***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the 2014-2015 catalog must be documented. Note before completing this proposal that all new courses and current prerequisite, corequisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | School of Business and Technology |
| **Program or Certificate** | AS, Paralegal Studies |
| **Proposed by (faculty only)** | Dr. Mary Conwell |
| **Presenter (faculty only)** | Dr. Mary Conwell |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. | |
| **Submission date** | 1/7/2016 |

**Section I, Proposed Changes**

|  |  |
| --- | --- |
| **Change of School, Division, or Department** | List new school, division, or department |
| **Change to program or certificate name** | List new program or certificate name |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** | |
| List changes to program or certificate prerequisites | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| List changes to program or certificate General Education requirements | |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** | |
| Add the following two PLA-prefix courses to the core requirement:  PLA 2763, Law Office Management  PLA 2880, Constitutional Law  The resultant core requirement will increase from 37 to 43 credit hours. | |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** | |
| Reduce elective credits from 9 credit hours to 3 credit hours to allow for the 6 credit hour increase in the core requirement. | |
| **List below, any other changes to the program or certificate requirements.** | |
| List other changes | |
| **Change to program length (credits or clock hours to complete)** | From:  To: |

**Section II, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action** |
| The Paralegal faculty believe the addition of these two courses will improve the programmatic outcomes by better preparing students to be successfully employed in a law office or related environment. |

**Section III, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Dr. Matthew Hoffman |

**nOTE:** Changes for the Fall 2016 term must be submitted to the Dropbox by the February 5, 2016 deadline and approved no later than the March 4, 2016 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Associate Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2016 or Summer 2016 term.

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| **Term in which approved action will take place** | Fall 2016 |

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| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Dr. Mary Conwell | 1/7/2016 |
| **Academic Dean or Associate Vice President** | Dr. John Meyer | 1/8/2016 |

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| --- | --- |
| **Select Curriculum Committee Meeting Date** | February 5, 2016 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Calendar* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Associate Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting**. All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

**Include complete new catalog page below.**

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| Florida SouthWestern State College |
| |  |  | | --- | --- | | |  | | --- | |  | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  | | --- | | **Paralegal Studies, AS**  [[Print this page.](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print)Print this Page](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) | |  |   **Purpose**  The Associate in Science (AS) in Paralegal Studies is designed for students seeking a professional career in a law-related field. The program trains students in many diverse areas of law. The content includes, but is not limited to, legal research and legal writing; litigation and trial practice; corporate law; wills, estates and trusts; tort law; family law; law office management; real property law; tax law; criminal law; constitutional law; ethics and code of professional responsibility; contract law; employability skills; leadership and human relations skills; and health and safety.  **The Florida SouthWestern State College Paralegal Studies Program is approved by the American Bar Association.**  [www.americanbar.org/aba.html](http://www.americanbar.org/aba.html)  [apps.americanbar.org/legalservices/paralegals/directory/fl.html](http://apps.americanbar.org/legalservices/paralegals/directory/fl.html)  **Program Structure**  This program is a planned sequence of instruction consisting of 64 credit hours in the following areas: 18 credit hours of General Education Requirements, 43 credit hours of Paralegal Studies Core Requirements, and 3 credit hours of Open Electives.  **Course Prerequisites**  ***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.  **Graduation**  Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony. | | **General Education Requirements: 18 Credit Hours**   * [ENC 1101 - Composition I](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [ENC 1102 - Composition II](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [SPC 1017 - Fundamentals of Speech Communication](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * **or** * [SPC 2608 - Introduction to Public Speaking](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * General Education Mathematics - **3 credits** * General Education Humanities - **3 credits** * General Education Social Sciences - **3 credits**   **Paralegal Studies, AS Degree Core Requirements: 43 Credit Hours**   * [BUL 2241 - Business Law](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [CGS 1100 - Computer Applications for Business](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [CJL 2100 - Criminal Law](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 1003 - Introduction to Paralegal Studies](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 1103 - Legal Research and Writing I](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 2114 - Legal Research and Writing II](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 2200 - Litigation](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 2202 - Torts](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 2600 - Wills, Trusts, and Probate Administration](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * [PLA 2610 - Real Estate Law and Property](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * PLA 2763 – Law Office Management **3 credits** * [PLA 2800 - Family Law](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits** * PLA 2880, Constitutional Law **3 credits** * [PLA 2930 - Capstone-Portfolio](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **1 credit** * [PLA 2942 - Paralegal Internship](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=349&returnto=463&print) **3 credits**   **Paralegal Studies, AS Degree Open Elective Requirements: 3 Credit Hours**   * Electives may be taken from any 1000 and 2000 level courses   **Total Degree Requirements: 64 Credit Hours**  **Information is available online at:**[**www.fsw.edu/academics/**](http://www.fsw.edu/academics/)**or on the School of Business and Technology Home Page at:**[**www.fsw.edu/sobt**](http://www.fsw.edu/sobt)**.** | | | |