

NEW YORK UNIVERSITY
SCHOOL OF CONTINUING
AND PROFESSIONAL STUDIES

DIPLOMA PROGRAM IN
PARALEGAL STUDIES



2009-2010

DIVISION OF PROGRAMS IN BUSINESS

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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 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 NYU's School of Continuing and Professional Studies (NYU-SCPS) has provided students with the necessary training to enter and 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 the knowledge and expertise 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 necessary 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 obtain your diploma at NYU, you benefit from a faculty composed of prominent attorneys from across the metropolitan area and have access to the New York University School of Law library, one of the nation's finest.

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.



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

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*. Students must complete the program within four academic years. (See page 7 for details on course formats and schedules.)



Basic Concepts in Paralegal Studies

Z83.3001/6 Credits (two-semester program)

Intensive Basic Concepts in Paralegal Studies

Z83.3000/6 Credits (one-semester program)

This course is designed to give you a broad background in the basic concepts of the law. The topics are:

Introduction to Law: Acquaints the beginning student with 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; 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 classroom contemporary.



Advanced Concepts in Paralegal Studies Z83.3011/6 Credits (two-semester program)

Intensive Advanced Concepts in Paralegal Studies

Z83.3010/6 Credits (one-semester program)

This course trains you to handle the practical problems of business organizations. The topics are:

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.

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*.

GENERAL INFORMATION

The Department of Accounting, Taxation, and Legal Programs at NYU-SCPS offers continuing education courses, professional certificates, workshops, seminars, conferences, and the Diploma in Paralegal Studies to give you the competitive edge you need to remain valuable to employers and thrive in your field. Areas of study include auditing, bookkeeping, forensic accounting, not-for-profit accounting and governmental reporting, conflict and dispute resolution, intellectual property law, U.S. law and methodologies, and ethics and corporate governance. For more information about the Accounting, Taxation, and Legal Programs Department's offerings, visit scps.nyu.edu/atl.

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, two diploma programs, and a multitude of continuing and preparatory courses and certificate programs, 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 has also become a major provider of corporate learning and training services to multinational business organizations, government agencies, and educational institutions in the U.S. and abroad.

For more information about the Division of Programs in Business, call (212) 992-3600 or visit scps.nyu.edu/business.



ABOUT THE DIPLOMA

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 average of C 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 NYU-SCPS's American Language Institute. 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. Courses in one diploma program may not be used for credit in any other diploma program offered by the School of Continuing and Professional Studies. Additionally, 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 on the specific requirements of that school. Diploma credits are professional credits and typically do not qualify for graduate credit.

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) 998-7171.

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 2009–September 8 through December 17

Spring 2009–January 19 through May 6

Summer 2009–May 17 through August 19

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 8–October 29
(*Basic Concepts*)
November 2–December 17
(*Advanced Concepts*)

Spring: January 19–mid-March
(*Basic Concepts*)
Mid-March–mid-May
(*Advanced Concepts*)

Summer: May 17–end June
(*Basic Concepts*)
Early July–mid-August
(*Advanced Concepts*)

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



NYU-SCPS reserves the right to schedule Friday classes should the need arise, with prior notice to students. 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. Submit a current résumé and an official transcript from all colleges and universities that you have attended. Call the Registrar's Office at each institution to learn its procedures for obtaining a transcript. Official transcripts must be sent by the institution directly to the Office of Admissions in a sealed envelope. A limited number of exceptions may be made for applicants with significant law-related work experience who submit two recommendations from their attorney-employers attesting to the applicant's qualifications and work experience.

APPLICATION PROCEDURES

To apply 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, 145 Fourth Avenue, Room 219, New York, NY 10003-4906. Applications must be received by August 15 for fall admission, January 5 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) 998-7171 or download a PDF at scps.nyu.edu/diploma.

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 are held at NYU's lower Manhattan site, the Woolworth Building, located at 15 Barclay Street, between Broadway and Church Street.

TUITION AND FEES

Tuition is \$1,137 per point, per term, which includes a nonrefundable registration and services fee of \$59 per credit. In addition, there is a course materials fee of \$50 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 AND PLACEMENT

We encourage students to visit the program office to review the employment opportunities with their academic advisor. Additionally, the career services of the School of Continuing and Professional Studies are available to all diploma students. NYU-SCPS offers free career planning and placement workshops 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 March 27, 2010. Full payment must be remitted to the NYU Office of Summer Housing by May 2010.

For further information on summer housing, call NYU Office of Summer Housing, (212) 998-4621, or visit nyu.edu/housing/summer.

PARALEGAL STUDIES

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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) 998-7171 or visit scps.nyu.edu/events.



NYU ■ SCPS



ABOUT THE NEW YORK UNIVERSITY SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

For 75 years, NYU's School of Continuing and Professional Studies (NYU-SCPS) has been a world leader in professional education and personal enrichment. Each semester NYU-SCPS offers over 1,500 continuing education classes, as well as a variety of professional certificate programs, each semester. Topics range from computer animation and design to finance, arts and humanities, and real estate. NYU-SCPS also offers 14 master's degree programs, 12 graduate certificate programs, two diploma programs, and a range of undergraduate degrees designed to prepare students with the industry-focused knowledge and real-world expertise they need to achieve success in today's vital industries.

New York University is an affirmative action/equal opportunity institution.



NEW YORK UNIVERSITY

School of Continuing and Professional Studies

Office of Admissions

145 Fourth Avenue, 2nd Floor

New York, NY 10003-4906

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For more information visit:
www.scps.nyu.edu/paralegal