



AMERICAN INSTITUTE FOR PARALEGAL STUDIES, INC.

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American Institute for Paralegal Studies, Inc.

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MISSION

The Institute's mission is to teach practical legal skills to working adult professionals in a supportive, flexible, and challenging academic environment.

EDUCATIONAL PHILOSOPHY

The Institute's model of computer mediated distance learning is based on a large body of academic research, most notably that from the American Center for the Study of Distance Education, Penn State University. The model presumes that adults learn best when they are actively engaged in a structured and interactive learning environment. Appropriate technology, based on a computer conferencing system accessed via the Internet, serves as the primary vehicle for student - faculty, student - student, and student - staff communication. Course content is delivered primarily through traditional collegiate textbooks, electronic supplemental reading, and supplemented by on line study guides, audio lectures, and outside research. The vast library of the Lexis legal database is available to all students throughout their enrollment. Educational passwords are provided by the Institute.

The benefits of the education and training acquired through the Institute's paralegal/legal assistant program extend beyond the ability to gain employment in a law firm. Graduates of the Institute's program apply their paralegal education to a wide variety of careers in many different fields, including computers, technology, education, social services, the courts, medical records and health care, document management, corporate services, human resources, publishing, government, and innumerable entrepreneurial enterprises. Those currently employed in the legal field, such as paralegals, legal assistants, and legal secretaries, enroll in the Institute's program in order to upgrade their skills and earn their formal paralegal credential.

HISTORY

The American Institute for Paralegal Studies, Inc. was founded in 1978. The Institute was founded by practicing attorneys who identified the need for comprehensive training for paralegals and legal assistants.

After teaching on a residential basis for nearly 20 years, the Institute piloted a distance learning delivery system beginning in September, 1996. Effective in late 1997, the Institute completed a full transition to 100% distance learning delivery.

Future plans call for continuously monitoring and updating the curriculum, expanding the program via distance learning technologies, and working with related educational entities to foster advanced continuing legal education opportunities for paralegals.

EQUAL OPPORTUNITY

The American Institute for Paralegal Studies, Inc. does not discriminate on the basis of age, sex, race, color, ethnic background, religion, disability, or height and weight in the administration of entrance policies, academic programs and activities, or in the recruitment and employment of faculty and staff.

OWNERSHIP

The American Institute for Paralegal Studies, Inc. is incorporated under the laws of the State of Ohio. The owners are:

Thomas W. Williams, Esq.
John S. Shaheen

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(Anthem, AZ)

LICENSING

Students and prospective students have the right to review the licensing certificates of the Institute. Please contact us at 1-800-553-2420.

The Institute is licensed by the following state agencies:

- Illinois: Certificate of Approval to Operate issued by the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777. Chicago office: Illinois State Board of Education, Private Business & Vocational Schools, 100 West Randolph, Suite 14-300, Chicago, Illinois 60601. Phone: 312-814-5818.
- Michigan: Michigan Department of Career Development, Proprietary School Unit, Victor Office Center, 4th Floor, 201 N. Washington Square, Lansing, MI 48913, 517-373-8216

ABOUT ABA APPROVAL

The Institute is proud *not* to be eligible to participate in the voluntary American Bar Association approval process for paralegal programs, which was primarily created for community college programs.

Our legacy of innovation in fully distance learning delivery, early adoption of CALR (Computer Assisted Legal Research), highly qualified students from around the country (with undergraduate degrees or law related work experience) belies the ABA's outdated rules in regards to these three key elements. Our placement results, which regularly achieve over 80%, clearly demonstrate that results matter.

The ABA states: "...seeking approval by a legal assistant education program from the American Bar Association is a voluntary effort initiated by the Institution offering the program. Therefore, non-approval does not necessarily mean that the program being offered is not of good quality and reputable".

The ABA approval process is not an accreditation and the ABA Standing Committee on Legal Assistants is not a recognized accrediting body.

THE PROFESSIONAL PARALEGAL

As defined by the American Bar Association, a paralegal (also known as a legal assistant) is someone who is qualified through formal education, training, and/or work experience to perform, under the direction and supervision of an attorney, specifically delegated substantive legal work. This work generally requires a level of knowledge of legal concepts that, absent the paralegal, the attorney would perform the task.

