

Academic Advisement Worksheet #57  
For an Associate in Applied Science (A.A.S.)  
Degree in Paralegal Studies

The two required components of this A.A.S. degree:	credits
Liberal Arts & Sciences	30
Paralegal Studies Requirements	<u>30</u>
	<b>TOTAL 60</b>

**ATTENTION Faculty Advisors:** *The sequences outlined below are for your general knowledge. Specific MATH and ENGLISH requirements vary by Degree Program.*

You must consult the degree requirements on the backside of this worksheet to learn the specific MATH & ENGLISH requirements for this degree program.

**MATH, ENGLISH & ESL SEQUENCES (not degree specific):**

Some students will require developmental Math, English or ESL work depending on test scores and placement. Placement information is available on your Degree Requirement Checklist (DRC), or by speaking with an advisor.

Below are the typical sequences for Math, English (for English dominant students), and ESL (English as a Second Language). Students would begin at their placement level and progress from there, dependent upon their specific degree program.

**Math:** MAT 1604 → MAT 1622 (**RETEST**) → MAT 1624 → MATH General Education Requirements.

**English (for English Dominant students):** ENG 1301 and ENG 1399 (usually taken concurrently depending on placement results) (**RETEST**) → English General Education Requirements.

**English as a Second Language:** ESL 1315 (2.5 cr.) → ESL 1320 (2.5 cr.) → ESL 025 (2 cr.) *and* ESL 026 or ESL 027 (1 cr.) → ESL 035 (2 cr.) *and* ESL 036 or ESL 037 (1 cr.) → ENG 1300 (3 cr.) → ENG 1396 (1 cr.) (**RETEST**) → English General Education Requirements.

**ESL sequence revised beginning Fall 2004:** ESL 015 & 016 (4 cr.) → ESL 025 (2 cr.) *and* ESL 026 or ESL 027 (1 cr.) → ESL 035 (2 cr.) *and* ESL 036 or ESL 037 (1 cr.) → ENG 1300 (3 cr.) → ENG 1396 (1 cr.) (**RETEST**) → English General Education Requirements.

**OTHER DEGREE REQUIREMENTS:**

- Pass the ACT Reading \_\_\_\_\_ and Writing \_\_\_\_\_ exams.
- Pass the CUNY MATH \_\_\_\_\_ exam.
- Pass the CUNY Proficiency Exam (CPE) \_\_\_\_\_ between the 45<sup>th</sup> and 60<sup>th</sup> credit. *Only students who have passed the CUNY ACT tests in Reading and Writing are eligible to take the CPE.*
- Complete 2 Writing Intensive (WI) Sections.
- Effective with the Spring 2000 entering class, students are required to have 16 CPI units for graduation. If you have not had your CPI units determined, contact Academic Achievement Office (D-101 C) at (718) 518-4487.
- Maintain a 2.0 cumulative grade point average (GPA).

BEHAVIORAL & SOCIAL SCIENCES  
DEPARTMENT,  
Paralegal Studies Unit  
B-319, 718-518-6566

*Worksheet Prepared by:*

\_\_\_\_\_  
Signature, Department

\_\_\_\_\_  
Date

\* A 2.0 GPA is required to maintain enrollment \*

Fall 2003

*This document is for Advisement Purposes Only. Always refer to the Catalog from your entry semester to review your degree requirements.*

**Liberal Arts & Sciences (30)**

**ENGLISH (6)**

ENG 1302 Expository Writing 3  
ENG 1303 Literature and Composition 3

**BEHAVIORAL & SOCIAL SCIENCES (9)**

Choose three courses from the following disciplines:  
PSY or SOC or ANT or SSC or ECO  
or HIS or POL  
\_\_\_\_\_  
3  
\_\_\_\_\_  
3  
\_\_\_\_\_  
3

**COMPUTER APPLICATION (3)**

MSS 5602 Computer Applications 3

**ELECTIVE (2)**

Choose one course OUTSIDE OF YOUR MAJOR DEPT.  
\_\_\_\_\_  
3

**HUMANITIES (3)**

Choose one language course or one course from the following disciplines:  
CUB or CUP or HUM or PHI or VPA  
\_\_\_\_\_  
3

**MATHEMATICS (3)**

MAT 1632 Intro. to College Math I 3

**NATURAL SCIENCE (4)**

Choose one course from the following disciplines:  
BIO or CHE or PHY or ENV  
\_\_\_\_\_  
3

**Major Requirements (30)**

**PARALEGAL STUDIES (30)**

**FIRST YEAR**

First Semester

LEG 8500 Introduction to the Legal System 3  
ADM 2522 Law & Social Change 3

AND

Choose one Intro. to Legal  
Specialty (once you choose your specialty, you must  
complete the Advanced course in the same specialization):

ADM 2525 Immigration Law 3

Or

ADM 2526 Family Law 3

Or

ADM 2527 Public Employee Benefit Law 3

Second Semester

LEG 8510 Law Office Systems 3

AND

Choose one Advanced Legal Specialty  
(you must follow the same specialty in which you enrolled for  
the introductory course):

LEG 8525 Advanced Immigration Law 3

Or

LEG 8526 Advanced Family Law 3

Or

LEG 8527 Advanced Public Employee  
Benefit Law 3

**SECOND YEAR**

Third Semester

LEG 8530 Legal Research & Writing I 3

LEG 8540 Practicum I 3

Fourth Semester

LEG 8532 Legal Research & Writing II 3

LEG 8543 Practicum I 3

LEG 8550 Hearing & Trial Advocacy 3