

Paralegal Studies

Degree Type

Associate of Science (AS)

Admission Requirements

General Undergraduate Admission Requirements

Note: Not all Online Program offerings are available to residents of all U.S. states. Please contact an admissions representative for further information.

To be admitted to any of the undergraduate programs at South University, the prospective student must provide proof of high school graduation as recognized by the state of residence on the date the degree was earned, or the equivalent (e.g. GED with no single test score below 145 or numeric score equivalent to 2.0 on old version or state-issued certificate designated as the equivalent of a High School Diploma) with a minimum CGPA of 2.0 on a 4.0 scale within 5 weeks of the start date (refer to Conditional Acceptance). The prospective student must also complete the university administered placement tests prior to the start of the first quarter for campus students and during the first session of attendance for online students. South University accepts the International Baccalaureate Program diploma as meeting the requirement for high school graduation. Credentials earned outside the United States must be evaluated by a NACES or AICE-member credential evaluation service. Please speak with an admissions representative for more information.

Students with less than the minimum CGPA of 2.0 on a 4.0 scale may meet admissions requirements by submitting a minimum combined SAT (Evidence-Based Reading and Writing, and Math) score of 700 or 900 on the old SAT, a combined ACT score of 18, or meet the criteria established for acceptance as a transfer student.

Students with less than the minimum CGPA of 2.0 on a 4.0 scale may be admitted provisionally for two quarters. Failure to achieve a 1.5 CGPA in the first two quarters of attendance will result in dismissal. Students may appeal the dismissal by following the Procedures for Appealing Academic/Financial Aid Dismissal Policy.

Acceptable verification of high school graduation or the equivalent would include a copy of the high school diploma, high school transcript (official or unofficial), GED certificate, or GED scores and state-authorized examination scores (ex. HiSET, TASC) or a state-issued certificate designated as the equivalent of a high school diploma. In states that maintain a database that serves as an official registry of high school and GED graduates, an excerpt from the official database documenting the student's graduation or GED completion may be used.

Campuses in South Carolina must be provided with official high school transcripts or GED scores or state-issued certificates designated as the equivalent of a high school diploma.

Please see the policy on GPA Calculation for Admission for additional information

Conditional Acceptance

Students may be conditionally accepted by submitting unofficial copies of documentation required for the admission requirements. Conditional acceptance is allowed for 5 weeks beyond the start of the student's first session. Failure to provide acceptable, official documentation, as stated in the admissions requirements, within 5 weeks from the start date will result in the following:

- Removal from class

- Cancellation of enrollment
- No final course grades
- No transcript

Students who do not provide acceptable documents for full, unconditional acceptance within the 5 week period will not be responsible for tuition and related fees. South University may grant exceptions to the 5 week period for unusual situations or circumstances. All exceptions must be submitted to the Office of the University Registrar for approval.

Admission of Transfer Students

Note: Not all Online Program offerings are available to residents of all U.S. states. Please contact an admissions representative for further information.

To be eligible for admission, transfer students must complete the application procedures and satisfy the following criteria:

1. Submit a completed application for admission.
2. Have earned 24 or more credit hours, or the equivalent (e.g. 16 semester hours), with a cumulative GPA of 2.00 from an acceptable accredited collegiate institution.
3. Submit official transcripts (including verifiable faxed transcripts) from all colleges and universities attended.
4. Submit self-certification of high school graduation or GED completion.

For transfer of credit practices refer to the applicable section under the [Academic Affairs](#) section of this catalog.

To be admitted as a Transfer student into South University the prospective student must have earned 24 or more quarter credit hours or the equivalent (e.g. 16 semester hours), with a cumulative GPA of 2.00 from an acceptable accredited collegiate institution. Official transcripts from the collegiate institution(s) must be received within 5 weeks of the start date (refer to Conditional Acceptance), and who are not required to take ENG0099 and/or MAT0099, will be exempt from taking the UVC1000 Strategies for Success. Students will select another 4 credit course in consultation with their Academic Advisor or Academic Counselor to fulfill the degree requirements.

Students with 24 or more quarter credits with less than a 2.0 GPA may be admitted provisionally for two quarters. Failure to achieve a 1.5 GPA in the first two quarters of attendance will result in dismissal. Students may appeal the dismissal by following the Procedures for Appealing Academic/Financial Aid Dismissal Policy.

Students who are citizens of countries other than the United States should refer to the section entitled International Student Admissions Policy.

Students who are transferring from or to a school within the University of North Carolina or the North Carolina Community College System should be aware of the Comprehensive Articulation Agreement approved by both governing Boards on March 1, 1996 and revised in September of 2008. This agreement may be found in its entirety at the following [website](#).