The growth of the paralegal profession is well documented and is expected to continue throughout the decade. The growth of the profession is largely attributable to efforts to improve the efficiency and cost effectiveness of the delivery of legal services and to the increasing demand for legal services.

Opportunities for paralegals exist in law offices, public agencies, private corporations, non-profit agencies, and other institutions. Please refer to the "Placement Assistance" section of this catalog for a sample list of job titles. The following table shows ten categories of paralegal employment and the approximate percentage of paralegals working in these various categories.

As the paralegal profession continues to mature, new employment categories will be discovered. Why has the paralegal profession shown such phenomenal growth? One answer is the economic reality of the practice of law. Since lawyers are overtrained for a great deal of the work they must do, a paralegal has the capacity to perform many law office tasks under the supervision of an attorney at considerably less expense. Ultimately, the attorney/employer spends less time on routine matters not requiring a lawyer's expertise. The result is a net increase in the billable time available for the attorney, and a net decrease in the cost of legal services to the clients.

Paralegals also afford the law firm, agency or other employing body the ability to increase caseload, and to perform past and future functions in a clearly productive fashion. Productivity rates are soaring in the legal field, and paralegals are highly responsible for this efficiency. Another reason why the demand for paralegals will continue is due to the complexity of modern society, including the legalization of most natural processes that once were resolved informally. Finally, the paralegal "frees" the lawyer from many procedural, technical, and mechanical tasks, thereby offering the lawyer more time to perform the interpretive and theoretical aspects of the law.

THE PROFESSIONAL PROGRAM AT THE INSTITUTE

The entire field of paralegal education is perceived as being very new as a profession. Quite the contrary is true though, since most paralegals have already been involved in some occupation that was legally related. In a sense, the program offered by the Institute formally attests to these already possessed skills, whether it be banking, finance, real estate, or probate. The Institute

provides a broader-based program of education than most of its applicants are used to, and as a result provides students with a wide array of skills that substantially enhance their careers. Students are exposed to a concentrated study of legal subjects presented by attorneys. Successful completion of the program assures quality graduates who can assume higher or better positions in law related occupations.

The curriculum of the Institute is also a sound blending of theory and practice, allowing a student to refine or acquire present skills in subjects such as criminal law, torts or family law. The program teaches the student to develop self-discipline and responsibility to make sound judgments. The program hones analytical skills and assists individuals in sharpening their oral and written skills. Equally essential is the Institute's dedication to scholarship, academic integrity and career development. Instruction is challenging and the pace is brisk. The curriculum challenges the student's best efforts and rewards success with a feeling of satisfaction and accomplishment.

FACULTY

The faculty at the Institute has been selected for its teaching ability, especially via distance learning, and knowledge of paralegal functions and skills. All faculty members are attorneys. They have been carefully selected for their academic qualifications and capacity to stimulate students and encourage and develop individual abilities. Current faculty and their resumes are posted in the Faculty Office conference of the Institute's FirstClass conference server. The public may also view the current faculty roster at http://www.americanparalegal.edu/meet_the_faculty/

STUDENT/TEACHER RATIO

The maximum student/teacher ratio in distance learning sections is 15:1.

PROFESSIONAL DEVELOPMENT

Students and graduates of the Institute's paralegal program are encouraged to continue their professional career development beyond the Institute's program. Opportunities for further career development are offered by continuing education and training programs and by local and national professional legal associations. In addition, reading legal journals to keep abreast of developments within the legal profession is strongly recommended.

Continuing Education and Training

One component of professional career development involves participation in law-related education and training programs. Most states have an umbrella organization, Institute of Continuing Legal Education (ICLE) or Mandatory Continuing Legal Education (MCLE), which offers continuing legal education services to attorneys. In several states, lawyers are required to earn a minimum number of continuing education credits on a regular basis. The state ICLE or MCLE may be sponsored by the state bar association and/or a consortium of law schools.

Frequently, the state ICLE or MCLE invites paralegals and other legal support staff to participate in programs and seminars related to specific legal practice areas.

Also contact NFPA, NALA, and your local/state paralegal organization for upcoming continuing education events. Addresses can be found under "Professional Association Membership" below.

