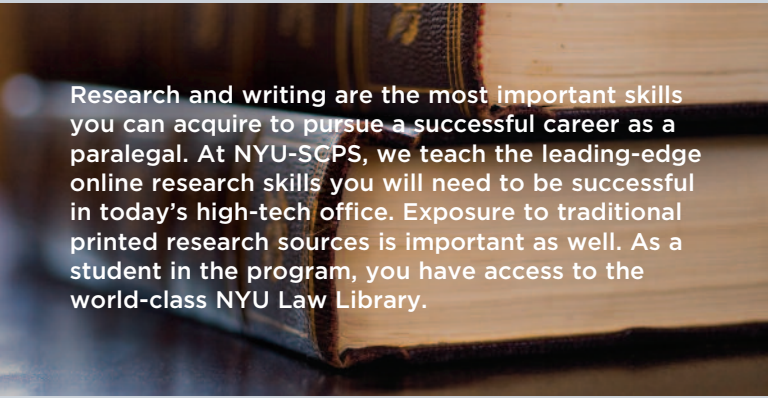


## WHAT IS A PARALEGAL?

A paralegal is a professional who assists an attorney in the delivery of legal services. Paralegals are knowledgeable about the legal system and qualified to do legal work under the supervision of an attorney.

Paralegals often assist attorneys with client interviews, research, the preparation of documents and trial exhibits, tax returns, compliance forms, and other services. Paralegals cannot give legal advice, establish client relationships, set legal fees, or represent clients in court.

Becoming a paralegal qualifies you for employment opportunities in a broad spectrum of areas, including insurance, real estate, banking, finance, government agencies, and law firms.

A close-up photograph of an open book, showing the pages and the spine. The lighting is warm and focused on the book, with a blurred background.

Research and writing are the most important skills you can acquire to pursue a successful career as a paralegal. At NYU-SCPS, we teach the leading-edge online research skills you will need to be successful in today's high-tech office. Exposure to traditional printed research sources is important as well. As a student in the program, you have access to the world-class NYU Law Library.

# PARALEGAL STUDIES CURRICULUM

The program is offered in two formats: a two-semester day, evening, or weekend program; and a one-semester intensive day program. Students must complete two six-credit courses: *Basic Concepts in Paralegal Studies* and *Advanced Concepts in Paralegal Studies*. The program must be completed within four academic years. (See page 8 for details on course formats and schedules.)

## PARA1-DC3001 6 Credits (two-semester program)

OR

### Intensive Basic Concepts in Paralegal Studies

## PARA1-DC3000 6 Credits (one-semester program)

These courses are designed to give you a broad background in the basic concepts of the law. Topics include:

**Introduction to Law:** The principles of Anglo-American jurisprudence, the vocabulary of the law, and the basic concepts of the legal system.

**NY Civil Practice:** Civil litigation and the courts, statutes of limitation, subject matter and in personam jurisdiction, service of process, venue, joinder of parties, form and filings of papers, motion practice, pleadings, remedies, disclosure, and judgments.

**Legal Research:** The structure of the legal system and the sources of authority necessary to resolve legal issues with a focus on statutory and case law research, using Westlaw as the primary research tool; traditional printed sources and secondary materials, such as encyclopedias; the basic format of an interoffice research memorandum; and citation and cite checking using The Bluebook.

**Torts:** Description of the elements of common law and statutory torts, including assault, battery, emotional distress, false imprisonment, trespass to land and to chattels, conversion, negligence, fraud, defamation, invasion of privacy, elements of a valid damage claim, and discussion of actions that are compensatory and those that are not.

**Contracts:** Types of contracts, capacity of parties to contract, third-party beneficiaries, statute of frauds, assignment of contractual rights, nature of a contract, elements of a contract, elements of offer, acceptance, and consideration, discharge of contract obligations, breach of contract, and specific performance and equity.

**Real Property Law:** Sale or lease of real property, broker's agreement, contract of sale, encumbrances, covenants and restrictions, survey, deed, escrow deposit, RESPA, and closing cooperatives and condominiums.

**Debtor-Creditor Relations:** Voluntary and involuntary bankruptcy, garnishment, claims, attachments, and secured and unsecured creditors.

**Wills, Estates, and Trusts:** Elements of a will, specific legacies, trusts and trustees, executors, guardians, probate, administration, valuation of assets, accounting, and tax returns.

**Business Organizations:** Certificate of incorporation, by-laws, minutes of board and annual meetings, merger, consolidation, dissolution, franchise tax, cessation of business, and explanation of partnerships and sole proprietorships.