For additional admissions information please see the admissions section [here](#).

Program Overview and Outcomes

Legal/Paralegal Studies Curriculum

South University's Legal Studies (BS) and Paralegal Studies (AS) programs are designed to provide opportunities for students to prepare for a rapidly changing and challenging profession as a paralegal. The American Bar Association (ABA) defines a paralegal as "a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegals and legal assistants may not give legal advice, set fees, represent clients in court, or provide legal services to the public except as permitted by law. All students in South University Paralegal and Legal Studies programs receive instruction in legal ethics and how to avoid the unauthorized practice of law. Paralegals and legal assistants may not give legal advice, set fees, or represent clients in court.

Coursework emphasizes development of keen analytical and critical thinking skills while fostering sensitivity to cultural and political diversity. Students use modern law office technology and software in courses taught in classrooms, computer labs, or in courses offered online through the Savannah campus. South University encourages students to commit to lifelong learning that is beneficial in obtaining employment following graduation and that may help them in advancing in their careers as paralegal professionals.

Associate of Science in Paralegal Studies (AS)

Offered at Online Programs

Note: Not all Online Program offerings are available to residents of all U.S. states. Please contact an admissions representative for further information.

The Paralegal Studies (AS) program is designed to provide educational preparation for individuals to serve as paralegals or legal assistants. The program consists of specialized coursework and a supervised externship in selected legal settings such as law firms, real estate and title companies, banks and state or federal governmental agencies. Practical training is designed to prepare graduates working under the supervision of a licensed attorney to perform many tasks in a legal office, including, but not limited to, interviewing clients and witnesses, preparing legal documents and otherwise assisting attorneys with the preparation of their cases. The ABA defines a paralegal as "...a person, office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegals and legal assistants may not give legal advice, set fees, represent clients in court, or provide legal services to the public except as permitted by law. All students in the Paralegal Studies (AS) program receive instruction in legal ethics and how to avoid the unauthorized practice of law.

Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate knowledge of procedural law and substantive law by successfully completing legal assignments routinely performed in a law office or any organization involved with legal processes under the supervision of an attorney.
2. Demonstrate an awareness of the needs of a modern technology-based law office.
3. Demonstrate an understanding of professional and ethical standards expected of a paralegal.
4. Demonstrate communication skills, including public speaking, letter and memorandum writing, as well as legal drafting under the supervision of an attorney.
5. Demonstrate legal research, analytical and critical thinking skills, including reasoned approaches to legal problem solving.

Associate of Science in Paralegal Studies: 92 Credits

For students enrolled prior to August 2024.

Area I General Education Requirements: 40 Credits

Professional Development

Course Code	Title	Credits
ITS1000	Computer and Internet Literacy	4.0
UVC1000	Strategies for Success	4.0

Basic Communications

Course Code	Title	Credits
ENG1100	Composition I	4.0
ENG1200	Composition II	4.0
ENG1300	Composition III	4.0

Choose one additional course from the list below:

Course Code	Title	Credits
COM2006	Interpersonal Communication	4.0
SPC1026	Public Speaking	4.0

Mathematics and Statistics (choose one)

Course Code	Title	Credits
MAT1001	College Algebra I	4.0
MAT1005	College Algebra II	4.0
MAT1500	College Mathematics	4.0
MAT2058	Statistics	4.0

Natural Sciences (choose one)

Course Code	Title	Credits
BIO1020	Biology I	4.0
BIO1021	Biology II	4.0
CHM1010	General Chemistry	4.0

Arts and Humanities (choose one)

Course Code	Title	Credits
ENG2002	World Literature I: From the Ancient World to the Middle Ages	4.0
ENG2003	World Literature II: From Enlightenment to Modernity	4.0
ENG2011	Introduction to American Literature: 1865 to present	4.0
HIS1101	U.S. History I: Colonial to 1865	4.0
HIS1102	U.S. History II: 1865 to Present	4.0
HUM1001	History of Art through the Middle Ages	4.0
HUM1002	History of Art from the Middle Ages to Modern Times	4.0
HUM2101	World Civilization I: Prehistory to 1500 C.E.	4.0
HUM2102	World Civilization II: 1500 to Present	4.0
PHI2301	Introduction to Philosophy	4.0
REL1001	World Religions	4.0

Social and Behavioral Sciences (choose one)

Course Code	Title	Credits
ECO2071	Principles of Microeconomics	4.0
ECO2072	Principles of Macroeconomics	4.0
POL2076	American Government	4.0
PSY1001	General Psychology	4.0
SOC1001	Introduction to Sociology	4.0
SOC2010	Social Problems	4.0

