



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

**Date Submitted:**

07/13/2023

**Institution**

Webster University

**Site Information**

**Implementation Date:**

6/1/2022 12:00:00 AM

**Added Site(s):**

**Selected Site(s):**

Webster University, 470 East Lockwood, St. Louis, MO, 63119-3194

**CIP Information**

**CIP Code:**

220302

**CIP Description:**

A program that prepares individuals to perform research, drafting, investigatory, record-keeping and related administrative functions under the supervision of an attorney or court. Includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

**CIP Program Title:**

Legal Assistant/Paralegal

**Institution Program Title:**

Paralegal Studies

**Degree Level/Type**

**Degree Level:**

Postbaccalaureate Certificate

**Degree Type:**

Graduate Certificate (GRCT)

**Options Added:**

Collaborative Program:

N

**Mode of Delivery**

Current Mode of Delivery

Classroom

Hybrid

Online

Student Preparation



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Special Admissions Procedure or Student Qualifications required:

n/a

Specific Population Characteristics to be served:

n/a

### Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:

Webster University has academic policies describing minimum faculty qualifications by discipline.

These policies meet or exceed guidelines from the Higher Learning Commission.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:

Webster University strives to have more than 50% of credit hours assigned to full-time faculty. The percentage of credit hours assigned to full-time faculty will vary based on location and student enrollment in a program at any given time. Overall, the percentage of credit hours assigned to full-time faculty ranges from 10 to 20%. At Webster University's main campus in Missouri, percentages are often higher.

Expectations for professional activities, special student contact, teaching/learning innovation:

Faculty are expected to continually engage in appropriate professional development activities to ensure their professional qualifications are current. The University provides resources to help ensure robust student contact and engagement. The University also provides resources for faculty to innovate their teaching/learning to meet clear learning outcome objectives.

### Student Enrollment Projections Year One-Five

<b>Year 1</b>	<b>Full Time: 5</b>	<b>Part Time: 0</b>	
<b>Year 2</b>	<b>Full Time: 5</b>	<b>Part Time: 0</b>	
<b>Year 3</b>	<b>Full Time: 5</b>	<b>Part Time: 0</b>	<b>Number of Graduates:</b> 5
<b>Year 4</b>	<b>Full Time: 5</b>	<b>Part Time: 0</b>	
<b>Year 5</b>	<b>Full Time: 5</b>	<b>Part Time: 0</b>	<b>Number of Graduates:</b> 5

**Percentage Statement:**

n/a

### Program Accreditation

Institutional Plans for Accreditation:

Webster University will maintain its accreditation by the Higher Learning Commission. There are no plans to pursue specialized accreditation at this time for this program.

### Program Structure

**Total Credits:**

24

**Residency Requirements:**

n/a

**General Education Total Credits:**

0



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**Major Requirements Total Credits:**

24

**Course(s) Added**

COURSE NUMBER	CREDITS	COURSE TITLE
LEGL 5470	3	Civil Actions
LEGL 5260	3	Methods of Legal Research and Writing
LEGL 5270	3	Methods of Legal Research and Writing II
LEGL 5800	3	Computerized Legal Research
LEGL 5300	3	Ethics for the Legal Professional
LEGL 5000	3	Introduction to Legal Studies
LEGL 5490	6	Advanced Topics in Law

**Free Elective Credits:**

0

**Internship or other Capstone Experience:**

n/a

**Assurances**

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

**Contact Information**

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# Paralegal Studies

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## Graduate Certificate 24 Credit Hours

*This program is offered by the College of Humanities and Social Sciences. It is available online, at the St. Louis main campus, the Gateway campus, online (asynchronous), and via Live Virtual (100% synchronous modality).*

For information on the general requirements for a certificate, see Certificate Program Policies and Procedures under the Academic Policies section of this catalog.

### Program Description

The graduate paralegal certificate is approved by the American Bar Association (ABA) and is the only ABA program in the St. Louis area. The coursework for the graduate paralegal certificate is designed to provide students with a broad understanding of the legal environment in which individuals, businesses and the judiciary operates. This certificate should be attractive to those individuals who need additional legal knowledge to function more effectively (for example, managers, teachers, government employees and legal assistants).

### Learning Outcomes

Upon completion of the program, students will be able to:

- Utilize critical thinking strategies for legal reasoning and analysis.
- Demonstrate an understanding of the Code of Professional Responsibility to guide professional behaviors and decision-making.
- Integrate the skills and knowledge necessary for understanding legal issues working from both theoretical and practical applications.
- Demonstrate an understanding of the essential goals of legal researching, problem solving and logic as applied to legal writing.
- Evaluate legal information to be used in effective written communication for practical problems encountered in a legal environment.
- Analyze the significant role that legal assistants have in the legal world.
- Apply advanced legal knowledge and skills in legal practice.

### Requirements

The 24 credit hours required for the graduate certificate in paralegal studies must include the following courses:

- LEGL 5000 Introduction to Legal Studies (3 hours)
- LEGL 5260 Methods of Legal Research and Writing I (3 hours)
- LEGL 5270 Methods of Legal Research and Writing II (3 hours)
- LEGL 5300 Ethics for the Legal Professional (3 hours)
- LEGL 5470 Civil Actions (3 hours)
- LEGL 5490 Advanced Topics in Law (6 hours)
- LEGL 5800 Computerized Legal Research (3 hours)

**Areas of law offered in topics courses include:**

- Torts
- Contracts
- Probate
- Business Organizations
- Juvenile
- Products Liability

- Consumer
- Environmental
- Insurance
- Bankruptcy
- Property
- Computers and Law
- Family
- Real Estate

### Admission

See the Admission section of this catalog for general admission requirements. Students interested in applying must submit their application online at [www.webster.edu/](http://www.webster.edu/) apply. Transcripts should be sent from your institution electronically to [transcripts@webster.edu](mailto:transcripts@webster.edu). If this service is not available, send transcripts to:

Office of Admission  
Webster University  
470 E. Lockwood Ave.  
St. Louis, MO 63119