GENERAL INSTRUCTIONS:

Use the Firefox Browser

Save the entries frequently. Some pages are longer than others, so please scroll down as necessary.

Once you have submitted the application, it will be reviewed electronically by staff. You will be notified when the review has been completed and revisions are needed. The revisions will be requested within the Report. You can find the revision requests by locating the orange icon (below) throughout the report, or you may download an excel file titled ABA Comments containing a list of all revision requests and their location. The Report will be unlocked so that the changes can be made.

Icons: These icons are used throughout the application.

- Click for Information or additional Instructions on a particular question.
- Click on to access our concerns about a particular entry in the Application. This is the area in which we will identify revisions needed.
- This icon indicates that a section has been unlocked so revisions can be made.
- Download the ABA Guidelines for the Approval of Paralegal Education Programs and the Amendments.

INSTITUTION TAB

Enter information for the program’s Institution.

C: Add all institutional locations. You will specify which locations offer legal specialty courses on the next tab.

PROGRAM INFORMATION TAB

A: Dates reported here will be calculated for inclusion in subsequent requests for information for the reporting period we request.

B: Check the box if the location offers legal specialty courses.
Program Options Tab

D. 1: After the information is entered in the program option section (D.1), it will automatically calculate and populate the Education and Enrollment tables in Exhibits 1.1 and 1.2. The total curriculum for each program option will be entered under the Education Tab, Curriculum sub-tab, in Exhibit III.2. Please only enter the date an option was approved by the ABA if it was not part of the initial approval of the program.

D. 2&3: It is understood that Exhibits 1.1 and 1.2 and other subsequent exhibits may include a partial year of reporting

Organization and Administration Tab

Advisory Committee

At least one member must be designated for each of the categories (practicing lawyers, paralegals from the public and private sector, manager of paralegals, program faculty, school administrators, general public) except as follows: (a) a manager of paralegals must be designated when present and available in the community; and (b) there is no requirement for “other” members.

Use the Other category only if a member does not fit into one of the designated categories. A majority of the members must be from outside the institution (i.e., not a student or employee). Include all advisory committee members who served during all or any part of the past four years. If a member ceased serving on the advisory committee during the past four years, include the date of termination/resignation. List the dates of all advisory committee meetings attended during the past four years, or since the program began.

Expenditures and Budgets

Reapproval/Initial (E), Interim (C): All categories must be completed even if the funds come from other budgets in reapproval reports. In interim reports, complete Exhibit II.D if there have been changes in the financial support for the program during the reporting period. If exact amounts are not available, estimates are acceptable. If no amount was expended, enter a zero. Include total of all administrative, staff, and faculty salaries directly related to the program. Professional Development includes monies allocated for internal faculty/staff development and for local, regional, or national paralegal/related conferences.

Membership includes dues for memberships in associations related to the paralegal profession. Technical and Support Services includes backup or service contracts. Include monies spent on any assessment activities as defined in G-301.E - F.

An explanation is required if there is an increase or decrease of greater than 15% in the budget from the previous year.
Use the Other category for any expenditures that were not covered in the designated categories. Enter the amount and indicate what it covers in the provided text box.

**Faculty Tab**

**Faculty**

F: The Faculty sub-tab and Professional Development sub-tab are linked. The faculty that you enter in the Faculty sub-tab will automatically appear in the Professional Development sub-tab. If you wish to delete a faculty member in the Professional Development sub-tab, please do so by deleting the faculty member under the Faculty sub-tab.

If a faculty member attended meetings during the reporting period, please check the box indicating so. You will then be able to enter the dates of faculty meetings attended.

**Professional Development**

G: If a faculty member is not a licensed attorney, include activities/dates that are designed to improve teaching effectiveness and activities that are designed for continued professional growth. If a faculty member is a licensed attorney, include only activities/dates that are designed to improve teaching effectiveness.

**Education Tab**

**Assessment**

B: Please summarize each area of the written assessment plan in the corresponding text boxes:

1. The program's stated goals and objectives
2. The assessment tools used to measure each stated goal and objective
3. Explain how the Program obtains input from graduates and employers of graduates to assess the stated goals and objectives
4. Indicate how often each assessment tool listed above is administered
5. Explain how the results of the assessment findings are summarized and analyzed
6. Explain how the assessment findings are shared with the advisory committee, faculty, administrators, and others
7. Identify the changes made to the Program as a result of the assessment findings

Please upload specific documents under each of the following areas:

1. Upload the written assessment plan
2. Upload a document containing assessment instruments used to assess each stated goal and objective
3. Upload a summary of the assessment results and an analysis of the results
Courses

C: Enter information on all courses a student needs to take to complete the program including all Legal Specialty courses (LS) and General Education Courses (GE). GE courses may be grouped by discipline. You may choose to enter each course directly in the chart by clicking + and adding the information requested or you can upload a list of courses using the template provided. When using the template, return to the list to add the additional course information requested (description and objectives) for each legal specialty course uploaded by using the template.