Monitoring Industry Trends

Another aspect of professional development is monitoring trends in the legal services industry. Many professional associations publish their own magazines and journals. In addition, Legal Assistant Today is a bi-monthly trade journal featuring a variety of articles on the legal assistant profession. For more information, contact:

Legal Assistant Today
James Publishing Inc.
P.O. Box 25202
Santa Ana, CA 92799-5202
(714) 755-5450

Professional Association Membership

Becoming a member of a paralegal or law-related professional association will yield a variety of benefits. In addition to providing valuable networking opportunities, these organizations offer members a wide range of products, programs, and services, including educational conferences, professional publications, training programs, and other informational resources.

A brief description of some of the largest non-lawyer, legal associations is provided for your reference. For more information, please contact the organization directly.

In addition to membership in these national associations, students and graduates should consider membership in state and local paralegal associations. In many geographic regions, membership in state and local bar associations is also available.

National Associations

American Bar Association
541 N. Fairbanks Court
Chicago, IL 60611
(312) 988-5522

The American Bar Association is primarily an association of attorneys. However, the ABA provides several "classes" of "Associates", "...composed of nonmembers with whom affiliation is considered to be in the interest of the Association..." One of these classes is Legal Assistant Associate. As defined by the ABA, Legal Assistant Associates are "'A legal assistant or paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

Associate members have privileges such as attending meetings of the Association; receiving Association publications, be appointed to any Committee or Commission of the Association for which non-members are eligible for appointment; receive certain benefits available to ABA members; and affiliate with one or more of the sections of their choice upon application and payment of annual section dues.

An ABA member must sign the application as the Supervising Attorney. For an application, please contact the ABA at the address shown above.

Association of Legal Administrators
175 East Hawthorn Parkway, Suite 325
Vernon Hills, Illinois 60061-1428
708-816-1212

Founded in 1971, the Association of Legal Administrators' (ALA) currently has more than 8,000 members worldwide, with more than 100 chapters in the United States and Canada.

ALA's mission is "to enhance the competence and professionalism of the legal administrator and the legal management team." One of ALA's goals is to serve as the primary source of management information and professional growth for legal administrators.

Full-time managers of law firms, legal departments, or not-for-profit legal agencies are eligible for regular membership. Other individuals, such as practicing attorneys, retired legal administrators, full-time teachers at institutions of higher education, and full-time students at institutions of higher education, may qualify for associate membership.

Legal Assistant Management Association
1819 Peachtree Street, NE
Suite 620
Atlanta, GA 30309
404-367-4770

Founded in 1984, the Legal Assistant Management Association (LAMA) is a national association of legal assistant managers. LAMA chapters are located in more than a dozen metropolitan areas. LAMA's objectives include: to serve as the primary source of information pertaining to legal assistant management; to promote the professional standing of legal assistant managers; to enhance the professional development of the legal assistant manager; to optimize legal assistant managers' contribution to the delivery of legal services; and to represent legal assistant managers on issues affecting the profession.

Legal assistant managers and administrators are eligible for regular membership. Individuals who are otherwise involved in legal assistant management or who wish to support the legal assistant management profession may be eligible for associate or sustaining membership.

National Association of Legal Assistants, Inc.
1601 South Main Street, Suite 300
Tulsa, OK 74119-4452
918-587-6828
<http://www.nala.org>

The National Association of Legal Assistants, Inc. (NALA), a non-profit organization, was founded in April, 1975. NALA membership includes more than 18,000 legal assistants, including both individual members and members of its 90+ affiliated state, local, and student legal assistant associations.

According to NALA's mission statement, NALA seeks to provide a strong national voice for legal assistants. NALA's objectives include enhancing the professional standing of legal assistants, establishing uniform standards for legal assistants, encouraging professional development and continuing education of legal assistants, defining the professional and ethical responsibilities of legal assistants, studying developments within the legal assistant profession, and developing the public's understanding of the profession.

NALA conducts a voluntary certification program for legal assistants, the Certified Legal Assistant (CLA) examination. Additional information regarding the CLA designation is published in the Institute's Student Catalog and is also available directly from NALA.

Legal assistants, students in legal assistant programs, attorneys, and legal assistant program educators are eligible for membership. Types of membership available include: Active, Associate, Student, and Sustaining.

CURRICULUM

The Institute's paralegal certificate program is comprised of 25 semester credit hours.