**Ethics:** Review of the code of professional responsibility, its canons, and regulations.

**Criminal Law:** Definition of a crime, liability, defenses, justification, conspiracy, larceny, robbery, burglary, assault, homicide, sex offenses, arson, drugs, search, confession, Miranda warnings, and sentencing.

**Matrimonial (Family Law):** Nature of marriage, annulments, separation, divorce, alimony, and child support.

**Federal Income Tax:** Filing requirements, marital status, exemptions, dependents, interest and dividends, charitable contributions, alimony, educational expenses, travel and entertainment, and political contributions.

You must earn a minimum grade of C in *Legal Research*, *Business Organizations*, *NY Civil Practice*, *Ethics*, and a majority of other topics to successfully complete *Basic Concepts* and to obtain the required departmental permission to register for an advanced course.

The Diploma in Paralegal Studies curriculum is continually reviewed and updated to reflect the changing needs of the legal profession. A faculty comprised of expert practitioners keeps the material taught in the classroom contemporary.

## ELECTIVE CREDIT FOR PAUL MCGHEE STUDENTS

The course sequence in Paralegal Studies is available to satisfy elective credit as an applied liberal arts component for students currently enrolled in the B.A. or B.S. degree programs of the McGhee Division of the NYU School of Continuing and Professional Studies. Degree students must complete a separate application and be accepted to the Diploma Program in Paralegal Studies before beginning courses. Individual advisement is provided concerning fulfillment of degree requirements and course selection, including the Paralegal Studies option. For information about undergraduate degree programs for adults, call (212) 998-7100.

### Advanced Concepts in Paralegal Studies

**PARA1-DC3011 6 Credits (two-semester program)**

OR

### Intensive Advanced Concepts in Paralegal Studies

**PARA1-DC3010 6 Credits (one-semester program)**

These courses train you to handle the practical problems of business organizations and law firms. Topics include:

**Corporations and Partnerships:** Formation and structure of corporations, partnerships, mergers and acquisitions, state laws, shareholders' and directors' meetings, corporate officers, issuance and sale of stock, corporate indebtedness, and dissolution.

**Securities and Exchange Commission:** Requirements of the 1933 and 1934 Acts, 1933 Act registration forms and statements, public and private offerings, securities law compliance, and Blue Sky laws.

**Uniform Commercial Code:** Statutory regulation of sale of goods, commercial paper, letters of credit, secured transactions, bank deposits, and investment securities.

**Legal Research and Writing:** Research involving the continued application of Westlaw research skills through progressively more challenging projects. Writing assignments emphasizing factual and legal analysis.

**Technology in the Law Office:** Introduction to the types and functions of various legal-specific software, e-discovery and the impact of court rules on the use of software and trial practice, the electronic courtroom, the paperless office, and conducting electronic research.

**Trusts and Estates:** Topics cover preparation of wills and trusts, federal income and estate taxation, accounting, and filing.

**Litigation:** Builds upon knowledge of civil actions acquired in the first semester, emphasizing issues and problems commonly met in a business environment, including documentation, evidence, drafting pleadings, trials, and appeals.

**Real Estate:** Leasing, title, and closing are discussed together with environmental issues and questions arising under the Americans with Disabilities Act (ADA).

**Trademark and Copyright:** An overview of the law, including practical aspects of searches, registration filings, duration, and renewals.

**Litigation Case Management:** The organization, retrieval, and production of documents and other information in a litigated matter.

You must earn a minimum grade of C in *Advanced Legal Research and Writing, Corporations and Partnerships, Securities and Exchange Commission, Litigation*, and a majority of the other topics to successfully complete *Advanced Concepts*.

## THE DIVISION OF PROGRAMS IN BUSINESS

The NYU-SCPS Division of Programs in Business offers numerous opportunities to become familiar with the latest developments in your industry, expand your professional network, and advance your business expertise under the guidance of instructors who are leading practitioners in their fields. The Division consists of five departments: Accounting, Taxation, and Legal Programs; Finance; Leadership and Human Capital Management; Marketing and Public Relations; and Management and Information Technology.

Offering four Masters of Science degrees, seven graduate certificates, a multitude of continuing and preparatory courses and certificate programs, and the Diploma in Paralegal Studies, the Division of Programs in Business is dedicated to servicing lifelong learners who want to reach the pinnacle of their respective business professions.

In addition to hosting national conferences, seminars, and industry practitioner series, the Division also provides corporate learning and training services to multinational business organizations, government agencies, and educational institutions in the U.S. and abroad.

For more information, visit [scps.nyu.edu/business](https://scps.nyu.edu/business).

