RESOLVED, That the American Bar Association approves the following paralegal education programs: Pikes Peak Community College, Paralegal Program, Colorado Springs, CO; Palm Beach State College, Paralegal Program, Palm Beach Gardens, FL; and Montgomery College, Paralegal Studies Program, Rockville, MD; and

FURTHER RESOLVED, That the American Bar Association reapproves the following paralegal education programs: American River College, Legal Assisting Program, Sacramento, CA; Community College of Aurora, Paralegal Program, Denver, CO; Miami Dade College, Paralegal Studies Program, Miami, FL; Ball State University, Legal Studies Program, Muncie, IN; Louisiana State University, Paralegal Program, Baton Rouge, LA; Lansing Community College, Paralegal Program, Lansing, MI; Hamline University, Legal Studies Program, St. Paul, MN; Winona State University, Paralegal Program, Winona, MN; New Hampshire Technical Institute, Paralegal Studies Program, Concord, NH; Rowan College at Burlington County, Paralegal Program, Mount Laurel, NJ; Rowan College of South Jersey, Paralegal Program, Sewell, NJ; Union County College, Paralegal Studies Program, Cranford, NJ; Hilbert College, Legal Studies Program, Hamburg, NY; LaGuardia Community College, Paralegal Studies Program, Long Island City, NY; Schenectady County Community College, Paralegal Studies Program, Schenectady, NY; Lakeland Community College, Paralegal Studies Program, Kirtland, OH; Peirce College, Legal Studies Program, Philadelphia, PA; Highline College, Legal Studies Program, Des Moines, WA; and Lakeshore Technical College, Legal Assistant Program, Cleveland, WI; and

FURTHER RESOLVED, That the American Bar Association withdraws the approval of the following paralegal education programs: Midstate College, Paralegal Studies Program, Peoria, IL; Sullivan University, Lexington, Legal Studies Program, Lexington, KY; University of Louisville, Paralegal Studies Program, Louisville, KY; East Central University, Legal Studies Program, Ada, OK; University of Tulsa, Paralegal Studies Program, Tulsa, OK; and Volunteer State Community College, Paralegal Studies Program, Gallatin, TN; and

FURTHER RESOLVED, That the American Bar Association extends the terms of approval until the August 2020 Annual Meeting of the House of Delegates for the following paralegal
education programs: California State University, East Bay, Paralegal Studies Program, East Bay, CA; De Anza College, Paralegal Studies Program, Cupertino, CA; Fullerton College, Paralegal Studies Program, Fullerton, CA; University of California, Riverside, Paralegal Studies Program; Riverside, CA; West Los Angeles College, Paralegal Studies Program, Culver City, CA; Manchester Community College, Paralegal Studies Program, Manchester, CT; University of Hartford, Paralegal Studies Program, West Hartford, CT; Wesley College, Legal Studies Program, Dover, DE; Valencia College, Paralegal Studies Program, Orlando, FL; University of North Georgia; Paralegal Program, Gainesville, GA; Illinois Central College, Paralegal Program, Peoria, IL; MacCormac College, Paralegal Studies Program, Chicago, IL; South Suburban College, Paralegal/Legal Assistant Program, South Holland, IL; Bay Path University, Legal Studies Program, Longmeadow, MA; North Shore Community College, Paralegal Program, Danvers, MA; Suffolk University, Paralegal Studies Program, Boston, MA; Harford Community College, Paralegal Program, Bel Air, MD; Atlantic Cape Community College, Paralegal/Law Program, Reno, NV; Marist College, Paralegal Program, Poughkeepsie, NY; Westchester Community College (SUNY), Paralegal Studies Program, Valhalla, NY; Meredith College, Paralegal Program, Raleigh, NC; Kent State University, Paralegal Studies Program, Kent, OH; Rhodes State College, Paralegal/Legal Assisting Program, Lima, OH; Clarion University, Paralegal Studies Program, Clarion, PA; Villanova University, Paralegal Program, Villanova, PA; Roger Williams University, Paralegal Studies Program, Providence, RI; Trident Technical College, Paralegal Program, Charleston, SC; Florence-Darlington Technical College, Paralegal Program, Florence, SC; Roane State Community College, Paralegal Studies Program, Harriman, TN; Amarillo College, Legal Studies Program, Amarillo, TX; El Centro College, Paralegal Studies Program, Dallas, TX; Lone Star College, Paralegal Studies Program, Houston, TX; San Jacinto College, Paralegal Program, Houston, TX; Texas A&M University-Commerce, Paralegal Studies Program, Commerce, TX; American National University, Paralegal Program, Salem, VA; Northern Virginia Community College, Paralegal Studies Program, Alexandria, VA; and Milwaukee Area Technical College, Paralegal Program, Milwaukee, WI.
REPORT