PARALEGAL/LEGAL ASSISTANT 25 CREDIT HOUR PROGRAM

The 25 credit hour program lasts approximately twelve months not including December. A certificate will be awarded upon successful completion of the program. Courses include the following:

| <u>COURSE TITLE</u> | <u>SEMESTER CREDIT HOURS</u> |
|---|-------------------------------------|
| American Jurisprudence | 1 hour |
| Torts & Personal Injury | 2 hours |
| Civil Litigation | 2 hours |
| +Family Law | 2 hours |
| +Real Estate, Transfer & Ownership | 2 hours |
| Business Law | 2 hours |
| Legal Research & Writing | 2 hours |
| Legal Writing | 2 hours |
| Lexis Workshop | 1 hour |
| +Alternative Dispute Resolution | 2 hours |
| +Employment Law | 2 hours |
| +Criminal Law | 2 hours |
| Estates & Trusts | 2 hours |
| Ethics and Professional Responsibility Workshop | 1 hour |
| TOTAL PROGRAM REQUIREMENTS | 25 semester credit hours |

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer. One semester credit is equal to 15 hours of lecture.

Students may also select the Litigation Specialty Certificate track, which consists of a series of four required courses. There are no additional tuition charges for specializing, but additional books are often required. Textbook details are provided at the time of specialty selection. Students are asked to purchase textbooks for advanced and specialty courses on their own.

+Indicates that students in Specialty tracks will take their advanced/specialty courses during these months.

For a list of Specialty Certificate programs, see the *Specialty and Elective Courses* section of this catalog, which follows the course descriptions below.

B-201 AMERICAN JURISPRUDENCE 1 credit hour

A comprehensive study of the nature of the American judicial system and the paralegal profession. Attention is given to the role of the paralegal in the American legal system, an examination of where law originates and how it is classified, the structure of the federal and state court systems, and legal ethics.

A-101 TORTS AND PERSONAL INJURY 2 credit hours

A survey of the general nature of tort law, including intentional torts, negligence, strict liability and damages. Specific attention is given to investigation in personal injury litigation, case management, settlement and negotiation. Attention is also given to alternatives to litigation (ADR).

A-102 CIVIL LITIGATION

2 credit hours

A thorough examination of the initiation of legal actions, the preparation of pleadings, motions, the discovery process, pre and post-trial activities, trial, and administrative matters important to the legal process.

A-105 REAL ESTATE TRANSFER AND OWNERSHIP

2 credit hours

The examination of the basic concepts in the law of real property including parties to a real estate transaction, the sales agreement, financing techniques, deeds and indentures, real property descriptions, the closing and settlement process, and post-settlement activities.

A-107 FAMILY LAW

2 credit hours

The legal formalities of family law and its impediments are studied, including marriage, annulments, divorce, property rights and distribution, custody and visitation, alimony, separation agreements, adoptions, parent and child law. Students review the documents and pleadings typically seen in family law litigation, e.g. a complaint for divorce and a separation agreement.

A-108 CRIMINAL LAW

2 credit hours

The definition and elements of crimes are explained, including crimes against the person and crimes against property. Constitutional safeguards and procedures necessary from arrest through trial, sentencing and punishment are reviewed.

B-202 BUSINESS LAW

2 credit hours

A survey of basic principles of corporation law including their creation and operation as well as a review of partnerships and proprietorships as business entities. Students will be required to prepare the documents necessary for incorporation, amendments, by-laws, and the recording of director's meetings and minutes, dissolutions and liquidations.

The secondary thrust of the course will concern the law of contracts, their enforcement and regulation according to common law and statutory guidelines.

B-204 LEGAL RESEARCH AND WRITING

2 credit hours

This course will provide legal assistants with a general understanding of the nature of legal research and its specific techniques and methodologies. Broad-based consideration will be given to the types of legal reference books: the state and national reporter series, legal encyclopedias, form books, and government publications. Students will learn how to properly cite legal resources using the ALWD Citation Manual.

Students use Lexis, one of the two major online law libraries, for the Legal Research course. Passwords are provided by the Institute. Current login instructions are posted in the on line *American Institute -> Lexis Law Library Conference*.