# ABOUT THE PROGRAM

The Diploma Program in Paralegal Studies requires approximately 270, 50-minute hours of classroom instruction. In addition to class time, you should expect to spend approximately 15 to 20 hours per week preparing assignments and studying for exams.

Prospective students should understand the commitment of time and motivation required to complete this challenging program. Students must maintain a minimum grade point average of C in each course to earn a Diploma in Paralegal Studies. The program must be completed within four academic years.

If English is not your native language, you may wish to have diagnostic testing at the NYU-SCPS American Language Institute (ALI). For more information or to schedule a test, call the American Language Institute at (212) 998-7040.

In general, the application of credits earned in a diploma program toward a degree program is limited. You can be matriculated in only one program at a time in any division of NYU. At least one year, fall and spring terms, must elapse between the conferment of degrees and/or diplomas.

The transferability of these credits to a degree program is ultimately decided by the school to which the application is made and will depend upon the specific requirements of that school. Diploma credits are professional credits and typically do not qualify for graduate credit.

## PROGRAM DETAILS

Students may complete the diploma program by attending either the regular two-semester program or the one-semester intensive program.

### Two-Semester Program

Students may enter the two-semester diploma program in the fall, spring, or summer semesters. Students must complete two, six-credit courses: *Basic Concepts in Paralegal Studies* and *Advanced Concepts in Paralegal Studies*. Courses are offered year-round in both day and evening programs.

The semester schedules are:

**Fall 2011–September 6 through December 18**

**Spring 2012–January 23 through May 13**

**Summer 2012–May 21 through August 23**

New students are required to attend an orientation session the week before the start of classes to obtain course materials, reading assignments, and individual class schedules.

**Evening Program:** Classes meet three times per week, Mondays, Tuesdays, and Thursdays, in the fall and spring semesters. Summer session courses meet Mondays, Wednesdays, and Thursdays. All classes meet 6–9:45 p.m.

**Day Program:** (*Basic Concepts* offered in fall semester only; *Advanced Concepts* offered in spring semester only.) Classes meet three times per week, Mondays, Wednesdays, and Thursdays, 9 a.m.–12.45 p.m.

**Weekend Program:** (Not offered summer semester). Classes meet Saturday (9 a.m.–12:30 p.m., 1:30–5 p.m.) and Sunday mornings (9 a.m.–12:30 p.m.).

## **One-Semester Intensive Program**

The one-semester Intensive Paralegal Program requires successful completion of two, six-credit courses—*Basic Concepts in Paralegal Studies* and *Advanced Concepts in Paralegal Studies*. The courses are given consecutively each semester.

**Fall:** September 6–October 20  
(Basic Concepts)  
October 31–December 15  
(Advanced Concepts)

**Spring:** January 23–March 15  
(Basic Concepts)  
March 26–May 10  
(Advanced Concepts)

**Summer:** May 21–July 5  
(Basic Concepts)  
July 9–August 23  
(Advanced Concepts)

**Hours:** Mon.–Thurs. 9 a.m.–12 noon, 1–4 p.m.

*With prior notice to students NYU-SCPS reserves the right to schedule Friday classes should the need arise. In addition to class time, students can expect to spend approximately 15 to 20 hours per week preparing assignments and studying for exams.*

## ADMISSION

A bachelor of arts degree is strongly preferred; a minimum of 60 undergraduate credits from an accredited undergraduate institution is required for admission. Applicants must submit a current résumé and an official transcript from all colleges and universities attended. Official transcripts can be obtained by contacting the Registrar's Office at each previous institution attended. To be considered official, a transcript must be received by the Office of Admissions in an envelope sealed by the institution.

A limited number of exceptions may be made for applicants with fewer undergraduate credits who have significant law-related work experience. Applicants applying under this exception policy must submit two recommendations from their attorney-employers attesting to the applicant's qualifications and work experience, and must also demonstrate a minimum of 18 semester credits or the equivalent of general education courses at college level in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.

### Application Procedures

To apply for admission to the Diploma Program in Paralegal Studies, complete and return the diploma application with a \$35 nonrefundable application fee. Make check or money order payable to New York University. Mail to the NYU-SCPS Office of Admissions, 7 East 12 Street, Suite 921, New York, NY 10003-4276. Applications must be received by August 15 for fall admission, January 6 for spring admission, and April 30 for summer admission. Official transcripts must be sent directly to the Office of Admissions from all undergraduate or graduate schools attended. Request an application by phone at (212) 998-7100 or download a PDF at [scps.nyu.edu/admissions/paralegal](https://scps.nyu.edu/admissions/paralegal).