Courses transfer from the previously complete report in the system. You can edit a course by selecting the $$\text{Edit}$$ icon under the Actions column. If a legal specialty course was offered in an alternative delivery format during the reporting period, check the box under Course Type that states, “Indicate if the course has been offered in an alternative delivery format.”

All legal specialty courses require a Description and Course Objectives. You will indicate whether a legal specialty course is required (LS-R) or is an elective (LS-E) under the Curriculum Sub-tab.

Curriculum

D: Under each program option, select from the drop-down menu the course, the corresponding course designation and any prerequisites or co-requisites. The “Summary” table at the bottom of the page automatically calculates the totals for each category entered in the Curriculum section.

The “Total Credits Required to Complete Option” chart must include the totals of credits the program requires for completion. This chart is editable and must include the actual requirements for completion of the option and may differ from the Summary totals. The overall number of credits in each category cannot be greater than those listed in the Summary chart. OPR credits are no longer included in the “Summary” chart, but the total number of OPR credits for each program option must be listed in the “Total Credits Required to Complete Option” chart.

Sequencing Plan

E: Indicate whether the program has a rational sequencing plan where students ordinarily take appropriate general education courses prior to taking legal specialty courses by selecting “Yes” or “No” in the drop down. If the program does not have a rational sequencing plan, please explain.

Exemptions

Reapproval/Initial (H), Interim (F): If yes, the reason for admission must include the basis for the belief that the student could be expected to succeed in the program, including reliance on valid performance criteria such as previous work experience in a legal environment.
Legal Specialty Course Offerings

Reapproval/Initial (I), Interim (G): Please list the term for each year, course title, number of credits/units, faculty, number of students enrolled, location, and method of delivery (traditional, online, hybrid, accelerated, compressed). For each course offered in each delivery format, it is necessary to enter additional information under the sub-tabs: Traditional Courses, Online Courses, Blended/Hybrid Courses, Accelerated Courses, Compressed Courses, and Compressed Course Schedules.

Traditional Courses

Reapproval/Initial (J), Interim (H): Select the course title from the drop-down menu, list all practical assignments that develop paralegal competencies and enter how many hours are spent in in-class instruction. The request for entry under “in-class instruction hours” is a request for total time spent in the classroom which must be sufficient to justify the award of the total credits for the course.

Online Courses

Reapproval/Initial (K), Interim (I): Select the course title from the drop-down menu, list all practical assignments that develop paralegal competencies and enter total number of hours devoted to online instructional activities (SIAs) substituting for in-class instruction. Of the total number of hours devoted to SIAs, enter the approximate number of hours devoted to student to student interaction. Structured instructional activities (SIAs) are defined as those out-of-class activities substituting for classroom instruction, including reading lecture materials, listening to an audio lecture or watching a video lecture, participating in discussions or chats, group assignments, assignments over and above out-of-class homework assignments normally given in a traditional class, or taking quizzes or tests. The hours listed must verify that there is time devoted to online structured instructional activities substituting for classroom time to satisfy the total number of hours required for the award of credit for the course. Of the total number of hours devoted to SIAs, enter the number of hours taught through synchronous instruction. Synchronous instruction enables faculty and students to see and hear each other in real time and includes faculty-to-student and student-to-student interaction.

Blended/Hybrid Courses

Reapproval/Initial (L), Interim (J): Select the course title from the drop-down menu, list all practical assignments that develop paralegal competencies, total number of hours devoted to in-class instruction, and the total number of hours devoted to online structured instructional activities (SIAs) substituting for in-class instruction. Structured instructional activities (SIAs) are defined as those out-of-class activities substituting for classroom instruction, including reading lecture materials, listening to an audio lecture or watching a video lecture, participating in discussions or chats, group assignments, assignments over and above out-of-class homework assignments normally given in a traditional class, or taking quizzes or tests. The hours listed
must verify that there is sufficient classroom time, plus time devoted online to structured instructional activities substituting for classroom time, to satisfy the total number of hours required for the award of credit for the course. Of the total online SIA hours, indicate the number of hours taught through synchronous instruction. Synchronous instruction enables faculty and students to see and hear each other in real time and includes faculty-to-student and student-to-student interaction.