C-115 LEXIS WORKSHOP

1 credit hour

This six unit, self-directed workshop is designed to provide students with the basic skills necessary to perform simple searches using the Lexis-Nexis web interface. Each unit builds on skills learned in previous units and includes a self-test to insure competency in new skills. Students are not required to have completed any course work prior to taking this workshop. After completing the workshop, students should be able to log on to lexis.com, select the appropriate source(s) and method for their search, retrieve and view those sources, and then print or store their search results. In addition, students will be able to update their searches using the Shepard's Citations on lexis.com. (Pass/Fail)

C-301 LEGAL WRITING

2 credit hours

This course is designed to strengthen writing, analysis, and critical thinking skills. The course looks at crucial issues of writing in the context of a law practice. By defining an effective writing process, and examining how to write for the appropriate audience, students will learn how to apply the principles of plain English, logical analysis and proper planning, organizing and drafting to a variety of legal documents, including case briefs and legal memoranda.

Students should complete this Workshop prior to the Legal Research Module. Extra charges apply if the Workshop is taken more than 30 days after the last scheduled course module in the curriculum. Please see the Tuition section of this Catalog.

C-500 ETHICS AND PROFESSIONAL RESPONSIBILITY

1 credit hour

This is a six unit, self-directed workshop that is designed to provide students with an in-depth review of the law of professional responsibility as it affects paralegals, some tools for identifying and resolving ethical problems, and practical tips to use in everyday practice. It is based on the ABA Model Rules of Professional Conduct, but offers general guidance that can be adapted to practice in any jurisdiction. After completing the workshop, students should be familiar with the ABA Model Rules of Professional Conduct, the ABA's Model Guidelines for the Utilization of Legal Assistants, as well as the standards of professional conduct created by the National Association of Legal Assistants and the National Federation of Paralegal Associations. Students are also encouraged to explore their local rules of professional conduct. (Pass/Fail)

Students should complete this Workshop during the first half of the program. Extra charges apply if the Workshop is taken more than 30 days after the last scheduled course module in the curriculum. Please see the Tuition section of this Catalog.

C-530 ALTERNATIVE DISPUTE RESOLUTION

2 credit hours

This course presents Alternative Dispute Resolution (ADR) against the backdrop of traditional litigation. Eight basic methods of ADR, and several hybrids, are explained in detail. In addition, students will explore seven arenas where disputes often arise and how one or more methods of ADR apply. Students will evaluate disputes and disputants to determine the most appropriate method for resolving a matter. Specific topics addressed include negotiation, mediation, arbitration, settlement strategies, the application of ADR to specific disputes in various industries and sections of the bar, sources of ADR services, and the role of the paralegal in ADR.

This course is taught as an instructor directed workshop, effective for October, 2008 starts and later.

C-540 EMPLOYMENT LAW

2 credit hours

A review of the laws governing employment. This course provides a comprehensive overview of the most important facets of employment law. Specific attention is given to the laws that create the employment relationship, mandate documenting employment practices, and define the parameters of litigating employment claims. Topics include federal wage regulation, labor law, workplace discrimination, the impact of employment law on the family, ADA, privacy laws, sexual harassment, human resource management, federal regulations, and employee handbooks.

This course is taught as an instructor directed workshop, effective for September, 2008 starts and later.

C-570 ESTATES AND TRUSTS

2 credit hours

The study of wills, intestate succession, trusts, estate planning, family protection, probate courts, uniform laws, the personal representative, and the process of probating a will and administering an estate. Specific attention is given to the laws of intestate succession; the technical requirements for executing, revoking, and contesting wills; trusts, including special-purpose trusts; estate planning; family protection laws, probate courts, and uniform laws related to estates and trusts; the appointment, duties, and titles of a personal representative; and the techniques used in formal and informal probate proceedings, as well as ancillary administration.

SPECIALTY Certificate Tracks

Institute students may select a *Specialty Certificate track after graduation*, which results in the award of an Advanced & Specialty Certificate (this is awarded in addition to the regular Institute Certificate of Completion). All courses in the track must be completed and passed to earn this credential. *The Litigation Specialty is offered as an option with the regular certificate program.*

In order to specialize, graduate on time, and avoid extra tuition charges, students are encouraged to select a specialty, if they so wish, upon enrollment or by the end of their introductory American Jurisprudence class. Specialty courses are scheduled throughout the year, and are most often held during the "elective months". So, choosing a specialty will reduce the opportunities to take elective courses.

Kindly note that specialties with low enrollment are often taught as directed studies (one on one with the instructor or in very small groups). There are no extra charges for directed studies when scheduled by the Institute due to low enrollment numbers.

