

CTPARA: PARALEGAL STUDIES

History

1. Mar 3, 2026 by Carol Evans (cacevans)
2. Mar 3, 2026 by Carol Evans (cacevans)
3. Mar 3, 2026 by Carol Evans (cacevans)
4. Mar 3, 2026 by Carol Evans (cacevans)
5. Mar 27, 2026 by Carol Evans (cacevans)
6. Apr 17, 2026 by Sera Bird (sabird)

Viewing: CTPARA : Paralegal Studies

Last approved: 2026-04-17T16:17:39Z

Last edit: 2026-04-17T16:17:38Z

Program Cover

Program Name

Paralegal Studies

Transcript Title

Paralegal Studies

Department

Public Services Careers Dept

Division/College

Adv Tech/Public Serv Careers

Academic Level

Credit

Program Code

CTPARA

Type of Award

Certificate

Does this program lead to licensure?

No

Is this intended to be an embedded program?

Yes

Parent Program(s)

Parent Program

Paralegal Studies/Pre-Law

Is this program occupational?

Yes

Is it state approved?

No

Program Occupation

High Demand Occupation

High Skill Occupation

High Wage Occupation

Program Attributes

Online

CIP Code

220302 - Legal Assistant/Paralegal.

Purpose**Rationale**

Add program assessment plan according to recently approved program proposal documents.

Effective Catalog

Fall 2026

Proposed Effective Term

Fall 2026

Program Curriculum**Minimum Credits Required for the Program: 19****Major/Area Requirements**

Code	Title	Credits
CJT 120	Criminal Justice Ethics	3
CJT 130	Introduction to Paralegal Studies	3
CJT 156	Everyday Law	4
CJT 160	Criminal Justice Constitutional Law ¹	3
CJT 208	Criminal Evidence and Procedure	3
CJT 209	Criminal Law	3
Total Credits		19

¹ CJT 160 must be taken prior to CJT 208.**Program Description for Catalog**

This entry-level certificate program is ideal for individuals currently working in a legal setting who wish to build their skills, as well as those interested in gaining a foundational understanding of the American legal system. The program provides essential knowledge and practical skills in areas such as legal terminology, legal research, writing, and ethics. Graduates will be equipped for potential advancement in the legal field, apply their skills in a variety of legal support roles or pursue further education in paralegal studies.

Admission/Eligibility Requirements**Program admission requirements****Program Admission Requirements**

Academic Reading and Writing Levels of 6.

Additional program information (articulation, accreditation, advisors)**Program Assessment Plan****Learning Outcome****Learning Outcome**

Discuss current ethical issues facing the Criminal Justice System, including potential causes and appropriate remedies.

Assessment #1**Assessment Tool**

Writings based on current events

Anticipated Next Assessment Year

2029

Anticipated Next Assessment Term

Fall

Anticipated assessment population

Other

If not including all students from all sections, please provide an estimation of how many students will be included, and how you're planning to ensure representation for all schedule types, delivery methods, full-time and part-time students, all instructors, etc.

CJT 120; All students in the program

Standard of success to be used for this assessment

75% of students will score 75% or higher on the assignment.

Who will score and analyze the data?

Criminal Justice/Paralegal Instructors

Scoring/evaluation tool (attach if possible)

Rubric

Assessment #2**Learning Outcome****Learning Outcome**

Examine the organization, management, and economic structure of a law office, and how clients are billed for services rendered.

Assessment #1**Assessment Tool**

Exam

Anticipated Next Assessment Year

2029

Anticipated Next Assessment Term

Fall

Anticipated assessment population

Other

If not including all students from all sections, please provide an estimation of how many students will be included, and how you're planning to ensure representation for all schedule types, delivery methods, full-time and part-time students, all instructors, etc.

CJT 130; All students in the program

Standard of success to be used for this assessment

75% of students will score 75% or higher on the assignment.

Who will score and analyze the data?

Criminal Justice/Paralegal Instructors

Scoring/evaluation tool (attach if possible)

Answer key/checklist

Assessment #2**Learning Outcome****Learning Outcome**

Recognize how the civil law regulates relationships between individuals including family members, between consumers and businesses and between landlords and tenants.

Assessment #1

Assessment Tool

Departmentally-developed test

Anticipated Next Assessment Year

2029

Anticipated Next Assessment Term

Fall

Anticipated assessment population

Other

If not including all students from all sections, please provide an estimation of how many students will be included, and how you're planning to ensure representation for all schedule types, delivery methods, full-time and part-time students, all instructors, etc.