In August 1973, the House of Delegates of the American Bar Association adopted the Guidelines for the Approval of Legal Assistant Education Programs as recommended by the Special Committee on Legal Assistants, now known as the Standing Committee on Paralegals (https://www.americanbar.org/content/dam/aba/administrative/paralegals/ls_prlngs_2018_paralegal_guidelines.pdf). The Committee subsequently developed supporting evaluative criteria and procedures for seeking American Bar Association approval. Applications for approval were accepted formally beginning in the fall of 1974.

Programs applying for approval are required to submit a self-evaluation report which provides a comprehensive description of the program, including but not limited to the following areas: organization and administration, financial support, curriculum, faculty, admissions, student services, advisory committee, library, and physical plant. An on-site visit to the program is conducted by representatives of the Association if the contents of the self-evaluation report indicate compliance with the ABA Guidelines.

For an initial approval, the inspection team is chaired by a member of the Approval Commission of the Standing Committee on Paralegals, or a specially designated past commissioner, and consists of a lawyer, an experienced paralegal or a director of another institution’s program. On a reapproval visit, the team, which is again chaired by a member of the Approval Commission, or a specially designated past commissioner, includes two of the previously mentioned groups. The purpose of the on-site visit is to verify the information provided in the self-evaluation report and to acquire supplementary information helpful to making an evaluation and which can only be obtained through the person-to-person contact and the observation the visit affords. The visit is conducted over a one and one-half day period and consists of a series of meetings with the advisory committee, students, faculty and other individuals involved to a lesser extent and in some aspect of the program, such as the registrar, financial officer, placement coordinator and admissions and counseling staff. The team also observes legal specialty classes in session and may inspect various program data, such as detailed curriculum materials, admission and placement records, student evaluations of faculty members, and courses.

Following the on-site visit a written report is prepared by team members. The Approval Commission reviews the evaluation report and makes its recommendations to the Standing Committee on Paralegals, which in turn, submits its recommendation to the American Bar Association House of Delegates for final action.

Approval

The Standing Committee on Paralegals has completed review of the programs identified below and found them to be operating in compliance with the Guidelines for the Approval of Paralegal Education Programs and is, therefore, recommending approval be granted.
**Pikes Peak Community College, Paralegal Program, Colorado Springs, CO**

Pikes Peak Community College is a community college accredited by the Higher Learning Commission. The College offers an Associate of Applied Science Degree in Paralegal Studies and a Legal Technician Certificate.

**Palm Beach State College, Paralegal Program, Palm Beach Gardens, FL**

Palm Beach State College is a four-year college accredited by the Southern Association of Colleges and Schools. The College offers a Paralegal Associate of Science Degree and a Paralegal Post-Baccalaureate Certificate.

**Montgomery College, Paralegal Studies Program, Rockville, MD**

Montgomery College is a community college accredited by Middle States Association of Colleges and Schools. The College offers an Associate of Applied Science Degree in Paralegal Studies and a Paralegal Studies Certificate.

**Reapproval**

The following schools were recently evaluated for reapproval. Having demonstrated compliance with the Guidelines for the Approval of Paralegal Education Programs, the Standing Committee on Paralegals recommends that reapproval be granted to the following paralegal education programs:

**American River College, Legal Assisting Program, Sacramento, CA**

American River College is a community college accredited by the Western Association of Schools and Colleges. The College offers an Associate of Arts in Legal Assisting Degree and a Legal Assisting Certificate.