Here are the required course sequences to earn a Specialty Certificate after graduation. All current charges for Advanced & Specialty courses apply (see www.americanparalegal.edu for current pricing) (Alumni discounted pricing is not available for Advanced courses.). Books are always additional. Students are asked to purchase textbooks for advanced and specialty courses on their own.

1. Litigation and Alternative Dispute Resolution Specialty Certificate
 1. Advanced Litigation (C525)
 2. Alternative Dispute Resolution (C530)
 3. Advanced Torts (C535)
 4. *Prerequisites: Civil Litigation and Tort Law*

2. Corporate Law Specialty Certificate
 1. Advanced Corporate Law (C555)
 2. Intellectual Property Law (C565)
 3. Contract Law (C556)
 4. (*Prerequisite: Business Law*)

3. Elder Law Specialty Certificate
 1. Estates and Trust Law (C570)
 - i. *Note: C570 is a prerequisite for the other courses in this sequence*
 2. Social Security, Medicare, and Government Pensions (C575)
 3. Elder Law (C580)
 4. Estate Planning (C576)

4. Foreclosure and Debtor/Creditor Law
 1. C-560 Bankruptcy Law
 2. A-105 Real Estate Law
 3. C562 Foreclosure Law
 4. C563 Debtor/Creditor Law

5. Employment Law (*Offered for Graduates only*)
 1. C-540 Employment Law
 2. C585 Basics of Immigration Law
 3. C-545 Pensions and Employee Benefits
 4. C-550 Workers Compensation

6. Intellectual Property Specialty Certificate (*Offered for Graduates only*)
 1. Intellectual Property Law (C565)
 - i. *Note: C565 is a prerequisite for the other courses in this sequence*
 2. Copyright Law (C566)
 3. Trademark Law (C567)
 4. Patent Law (C568)

Advanced & Specialty Courses and Optional Workshops

Contact the Institute office for current pricing and schedules. For scheduling details, students should visit the *AIPS Administration* -> *AIPS Modular Schedule* conference on the FirstClass network. Specialty courses may have limited enrollment, and are offered on a first come, first served, basis.

A-110 ADMINISTRATIVE LAW

2 credit hours

This course surveys the general parameters of administrative law - those laws or rules promulgated by agencies of government whether state, local or federal in design. Topics include how administrative agencies operate, rule-making, and the checks and balances that govern agencies. Special attention is given to the procedural and substantive adjudication of administrative law questions. How specific administrative agencies make law is also covered, including the role of paralegals in various agencies.

A-109 JUDGMENT AND ANALYSIS WORKSHOP

1 credit hour

This workshop is designed to provide students with an in-depth review of legal analysis and how that analysis is applied to legal memoranda. The first four units of the workshop focus on specific aspects of legal analysis. Units Five and Six bring all of the elements of legal analysis together in the preparation of a legal memorandum.

The workshop consists of six units and a final project. Students progress at their own pace through the units. Each unit includes an assignment relevant to the concepts presented in that unit, as well as a self-assessment e-test. After students have completed all of the units, they must successfully draft a legal memorandum in order to receive a passing grade for the workshop.

This workshop is a pre-requisite for students who wish to enroll in the Institute's CLA Review Course.

Workshops are open for all students and graduates at any time. There are no additional tuition charges for optional workshops. In rare occasions, a separate book fee may apply.

C-505 CLA Review Course

4 credit hours

This course is designed to assist applicants preparing to sit for the Certified Legal Assistant (CLA) Exam. It is based on the *CLA Review Manual* and the *CLA Study Guide and Mock Examination*, and reviews all of the topics covered in each section and subsection of the examination. The course is comprised of eight units of topical coverage, each lasting one week. The ninth unit is a timed, self-administered, abbreviated mock CLA exam consisting of 525 questions.

Students will assess their strengths and weaknesses in each exam topic by taking a pre-test at the beginning of every unit. Discussions will focus on any problem areas that are revealed in the pretests and on any new material that is introduced in the unit reading. At the end of each unit, students will take a post-test made up of sample test questions to reinforce their knowledge of the subject matter and to acquaint them with the timing and types of questions that appear on the CLA exam.

This course is restricted to qualified AIPS Alumni. For details, please cross reference the CLA Exam section of this catalog, beginning on page 18.