CJT 156; All students in the program

Standard of success to be used for this assessment

75% of students will score 75% or higher on the assignment.

Who will score and analyze the data?

Criminal Justice/Paralegal Instructors

Scoring/evaluation tool (attach if possible)

Answer key

Assessment #2

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3
CJT 120			
CJT 130			
CJT 156			
CJT 160			
CJT 208			
CJT 209			

Budget

Additional Information

Is this a substantive change?

Yes

Key: 162

PROGRAM PROPOSAL FORM

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name:	<u>Certificate in Paralegal Studies</u>	Program Code:
Division and Department:	<u>Public Service Careers</u>	<u>CTPARA</u>
Type of Award:	<input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.	CIP Code:
Effective Year (new programs are always effective in the Fall term):	<u>Fall 2026</u>	<u>22.0302</u>
Initiator:	<u>Kevin Lindsey, Criminal Justice Program Chair</u>	
Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	<p>This proposed Paralegal Certificate program is designed to serve as an accessible first step into the field of legal studies at Washtenaw Community College (WCC). This 19-credit certificate functions as a stackable credential within the existing Associate of Arts in Paralegal Studies/Pre-Law degree, providing students with a milestone on the path toward further academic and professional advancement. Students may choose to complete the certificate as a stand-alone credential to enhance their resumes in pursuit of entry-level employment in the legal field or use it as a foundation toward completing the full associate degree.</p> <p>To enter the program, students must declare their intent to pursue the Paralegal Certificate and demonstrate college-level reading and writing skills. The program anticipates an enrollment of approximately 75 students, which aligns with current participation levels in the Paralegal/Pre-Law pathways at WCC, including the 3+1 transfer program in partnership with Eastern Michigan University (EMU).</p> <p>The certificate program's structure promotes flexibility and accessibility. By offering a lower credit requirement than the associate degree (19 credits compared to 60), it may attract students who are seeking quicker entry into the workforce or who are exploring a new academic direction. It also supports WCC's broader commitment to guided pathways and stackable credentials that help students make steady progress toward long-term educational and career goals.</p>	