**Accelerated Courses**

Reapproval/Initial (M), Interim (K): Select the course title from the drop-down menu, list all practical assignments that develop paralegal competencies, total number of hours devoted to out-of-class structured instructional activities (SIAs) substituting for in-class instruction and total number of hours in traditional classroom instruction. Structured instructional activities (SIAs) are defined as those out-of-class activities substituting for classroom instruction, including reading lecture materials, listening to an audio lecture or watching a video lecture, participating in discussions or chats, group assignments, assignments over and above out-of-class homework assignments normally given in a traditional class, or taking quizzes or tests. The hours listed must verify that there is sufficient classroom time, or time devoted to structured instructional activities substituting for classroom time, to satisfy the total number of hours required for the award of credit for the course.

**Compressed Courses**

Reapproval/Initial (N), Interim (L): Select the course title from the drop-down menu, list all practical assignments that develop paralegal competencies, and the total number of hours devoted to in-class instruction. Compressed courses are defined as courses that meet for the stated hour requirements set forth in G-302.D and are taught in the classroom, but the length of time from the first class meeting to the last class meeting is shorter than that in a regular traditional semester or other traditional academic time period. For example, the length of each individual class meeting may be longer than that in a regular traditional semester or other traditional academic time period, and the interval between each class meeting may be shorter than that in a regular traditional semester or other traditional academic time period. The hours listed must verify that there is sufficient classroom time to satisfy the total number of hours required for the award of credit for the course.

**Admissions and Student Services Tab**

**Graduate Employment Information**

The abbreviations used in this section signify whether the graduate is:

**WP** Working as a Paralegal—include employer’s name, city, and state
WAC Working in Another Capacity in the Legal Field—include employer’s name, city, and state

CE Continuing Education—include name of institution and degree program

SE Seeking Employment

WAF Working in Another Field—include employer’s name, city, and state

UC Unable to Contact

NSE Not Seeking Employment at this time

An excel template is available for uploading graduate information or you may enter graduate employment information individually directly in the chart. When using the template, you must follow the instructions for entering the information into the template as well as for uploading the template to the system. Users must first download the template and enter the requested data. Once complete, the user can upload the template directly into the report.

**Library (Reapproval/Initial)**

**Library Information**

A: Enter the library that is used to primarily satisfy the Guideline requirements. You do not need to enter every library that students have access to.

**Affiliated with ABA law school**

E: If you program uses an ABA law school library to satisfy the Guideline requirements, enter information under this sub-tab. You will not need to enter information under Library Resources Part I and Part II.

**Library Resources, Part I**

F. 1-4: If a resource is maintained in hard copy format, indicate title of the resource and where the item is physically located (i.e., institution library, program director’s office, county bar library, etc.). If the institution has more than one location, specify the name of the campus or location where the resource is located. Please indicate whether the hard copy is current and if not, provide the date of the most recent update. If the item is accessible electronically, indicate the name of the database, website, etc. where the item can be accessed.

An excel template is provided to upload library resource information directly to each chart. When using the template, you must follow the instructions for entering the information into the template as well as for uploading the template to the system. Users must first download the
template and enter the requested data. Once complete, the user can upload the template directly into the report.

**Library Resources, Part II**

F. 5: List the texts, practice manuals, and form books for all legal specialty courses (include title, author, edition, date of publication, and publisher. Be sure to include the materials for every legal specialty course). If a resource is maintained in hard copy format, indicate where the item is physically located (i.e., institution library, program director’s office, county bar library, etc.). If the institution has more than one location, specify the name of the campus or location where the resource is located. If the item is accessible electronically, indicate the name of the database, website, etc. where the item can be accessed.

An excel template is provided to upload library resource information directly to each chart under the Library Resources – Part II sub-tab. When using the template, you must follow the instructions for entering the information into the template as well as for uploading the template to the system. Users must first download the template and enter the requested data. Once complete, the user can upload the template directly into the report.

**Signature and Submission Tab**

Once the report is ready to be reviewed by the President/Dean, (1) the Program Director enters his/her password and clicks Submit. An automatically generated email will be sent to the President/Dean notifying him/her that the report is ready to be reviewed. (2) After the President/Dean has reviewed the report, he/she enters his/her password and clicks Certify. An automatically generated email will be sent to the Program Director notifying him/her that the report has been reviewed by the President/Dean and is ready to be submitted to the ABA. If necessary, the Program Director may make changes to the report at this time. Once the report is complete, (3) the program director enters his/her password again and clicks Submit. The report will be locked and an automatically generated email will be sent notifying the ABA that the report has been submitted.