**Community College of Aurora, Paralegal Program, Denver, CO**

Community College of Aurora is a community college accredited by the Higher Learning Commission. The College offers an Associate of Applied Science Degree in Paralegal Studies, an Associate of Applied Science Degree in Management with Paralegal Emphasis and a Paralegal Certificate.

**Miami Dade College, Paralegal Studies Program, Miami, FL**

Miami Dade College is a four-year college accredited by the Southern Association of Colleges and Schools. The College offers an Associate of Science Degree in Paralegal Studies.

**Ball State University, Legal Studies Program, Muncie, IN**

Ball State University is a four-year university accredited by the Higher Learning Commission. The University offers a Bachelor of Arts Degree in Public Law, a Bachelor of Arts Degree in Business Law, a Bachelor of Science Degree in Public Law and a Bachelor of Science Degree in Business Law.

**Louisiana State University, Paralegal Program, Baton Rouge, LA**

Louisiana State University is a four-year university accredited by the Southern
Association of Colleges and Schools. The University offers a Post-Baccalaureate Certificate in Legal Studies.

**Lansing Community College, Paralegal Program, Lansing, MI**
Lansing Community College is a community college accredited by the Higher Learning Commission. The College offers an Associate of Business Degree in Paralegal Studies and a Post-Baccalaureate Certificate in Paralegal Studies.

**Hamline University, Legal Studies Program, St. Paul, MN**
Hamline University is a four-year university accredited by the Higher Learning Commission. The University offers a Paralegal Certificate in conjunction with a Bachelor’s degree and a Paralegal Post-Baccalaureate Certificate.

**Winona State University, Paralegal Program, Winona, MN**
Winona State University is a four-year university accredited by the Higher Learning Commission. The University offers a Bachelor of Science Degree in Legal Studies.

**New Hampshire Technical Institute, Paralegal Studies Program, Concord, NH**
New Hampshire Technical Institute is a community college accredited by the New England Commission of Higher Education. The College offers an Associate of Applied Science Degree in Legal Studies, a Certificate in Legal Studies and a Legal Nurse Consultant Certificate.

**Rowan College at Burlington County, Paralegal Program, Mount Laurel, NJ**
Rowan College at Burlington County is a community college accredited by Middle States Association of Colleges and Schools. The College offers an Associate of Applied Science Degree in Paralegal Studies.

**Rowan College of South Jersey, Paralegal Program, Sewell, NJ**
Rowan College of South Jersey is a community college accredited by Middle States Association of Colleges and Schools. The College offers an Associate of Applied Science Degree in Paralegal Studies and a Paralegal Certificate.

**Union County College, Paralegal Studies Program, Cranford, NJ**
Union County College is a community college accredited by Middle States Association of Colleges and Schools. The College offers an Associate of Science Degree in Paralegal Studies, an Associate of Applied Science Degree in Paralegal Studies and a Paralegal Studies Certificate.

**Hilbert College, Legal Studies Program, Hamburg, NY**
Hilbert College is a four-year college accredited by Middle States Association of Colleges and Schools. The College offers a Bachelor of Science Degree in Legal Studies and an Associate of Applied Science Degree in Legal Studies.

**LaGuardia Community College, Paralegal Studies Program, Long Island City, NY**
LaGuardia Community College is a community college accredited by Middle States Association of Colleges and Schools. The College offers an Associate of Applied
Science Degree in Paralegal Studies and a Paralegal Studies Certificate.

Schenectady County Community College, Paralegal Studies Program, Schenectady, NY
Schenectady County Community College is a community college accredited by Middle States Association of Colleges and Schools. The College offers an Associate of Applied Science Degree in Paralegal Studies.

Lakeland Community College, Paralegal Studies Program, Kirtland, OH
Lakeland Community College is a community college accredited by the Higher Learning Commission. The College offers an Associate of Business Degree in Paralegal Studies and a Paralegal Studies Certificate.

Peirce College, Legal Studies Program, Philadelphia, PA
Peirce College is a four-year college accredited by Middle States Associate of Colleges and Schools. The College offers a Bachelor of Science Degree in Paralegal Studies, an Associate of Science Degree in Paralegal Studies and a Post-Baccalaureate Certificate in Paralegal Studies.

