



2023-2024 Completion Guide
Certificate of Completion in Paralegal Studies
ICCB Approved Total Program Hours: 27

This is a post degree certificate – Program is not ABA accredited

Date: 04/05/2023

The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.

Program Prerequisites

First Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
PLS 100	Intro to Paralegal Studies	3	T			
PLS 110	Legal Documents	3	T			
PLS 105	Legal Research and Writing	3	T			
PLS 120	Civil Litigation	3	T			
	Total Semester Hours	12				

T= Traditional H = Hybrid W = Web

Second Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
PLS 150	Torts	3	T			
PLS 160	Contracts	3	T			
PLS 200	Legal Research and Writing II	3	T			
PLS 215	Bankruptcy	3	T			
PLS 220	Family Law	3	T			
	Total Semester Hours	15				

Third Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes

Fourth Semester

Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes

Graduation Requirements

To be awarded an Associate degree at Joliet Junior College, each student must meet the following requirements:

1. Satisfy all admission requirements.

2. Complete the courses required to earn the given degree. If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 60 credit hours of which 15 credit hours applicable to the degree are earned at JJC. Proficiency test, CLEP and Advanced Placement does not meet this requirement.
3. Earn a cumulative grade-point-average of at least 2.0.
4. Discharge all financial obligations to the College; have no restrictions.
5. File an application for graduation. (An application should be filed at the time of registration for the student's anticipated last semester.)
6. Have all official transcripts from other colleges/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

For more information:	Department Chairperson	Program Coordinator	Program Advisor
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