## ATTEND AN INFORMATION SESSION

Attend an Information Session where you can learn more about the diploma program and speak to an advisor and members of the faculty. There will be a presentation to discuss admissions criteria, curriculum, and course content, and an opportunity to address your specific questions. For details on dates and locations, call (212) 998-7100 or visit [scps.nyu.edu/events](https://scps.nyu.edu/events).

## **ADVISEMENT**

Student advisement is provided by the academic department. Prospective students are strongly advised to contact the Accounting, Taxation, and Legal Programs Department for program options and requirements. Accepted students should contact the Department before registering to discuss course selection.

## **CLASS LOCATION**

All daytime classes, Monday through Saturday, are held at NYU's Midtown Center, located at 11 West 42nd Street. Evening and Sunday morning classes may be held at NYU's lower Manhattan site, the Woolworth Building, located at 15 Barclay Street, between Broadway and Church Street, or at NYU's Midtown Center.

## **TUITION AND FEES**

Tuition is \$1,120 per credit, per term. In addition, there is a nonrefundable registration and services fee of \$61 per point and a course materials fee of \$75 per each six-credit course. Students receiving financial aid must have their funding in place at the time of registration. Should students find it necessary to withdraw from the Diploma Program, they may be eligible for a tuition refund. Refunds are computed from the day on which written notice of withdrawal is received. A refund of 100 percent of tuition is granted to students who withdraw during the course's first calendar week (from the opening class date). During the second week, the refund is 70 percent; during the third week, 55 percent; during the fourth week, 25 percent.

## **CAREER COUNSELING**

We encourage students to visit the program office to review the employment opportunities with their academic advisor. Additionally, all Diploma students have access to the career services provided by the NYU Wasserman The Center for Career Development. Free career planning workshops are offered throughout the year, including cover letter and résumé writing, and job-hunting strategies for paralegals.

## FINANCIAL AID

Financial aid, in the form of student loans, is available on a limited basis to eligible students. For further information and application forms, contact: NYU Financial Aid Office, Student Services Center, 25 West 4th Street, First Floor, New York, NY 10003, (212) 998-4444. In addition, two students per semester may be granted a \$1,000 scholarship each on the basis of need and merit.

## HOUSING

New York University on-campus housing welcomes students accepted for the Summer Intensive Paralegal Diploma Program. NYU campus housing consists of either traditional dormitory facilities or apartment-style facilities with shared kitchenette and bathroom. A meal plan is required with traditional dormitory facilities. Meal plans are optional for the apartment-style housing. NYU on-campus housing is available only to the students enrolled in the Summer Intensive Diploma Program.

Applications for housing must be submitted by April 1. Full payment must be remitted to the NYU Office of Residential Life and Housing by May 7, 2012.

For further information on summer housing, call the NYU Office of Residential Life and Housing (212) 998-4600, or visit [nyu.edu/summer/housing](http://nyu.edu/summer/housing).



# FACULTY

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**Celestyne T. Williams, B.A., J.D.,** adjunct associate professor of paralegal studies, Celestyne T. Williams & Associates



## **ABOUT THE NEW YORK UNIVERSITY SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES**

Established in 1934, NYU-SCPS is one of NYU's several degree-granting schools and colleges, each with a unique academic profile. The reputation of NYU-SCPS arises from its place as the NYU home for study and applied research related to key knowledge-based industries where the New York region leads globally. This is manifest in the School's diverse graduate, undergraduate, and continuing education programs in fields such as Real Estate and Construction Management; Hospitality, Tourism, and Sports Management; Global Affairs; Philanthropy and Fundraising; Graphic Communications Media, Publishing, and Digital Arts; Human Capital Management, Marketing, and Public Relations; with complementary strengths in the Liberal and Allied Arts; Translation and Interpreting; Management and Information Technology; and Finance and Taxation. More than 100 distinguished full-time faculty members collaborate with an exceptional cadre of practitioner/adjunct faculty and lecturers to create vibrant professional and academic networks that attract nearly 5,000 degree-seeking students from around the globe. In addition, the School fulfills the recurrent continuing higher education needs of local and professional communities, as evidenced by 55,000 annual enrollments in individual courses, specialized certificate programs, conferences, workshops, seminars, and public events. The School's community is enriched by more than 25,000 degree-holding alumni worldwide, many of whom serve as mentors, guest speakers, and advisory board members.

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For more information about the  
Diploma Program in Paralegal Studies,  
or to download an application:

**[scps.nyu.edu/admissions/paralegal/apply](https://scps.nyu.edu/admissions/paralegal/apply)**



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