Highline College, Legal Studies Program, Des Moines, WA
Highline College is a community college accredited by the Northwest Commission on Colleges and Universities. The College offers an Associate of Applied Science Degree in Paralegal Studies and a Post-Baccalaureate Certificate in Paralegal Studies.

Lakeshore Technical College, Legal Assistant Program, Cleveland, WI
Lakeshore Technical College is a community college accredited by the Higher Learning Commission. The College offers an Associate of Applied Science Degree in Paralegal Studies and a Post-Baccalaureate Certificate in Paralegal Studies.

Withdrawal of Approval
The following paralegal education programs are recommended for withdrawal of ABA approval, at the request of the institutions:

Midstate College, Paralegal Studies Program, Peoria, IL
Midstate College was a four-year college accredited by the Higher Learning Commission. The College offered an Associate of Applied Science Degree in Paralegal Studies.

Sullivan University, Lexington, Legal Studies Program, Lexington, KY
Sullivan University is a four-year university accredited by the Southern Association of Colleges and Schools. The University offers a Bachelor of Science Degree in Paralegal Studies, an Associate of Applied Science Degree in Paralegal Studies and a Post-Baccalaureate Certificate in Paralegal Studies.

University of Louisville, Paralegal Studies Program, Louisville, KY
University of Louisville is a four-year university accredited by the Southern Association
of Colleges and Schools. The University offers an Associate of Applied Science Degree in Paralegal Studies.

**East Central University, Legal Studies Program, Ada, OK**
East Central University is a four-year university accredited by the Higher Learning Commission. The University offers a Bachelor of Science Degree in Legal Studies.

**University of Tulsa, Paralegal Studies Program, Tulsa, OK**
University of Tulsa is a four-year university accredited by the Higher Learning Commission. The University offers a Certificate in Paralegal Studies.

**Volunteer State Community College, Paralegal Studies Program, Gallatin, TN**
Volunteer State Community College is a community college accredited by the Southern Association of Colleges and Schools. The College offers an Associate of Science Degree in Paralegal Studies, an Associate of Applied Science Degree in Paralegal Studies and a Post-Baccalaureate Certificate in Paralegal Studies.

**Term of Approval Extended**
Applications for reapproval have been filed by the following schools and are currently being evaluated. Until the evaluation process has been completed, the Committee recommends that the term of approval for each program be extended until the 2020 Annual Meeting of the American Bar Association House of Delegates.

California State University, East Bay, Paralegal Studies Program, East Bay, CA;
De Anza College, Paralegal Studies Program, Cupertino, CA;
Fullerton College, Paralegal Studies Program, Fullerton, CA;
University of California, Riverside, Paralegal Studies Program; Riverside, CA;
West Los Angeles College, Paralegal Studies Program, Culver City, CA;
Manchester Community College, Paralegal Studies Program, Manchester, CT;
University of Hartford, Paralegal Studies Program, West Hartford, CT;
Wesley College, Legal Studies Program, Dover, DE;
Valencia College, Paralegal Studies Program, Orlando, FL;
University of North Georgia; Paralegal Program, Gainesville, GA;
Illinois Central College, Paralegal Program, Peoria, IL;
MacCormac College, Paralegal Studies Program, Chicago, IL;
South Suburban College, Paralegal/Legal Assistant Program, South Holland, IL;
Bay Path University, Legal Studies Program, Longmeadow, MA;
North Shore Community College, Paralegal Program, Danvers, MA;
Suffolk University, Paralegal Studies Program, Boston, MA;
Harford Community College, Paralegal Program, Bel Air, MD;
Atlantic Cape Community College, Paralegal Studies Program, Mays Landing, NJ;
Truckee Meadows Community College, Paralegal/Law Program, Reno, NV;
Marist College, Paralegal Program, Poughkeepsie, NY;
Westchester Community College (SUNY), Paralegal Studies Program, Valhalla, NY;
Meredith College, Paralegal Program, Raleigh, NC;
Kent State University, Paralegal Studies Program, Kent, OH;
Rhodes State College, Paralegal/Legal Assisting Program, Lima, OH;
Clarion University, Paralegal Studies Program, Clarion, PA;
Villanova University, Paralegal Program, Villanova, PA;
Roger Williams University, Paralegal Studies Program, Providence, RI;
Trident Technical College, Paralegal Program, Charleston, SC;
Florence-Darlington Technical College, Paralegal Program, Florence, SC;
Roane State Community College, Paralegal Studies Program, Harriman, TN;
Amarillo College, Legal Studies Program, Amarillo, TX;
El Centro College, Paralegal Studies Program, Dallas, TX;
Lone Star College, Paralegal Studies Program, Houston, TX;
San Jacinto College, Paralegal Program, Houston, TX;
Texas A&M University-Commerce, Paralegal Studies Program, Commerce, TX;
American National University, Paralegal Program, Salem, VA;
Northern Virginia Community College, Paralegal Studies Program, Alexandria, VA;
and
Milwaukee Area Technical College, Paralegal Program, Milwaukee, WI.