C-525 Advanced Litigation

2 credit hours

This course focuses on three major aspects of litigation for paralegals. First, it provides an in-depth look at the procedures for instituting a civil action. Next, it focuses on the development of pre-trial and trial skills such as motion practice, evidence gathering and trial preparation. And, finally, it examines the appellate process. Procedures for instituting litigation includes a review of federal and state court jurisdiction, considers choice of forum issues and discusses service of process problems. The pretrial skills to be developed are: identifying issues raised through motions; providing the supporting documents; gaining a working knowledge of the Rules of Evidence; developing investigation techniques; and using a conceptual framework for trial organization. Appellate procedures involving both the trial and appellate courts will also be examined.

C-535 Advanced Tort Law

2 credit hours

A review of the laws governing torts and personal injury. Special emphasis is placed on investigation, negligence and special negligence actions, defenses to negligence, intentional torts with injuries to persons and property, defenses to intentional torts, strict liability, products liability, special tort actions and tort immunities. This course also discusses the critical role played by paralegals in bringing and defending tort actions.

C-545 Pensions and Employee Benefits

2 credit hours

A study of the federal laws regulating the creation, operation and termination of pensions and employee benefit plans. Specific and comprehensive attention is given to how employee benefit plans are implemented and assessed, as well as to the rights and liabilities of plan participants. Topics addressed include the history and basic concepts of ERISA, protection of employees' rights, benefit distributions, tax problems associated with benefit plans, payment procedures and funding, reporting and disclosure requirements, prohibited transactions, state laws and ERISA, and the Pension Benefit Guaranty Corporation. *This course discontinued as of 9/2008.*

C-550 Workers Compensation

2 credit hours

A study of Workers' Compensation law for graduate paralegal students. Discussion topics include the forms and procedures of the system and how the system fits into other available federal, state, and private disability, retirement, and welfare programs.

C-555 Advanced Corporate Law

2 credit hours

This course is designed for advanced students who understand the basic principles of business organizations and are learning to draft more complicated documents and do research. The course demonstrates the application of the law, compares language in sample clauses and forms, and guides students in an understanding of the statutory framework for business organizations. The uniform laws, such as the Uniform Partnership Act, the Model Business Corporation Act, and the Revised Uniform Limited Partnership Acts, are the basis from which we will work. However, we will also compare local law and the effect of local statutes on the operation and structure of the business.

C-556 Contract Law

2 credit hours

This course is a in-depth discussion of the law of contracts and the role of the paralegal in this area of law. Particular attention is given to the six basic requirements for every valid contract: offer, acceptance, consideration, legality of subject matter, contractual capacity, and contractual intent. Discussions also center upon the various classifications into which all contracts fall. Additional topics include the Statute of Frauds, the Uniform Commercial Code, third party contracts, and legal remedies for breach of contract. Students will learn how to draft and interpret different types of contracts, and will analyze case law involving contract disputes.

C-560 Bankruptcy Law

2 credit hours

This course is a survey of the entire spectrum of Bankruptcy law, from consumer Chapter 7 and Chapter 13 petitions, to an overview of the complexities of Chapter 11 business bankruptcies. The course will provide the student with a basic but complete analysis of bankruptcy theory and practice based on the United States Bankruptcy Code. Instruction in the activities which are conducted by paralegals in bankruptcy practice is a major focus of the course. Discussion topics include the filing of bankruptcy petitions, motion practice in bankruptcy, the role and powers of the bankruptcy trustee, dischargeability of debts, reorganization cases, and the analysis and preparations of Statements and Schedules.

C-562 Foreclosure Law

2 credit hours

Foreclosure is the main remedy that a mortgage holder has against a debtor property owner. In a foreclosure, the real property conveyed in a mortgage is sold and the proceeds of the sale are used to pay the debt. This course reviews the grounds for foreclosure, the types of foreclosure, the effects of a foreclosure sale, and the role of the paralegal in foreclosure proceedings. Remedies other than foreclosure are also discussed.

C-563 Debtor/Creditor Law

2 credit hours

Debtor/Creditor Law governs situations where one party is unable to pay a monetary debt to another. In this course, students learn about the types of creditors and the judicial and statutory processes available to them to have debts satisfied. This course also reviews the rights of debtors with regard to truth in lending, credit reporting agencies, debt collection practices, and identity theft.