<p>Need</p> <p>Need for the program with evidence to support the stated need.</p>	<p>The proposed Paralegal Certificate program at Washtenaw Community College addresses a clear need for accessible, workforce-aligned legal education. Michigan Labor Market Data shows that employment for paralegals and legal assistants is projected to grow steadily (Lightcast projects ~4600 jobs in SE Michigan, averaging a salary of ~\$61,447, 6% higher than the national average), along with feedback from regional employers seeking job-ready candidates with foundational legal skills. This 19-credit certificate provides a stackable credential within WCC's Associate of Arts in Paralegal Studies/Pre-Law degree and aligns with the college's guided pathways approach, offering students a shorter, affordable entry point into legal studies. It supports both immediate employment and further academic advancement, increasing student retention and success while meeting the evolving needs of the legal services sector.</p>																							
<p>Curriculum</p> <p>List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.</p> <p>Associate degree programs must provide a semester by semester program layout.</p>	<table border="0"> <tr> <td>CJT 120 Criminal Justice Ethics</td> <td>3 credits</td> </tr> <tr> <td>CJT 130 Introduction to Paralegal Studies</td> <td>3 credits</td> </tr> <tr> <td>CJT 156 Everyday Law</td> <td>4 credits</td> </tr> <tr> <td>CJT 160 Criminal Justice Constitution Law **</td> <td>3 credits</td> </tr> <tr> <td>CJT 208 Criminal Evidence and Procedure</td> <td>3 credits</td> </tr> <tr> <td>CJT 209 Criminal Law</td> <td>3 credits</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>19 credits</td> </tr> </table> <p>** CJT 160 must be taken prior to CJT 208</p>			CJT 120 Criminal Justice Ethics	3 credits	CJT 130 Introduction to Paralegal Studies	3 credits	CJT 156 Everyday Law	4 credits	CJT 160 Criminal Justice Constitution Law **	3 credits	CJT 208 Criminal Evidence and Procedure	3 credits	CJT 209 Criminal Law	3 credits	Total	19 credits							
CJT 120 Criminal Justice Ethics	3 credits																							
CJT 130 Introduction to Paralegal Studies	3 credits																							
CJT 156 Everyday Law	4 credits																							
CJT 160 Criminal Justice Constitution Law **	3 credits																							
CJT 208 Criminal Evidence and Procedure	3 credits																							
CJT 209 Criminal Law	3 credits																							
Total	19 credits																							
<p>Budget</p> <p>Specify program costs in the following areas, per academic year:</p> <p>Associated costs are certificates for the graduates/graduation folders, staff time to post information on the website, and additional printing for recruitment events etc.</p>	<table border="1"> <thead> <tr> <th></th> <th>START-UP COSTS</th> <th>ONGOING COSTS</th> </tr> </thead> <tbody> <tr> <td>Faculty</td> <td style="text-align: right;">\$.0</td> <td style="text-align: right;">\$.0</td> </tr> <tr> <td>Training/Travel</td> <td style="text-align: right;">.0</td> <td style="text-align: right;">.0</td> </tr> <tr> <td>Materials/Resources</td> <td style="text-align: right;">2,000.</td> <td style="text-align: right;">1,000.</td> </tr> <tr> <td>Facilities/Equipment</td> <td style="text-align: right;">.0</td> <td style="text-align: right;">.0</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">.0</td> <td style="text-align: right;">.0</td> </tr> <tr> <td style="text-align: right;">TOTALS:</td> <td style="text-align: right;">\$ 2,000.</td> <td style="text-align: right;">\$ 1000.</td> </tr> </tbody> </table>				START-UP COSTS	ONGOING COSTS	Faculty	\$.0	\$.0	Training/Travel	.0	.0	Materials/Resources	2,000.	1,000.	Facilities/Equipment	.0	.0	Other	.0	.0	TOTALS:	\$ 2,000.	\$ 1000.
	START-UP COSTS	ONGOING COSTS																						
Faculty	\$.0	\$.0																						
Training/Travel	.0	.0																						
Materials/Resources	2,000.	1,000.																						
Facilities/Equipment	.0	.0																						
Other	.0	.0																						
TOTALS:	\$ 2,000.	\$ 1000.																						
<p>Program Description for Catalog and Web site</p>	<p>This entry-level certificate program is ideal for individuals currently working in a legal setting who wish to build their skills, as well as those interested in gaining a foundational understanding of the American legal system. The program provides essential knowledge and practical skills in areas such as legal terminology, legal research, writing, and ethics. Graduates will be equipped for potential advancement in the legal field, apply their skills in a variety of legal support roles or pursue further education in paralegal studies.</p>																							
<p>Program Information</p>	<p>Accreditation/Licensure – N/A</p> <p>Advisors – Niki Lee, Janine Militello, Haley Slade, and Kevin Lindsey</p> <p>Advisory Committee – This would be a part of the advisory committee for the Criminal Justice program which is already in place.</p> <p>Admission requirements – College level reading and writing skills.</p> <p>Continuing eligibility requirements – N/A</p>																							

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
Discuss current ethical issues facing the Criminal Justice System, including potential causes and appropriate remedies.	CJT 120 Outcome 5: Writings based on current events	Every 4 years	CJT 120	All students in the program.
Examine the organization, management, and economic structure of a law office, and how clients are billed for services rendered.	CJT 130 Outcome 5: Exam	Every 4 years	CJT 130	All students in the program.
Recognize how the civil law regulates relationships between individuals including family members, between consumers and businesses and between landlords and tenants.	CJT 156 Outcome 5: Departmentally-developed test	Every 4 years	CJT 156	All students in the program.

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

CJT 120: Written Assignment – Rubric

CJT 130: Written Assignment – Answer key/checklist

CJT 156: Written Assignment – Answer key

2. Indicate the standard of success to be used for this assessment.


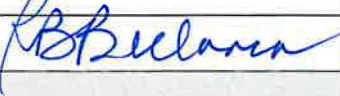
Outcome 1: 70% of students will score 75% or higher on the assignment.

Outcomes 2 & 3: 75% of students will score 75% or higher on the assignment.

3. Indicate who will score and analyze the data.

Criminal Justice/Paralegal Instructors

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Kevin Lindsey	Kevin Lindsey /s/	7/4/2025
Assistant Dean	Kyrsten Rue	Kyrsten Rue /s/	7/7/2025
Please return completed form to the Office of Curriculum and Assessment (SC 257) or by email to curriculum.assessment@wccnet.edu. Once reviewed by the appropriate faculty committees, we will secure the signature of the VPI and President.			
Curriculum Committee Chair	Randy Van Wagnen	RVanWagnen	2/10/26
Assessment Committee Chair	Jessica Hale	Jessica Hale	2/10/26

Executive Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval	Dr. Brandon Tucker		2/17/26
President	Dr. Rose B. Bellanca		2/17/26
Board Approval			3/26/26