Respectfully submitted,

Chris S. Jennison
Chair, Standing Committee on Paralegals
February 2020
1. **Summary of Resolution(s).**

This Resolution recommends that the House of Delegates grants approval to 3 paralegal education programs, grants reapproval to 19 programs, withdraws the approval of 6 programs at the requests of the institutions, and extends the term of approval to 38 programs.

2. **Approval by Submitting Entity.**

This resolution was approved by the Standing Committee on Paralegals in October 2019.

3. **Has this or a similar resolution been submitted to the House or Board previously?**

This resolution has not been previously submitted.

4. **What existing Association policies are relevant to this resolution and how would they be affected by its adoption?**

This resolution supports the Guidelines for the Approval of Paralegal Education Programs, as adopted by the House of Delegates.

5. **If this is a late report, what urgency exists which requires action at this meeting of the House?**

N/A

6. **Status of Legislation. (If applicable.)**

N/A

7. **Brief explanation regarding plans for implementation of the policy, if adopted by the House of Delegates.**

Approved programs are notified of the action of the House of Delegates by the Standing Committee on Paralegals. The programs are monitored for
compliance during the approval term by the Standing Committee.

8. **Cost to the Association.** (Both direct and indirect costs.)
   
   None

9. **Disclosure of Interest.** (If applicable.)
   
   N/A

10. **Referrals.**
    
    None

11. **Contact Name and Address Information.** (Prior to the meeting. Please include name, address, telephone number and e-mail address.)
    
    Jessica Watson  
    Manager, Paralegal Programs  
    Standing Committee on Paralegals  
    American Bar Association  
    321 North Clark Street  
    Chicago, IL 60654  
    (312) 988-5757  
    E-Mail: Jessica.Watson@americanbar.org

12. **Contact Name and Address Information.** (Who will present the report to the House? Please include name, address, telephone number, cell phone number and e-mail address.)
    
    Chris S. Jennison  
    Silver Spring, MD 20906  
    (301) 538-5705  
    E-Mail: chris.s.jennison@gmail.com
EXECUTIVE SUMMARY

Submitting Entity: Standing Committee on Paralegals

Submitted By: Chris S. Jennison, Chair

1. Summary of the Resolution

This Resolution recommends that the House of Delegates grants approval to 3 paralegal education programs, grants reapproval to 19 programs, withdraws the approval of 6 programs at the requests of the institutions, and extends the term of approval to 38 programs.

2. Summary of the issue which the Resolution Addresses.

The programs recommended for approval and reapproval in the enclosed report meet the Guidelines for the Approval of Paralegal Education Programs. The programs recommended for withdrawal of approval in the enclosed report have requested that approval be withdrawn.

3. Please Explain How the Proposed Policy Position will address the issue.

The programs recommended for approval, reapproval, and withdrawal of approval in this report have followed the procedures required by the Association and are in compliance with the Guidelines for the Approval of Paralegal Education Programs.

4. Summary of Minority Views

No other positions on this resolution have been taken by other Association entities, affiliated organizations or other interested groups.