

POST-BACCALAUREATE PARALEGAL STUDIES CERTIFICATE

This is not a graduate level program leading to a Master's Degree.

A 27-hour certificate in Paralegal Studies is available to the student who already has a baccalaureate degree. Students need above-average writing skills. All students must pass ENG 099 - Writing Proficiency Exam during their first semester. Those who do not pass the Writing Proficiency Examination must take ENG 299 - Composition Skills the following semester.

A minimum of 15 hours must be completed at Mississippi College. Acceptable transfer credit must be at or above the grade level of a C. Students must make a C or better in all required classes taken at Mississippi College to graduate with a certificate in paralegal studies.

Additional computer classes are highly recommended, as are courses in Business Law, Accounting and Business Communications.

A. COMPLETE THE PARALEGAL STUDIES CORE COURSES: (18 SEM. HRS.)

- PLE 201 - Introduction to Law
- PLE 300 - Civil Litigation I
- PLE 301 - Civil Litigation II
- PLE 325 - Legal Research and Bibliography
- PLE 335 - Legal Writing
- PLE 400 - Law Office Management

B. COMPLETE THREE 3 SEMESTER-HOUR LAW-RELATED COURSES: (9 SEM. HRS.)

Complete 9 semester hours of additional PLE courses.

TOTAL: 27 SEM. HRS.

APPLICATION TO RECEIVE THE POST-BACHELOR'S CERTIFICATE IN PARALEGAL STUDIES
MISSISSIPPI COLLEGE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
BOX 4015
CLINTON, MS 39058

Instructions: Please complete this form and return it to the Department of History and Political Science.

Semester you are completing certificate requirements: _____

Name (to appear on certificate): _____ **ID #** _____

Address: _____
City State Zip

Phone: _____ **Date of Application:** _____

List all courses taken to fulfill certificate requirements. A minimum of 15 semester hours must be completed at Mississippi College. Indicate all transfer credit (TR), courses substituted (SUB), and courses in progress (IP), if any.

Course Number	Course Title	Semester	Grade	Hours Earned (TR, SUB, or IP)
ENG 099 or ENG 299	Writing Proficiency Exam Composition Skills (if ENG 099 score is NC)			Not applicable toward total hours
PLE 201	Introduction to Law			
PLE 300	Civil Litigation I			
PLE 301	Civil Litigation II			
PLE 325	Legal Research & Bibliography			
PLE 335	Legal Writing			
PLE 400	Law Office Management			
	Nine semester hours of approved law-related PLE courses			
PLE				
PLE				
PLE				

Total Hours Required: 27

Bachelor's Degree Received: _____
Degree/Major University Date

Student's Signature: _____

Advisor's Signature (confirming completion): _____

Please submit to the Office of the Registrar for verification and posting of the certificate upon completion.