



Pre-Law & Paralegal Studies Certificate of Completion

Prepare for a paralegal career in 24 hours, in person or online.

An eight-course, 24-hour focus on paralegal studies designed for working learners. Online or in-person. May be taken during a degree program or independently as a non-degree certificate. Must have a high school diploma and solid writing and computer skills.

About the Certificate of Completion

Students will complete with a Certificate of Completion in Pre-Law and Paralegal Studies (PLPS) and with practical skills in legal research, writing, and drafting, as well as substantive and procedural law related to specific practices areas and an optional course on law office management. All courses are taught by licensed attorneys and cover both Louisiana's unique civilian law, based on the Spanish and French civil codes, and the common-law of the other states.

To add classes, contact the Registrar's office. PLPS 3010, Introduction to the Law, is highly recommended as a first course or concurrent course! Please contact the coordinator, Dr. Riall, before registering!

Start a Paralegal Career

Paralegals are highly-skilled and trained assistants to lawyers--a lawyer's "other brain." Paralegals conduct legal research and writing alongside and under the supervision of lawyers, draft documents, assist in trial preparation, interview clients and witnesses, and may manage law offices. Although they are not licensed to practice law and cannot appear in court or give legal advice, paralegals do much of the work that lawyers do and can save clients and firms money. PLPS graduates have legal research and writing skills and knowledge of substantive law.

Internet or In-Person in Two Years ... Options for You

This minor can be earned online, in-person, or both. No campus visits are required--you can enroll and take classes over the Internet. NSU accepts transfer credits and is designated as a Military-Friendly University. Out-of-state students who are Internet-only pay the in-state tuition rate!

Courses are offered on a rotation so you can complete in no more than two years taking two classes each fall and spring. As enrollment permits, additional courses may be offered.

Required Courses

- PLPS 3010 (Introduction to the Law)
- PLPS 4020 and 4090 (Legal Research and Writing I and II)
- 15 additional hours of PLPS subject-area classes. Offerings vary but include Family Relations Law, Law Office Management, Wills and Estates, Litigation, Corporations, and American Indians and the Law.
- A minimum of two classes are offered fall and spring semesters, meaning you can complete in no more than four semesters.

Fee Reduction for Law Enforcement Officers and Public Safety Personnel

NSU offers fee exemption for commissioned full-time law enforcement and public safety officers, including firefighters and EMS personnel. Undergraduate students may enroll up to 9 undergraduate semester hours, and graduate students may enroll in up to 6 semester hours at the reduced rate. All additional hours will be at the standard tuition rate.

QUESTIONS?

PRE-LAW & PARALEGAL STUDIES COORDINATOR:

Dr. Rebecca Riall
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(318) 357-6963

SCHOOL OF SOCIAL SCIENCES AND APPLIED PROGRAMS:

www.cjhss.nsula.edu
nsucjhss@nsula.edu
(318) 357-6967

NSULA ADMISSIONS:

admissions.nsula.edu
admissions@nsula.edu
(800) 767-8115

REGISTRAR'S OFFICE:

www.nsula.edu/registrar/
registrar@nsula.edu
(800) 807-8849

Northwestern State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialists, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northwestern State University.

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX): Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359) and Students – Reatha Cox, Dean of Students (318-357-5285). For Americans with Disabilities Act (ADA) concerns, contact the Accessibility and Disability Support Director, Taylor Camidge, at 318-357-5460. Additionally, Northwestern complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at <https://www.nsula.edu/universityaffairs/police/>. Full disclosure statement: <https://www.nsula.edu/iehr/>.

