INSTRUCTIONS FOR
ABA PARALEGAL EDUCATION PROGRAM
APPROVAL PROCESS REPORTING SYSTEM

General Instructions

• Save the entries frequently, but certainly page by page! Some pages are longer than others, so please scroll down as necessary.

• Icons indicate that additional instructions are available for that particular location. For the instructions below, those including an icon on the form are reflected.

• The overall process for review now changes based upon the new system. Once you have submitted the application electronically, it will be reviewed electronically by staff and consultant. You will be notified when the review has been completed and revisions are needed. The revisions will be requested directly on the Report and you will see an icon noting action is required. The Report will be unlocked so that the changes can be made. We will no longer send you letters requesting revisions, as before.

• Icons:

These icons are used throughout the application.

  o Click on for Information or additional Instructions on a particular question.

  o Click on to access our concerns about a particular entry in the Application. This is the area in which we will identify revisions needed.

  o The icon is for internal use only.

I. Institution Tab

Institution URL format:  www.example.edu  Please do not use “http” in the URL.

II. Program Information Tab

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

D 2: We understand that this and other subsequent exhibits may include a partial year of reporting.

D 2: Total curriculum for each program option will be requested in Education, Exhibit III.2.

D 2: Use actual unduplicated headcount. Do not use FTE and do not count a single student more than one time in each year. (information icon)

D 3: Use actual unduplicated headcount. Do not use FTE and do not count a single student more than one time in each year. (information icon)

IV. **Organization and Administration Tab**

**Advisory Committee**

C 1: At least one member must be designated for each of the Guideline required 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 above 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. Nature of Business refers to legal, corporate, public relations, education, banking, government, etc. 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. (information icon)

**Equality of opportunity**

D 5: Use academic or calendar year; indicate beginning and ending dates using month and year. (information icon)

D 7: Use academic or calendar year; indicate beginning and ending dates using month and year. (information icon)

**Expenditures and Budget**

E: All categories must be completed even if the funds come from other budgets. 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.

**Use the “Other” category for any expenditures that were not covered in the other categories. Enter the amount and indicate what it covers. (information icon)**

V. **Courses**

The Guideline definition of General Education Course may be different from an individual institution’s definition. For purposes of ABA approval, a general education course is an academic college-level course designed to give students a broadly based liberal arts education. Examples of courses that are not classified as general education include, but are not limited to, physical education, performing arts, accounting, computers, technical writing, business mathematics, business English, keyboarding, and business law. Please contact us directly if you need additional information regarding General Education Courses.

When entering Courses, you may group General Education Courses together (e.g. fields of study or discipline within the Title field). You may wish to assign a fictitious course number to a group of General Education Courses (for example, GECM: Students must take 6 credits of college level math).

VI. **Faculty Tab**

Time Allocation: The various functions must equal 100%

**Legal Specialty Courses by Faculty**

G: Each faculty member listed on this Exhibit must also be included on Exhibit IV.2. (information icon)

**Professional Development**

H: The program director and all faculty included on Exhibit IV.4 must be listed.

If a faculty member is not a licensed attorney, please include activities/dates that are designed to improve teaching effectiveness and activities that are designed for continued professional
growth. If faculty member is a licensed attorney, please include only activities/dates that are designed to improve teaching effectiveness. Include the date, (month and year), for each activity. (information icon)

VII. Education Tab

Assessment

B: Include a summary and analysis of the assessment findings.

Curriculum

C: Under each program option, choose from the drop down menu the course, the corresponding course designation and any prerequisites or co-requisites. The table at the bottom of the page will include a summary of the totals for each category. (information icon)

Sequence Plan

D: Show a sequencing plan for each program option by choosing the term in which the course is offered, the course title and the number of course credits. It is understood that sequencing plans may be a guideline for students to use and are flexible. (information icon)

Exemptions

G: 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 in a legal environment. (information icon)

Legal Specialty Course Offerings

Please note that access to sections on legal specialty courses offered in alternative delivery format (s) is limited to only those programs reporting courses in an alternative delivery format. If you do not offer courses in an alternative delivery format no information is necessary for these additional sections.

H: Please list the term for each year, course title, number of credits/units, instructor, number of students enrolled and method of delivery (traditional, online, hybrid, accelerated, compressed). (information icon)

Traditional Courses

J: Please choose 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. (information icon)
Online Courses

K: Please choose 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, please 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. (information icon)

Blended/Hybrid Courses

L: Please choose 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. (information icon)

Accelerated Courses

M: Please choose 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. (information icon)

Compressed Courses

N: Please choose 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. (information icon)

**Alternative Delivery Information**

V. 2-6 These questions relate only to legal specialty courses offered in an alternative delivery format.

**VIII. Admissions and Student Services Tab**

**Graduates Employment Information**

G: **WP** Working as a Paralegal – include employer’s name, city, and state in Description column.

**WAC** Working in Another Capacity in the Legal Field – include employer’s name, city, and state in Description column.

**CE** Continuing Education – include name of institution and degree program in Description column.

**SE** Seeking Employment.

**WAF** Working in Another Field – include employer’s name, city, and state in Description column.

**UC** Unable to Contact.

**NSE** Not Seeking Employment at this Time. (information icon)

**IXI. Library Tab**

**Library Resources, Parts I and II:** If item is in hard copy, indicate where item is located (i.e., institution library, program director’s office, county bar library, etc. If the institution has more than one library location, indicate name of campus or location.) If item is accessible electronically, indicate name of database, website, etc. where item can be accessed. (information icon)