Area II Foundation Requirements: 8 Credits

Course Code	Title	Credits
BUS1038	Business Law I	4.0
BUS2038	Business Law II	4.0

Area III Major Requirements: 44 Credits

Core

Course Code	Title	Credits
LGS1001	The Legal Field: Law and Ethics	4.0
LGS1004	Torts and Remedies	4.0
LGS1005	Legal Research and Writing I	4.0
LGS1006	Legal Research and Writing II	4.0
LGS2001	Civil Litigation	4.0
LGS2002	Family Law	4.0
LGS2003	Estate Planning and Probate	4.0
LGS2004	Criminal Law	4.0
LGS2007	Computers in the Legal Office	4.0

Electives (choose one)

Course Code	Title	Credits
LGS2005	Real Estate Law	4.0
LGS2008	Worker's Compensation Law	4.0
LGS2010	Bankruptcy Law	4.0
LGS2030	Administrative Law	4.0

Capstone:

Course Code	Title	Credits
LGS2099	Paralegal Externship	4.0

Associate of Science in Paralegal Studies: 92 Credits

For students enrolled on or after August 2024.

Area I General Education Requirements: 40 Credits

Professional Development

Course Code	Title	Credits
ITS1000	Computer and Internet Literacy	4.0
UVC1000	Strategies for Success	4.0

Basic Communications

Course Code	Title	Credits
ENG1100	Composition I	4.0
ENG1200	Composition II	4.0

Choose one additional course from the list below:

Course Code	Title	Credits
COM2006	Interpersonal Communication	4.0
SPC1026	Public Speaking	4.0

Mathematics and Statistics (choose one)

Course Code	Title	Credits
MAT1001	College Algebra I	4.0
MAT1005	College Algebra II	4.0
MAT1500	College Mathematics	4.0
MAT2058	Statistics	4.0

Natural Sciences (choose one)

Course Code	Title	Credits
BIO1020	Biology I	4.0
BIO1021	Biology II	4.0
CHM1010	General Chemistry	4.0

Arts and Humanities

Course Code	Title	Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Social and Behavioral Sciences (choose one)

Course Code	Title	Credits
ECO2071	Principles of Microeconomics	4.0
ECO2072	Principles of Macroeconomics	4.0
POL2076	American Government	4.0
PSY1001	General Psychology	4.0
SOC1001	Introduction to Sociology	4.0
SOC2010	Social Problems	4.0

Choose one additional General Education elective not already applied

Course Code	Title	Credits
BIO1020	Biology I	4.0
BIO1021	Biology II	4.0
CHM1010	General Chemistry	4.0
ENG1300	Composition III	4.0
ENG2002	World Literature I: From the Ancient World to the Middle Ages	4.0
ENG2003	World Literature II: From Enlightenment to Modernity	4.0
ENG2011	Introduction to American Literature: 1865 to present	4.0
ENG2020	Introduction to Film Studies	4.0
HIS1101	U.S. History I: Colonial to 1865	4.0
HIS1102	U.S. History II: 1865 to Present	4.0
HUM1001	History of Art through the Middle Ages	4.0
HUM1002	History of Art from the Middle Ages to Modern Times	4.0
HUM2101	World Civilization I: Prehistory to 1500 C.E.	4.0
HUM2102	World Civilization II: 1500 to Present	4.0
PHI2301	Introduction to Philosophy	4.0
POL1150	Contemporary Issues	4.0
POL2076	American Government	4.0
PSY1001	General Psychology	4.0
REL1001	World Religions	4.0
SOC1001	Introduction to Sociology	4.0
SOC2010	Social Problems	4.0
SPC1026	Public Speaking	4.0

Area II Foundation Requirements: 8 Credits

Course Code	Title	Credits
BUS1038	Business Law I	4.0
BUS2038	Business Law II	4.0

Area III Major Requirements: 44 Credits

Core

Course Code	Title	Credits
LGS1001	The Legal Field: Law and Ethics	4.0
LGS1004	Torts and Remedies	4.0
LGS1005	Legal Research and Writing I	4.0
LGS1006	Legal Research and Writing II	4.0
LGS2001	Civil Litigation	4.0
LGS2002	Family Law	4.0
LGS2003	Estate Planning and Probate	4.0
LGS2004	Criminal Law	4.0
LGS2007	Computers in the Legal Office	4.0

Electives (choose two)

Course Code	Title	Credits
LGS2005	Real Estate Law	4.0
LGS2008	Worker's Compensation Law	4.0
LGS2010	Bankruptcy Law	4.0
LGS2030	Administrative Law	4.0
LGS2100	Paralegal Internship	4.0
Total Credits		92