C-565 Intellectual Property

2 credit hours

This course reviews the topics of copyrights, trademarks, trade secrets and patents. The goals of the course are to provide paralegals with a basic background in intellectual property law and to introduce them to the skills that are required of an intellectual property paralegal.

C-566 Copyright Law

2 credit hours

This course provides students with a basic understanding of intellectual property, with a focus on copyright law. Students will be introduced to the types of protectable and unprotectable works, the rights granted under copyright, the rights of musicians and other entitles in the music business, the concept of works made for hire, and the issue of copyright infringement. Students will also learn the basics of preparing and filing copyright applications and registrations and how to respond to copyright notice.

C-567 Trademark Law

2 credit hours

This course is designed for paralegal students who wish to understand the basic principles of Intellectual Property law and focus on, or specialize in, Trademark Law. Intellectual Property overlaps four general fields of law: trademarks (which protect names, logos, symbols, and other devices indicating the quality and source of products and services); copyrights (which protect original works of authorship); patents (which are grants by the federal government that allow their owners to exclude others from making, using, or selling the owner's invention); and trade secrets (which consist of any commercial information that, if disclosed, would give the competitor an advantage in the marketplace). This course deals exclusively with the law of trademarks. The course will cover the foundations of Trademark Law, how to select and search for existing trademarks, how to conduct the trademark registration process and post registration procedures, how to maintain a trademark, what is involved in Inter Partes, trademark infringement and dilution proceedings, and an overview of the new developments in Trademark Law and International Trademark Law.

C568 Patent Law

2 credit hours

This course is designed for paralegal students who wish to understand the basic principles of Intellectual Property law and who wish to focus and specialize in the area of Patent Law. Intellectual Property overlaps four general fields of law: trademarks (which protect names, logos, symbols, and other devices indicating the quality and source of products and services); copyrights (which protect original works of authorship); patents (which are grants by the federal government that allow their owners to exclude others from making, using, or selling the owner's invention); and trade secrets (which consist of an commercial information that, if disclosed, would give the competitor an advantage in the marketplace). This course deals exclusively with the law of patents. We will be covering the foundation of patent law, the patent searching process, the patent application process, the ownership rights associated with patents, how patent rights are transferred, the issues, remedies, and defenses involved in patent infringement actions, some of the new developments in patent law, and a general overview of International patent law.

C575 Social Security, Medicare, and Government Pensions

2 credit hours

A study of how Social Security and various retirement plans work together. Students will become familiar with benefits available under both systems and the forms and procedures involved. Specific attention is directed to the relationship between Social Security and other available federal, state, and private disability, retirement, and welfare programs. This course also addresses various private and governmental employment-based retirement plans.

C576 Estate Planning

2 credit hours

Estate Planning introduces the paralegal student to the terms, concepts, and practical steps involved in helping clients make decisions about who will own their property after death, and how wealth may be transferred through lifetime transfers, trusts, and wills to achieve maximum tax and personal benefits. The course reviews the significant aspects of estate planning in the context of three fictional families, whose goals, strategies, and results are defined and explained. Students are able to analyze and apply their knowledge of estate planning by comparing the different family backgrounds and different personal and financial goals of these fictional families. Special attention is given to taxation and estate planning, as well as to drafting an estate plan.

Note: C570 (Estates and Trust Law) is a prerequisite for this course.

C580 Elder Law

2 credit hours

A study of the field of elder care law, including the areas of advance directives, wills and guardianships. Special attention is focused on patients' rights in health care decision making, Medicare and Medicaid, managed care, long term care insurance, living facilities for the elderly, and financial planning for the elderly. Unit topics include the role of the paralegal as a member of the elder care law team, living wills and advance directives, the law of wills and guardianships, physician assisted suicide, managed care, nursing home and assisted living facilities, and Social Security benefits.

C585 Basics of Immigration Law

2 credit hours

This course provides a brief overview of the main subject areas which are the basis of U.S. Immigration Law. The goal of this course is to expose the paralegal to some of the fundamentals of U.S. Immigration Law and to provide a basic level of understanding of Immigration Law. This includes a foundation of some general data and terminology as well as an introduction to basic procedures and instructions relevant to Immigration Law and the main governmental organizations which are a part of this field of law. (*Offered subject to instructor availability.*)

C586 Advanced Immigration Law: Practice & Procedure

2 credit hours

This advanced level course continues to explore the topic of U.S. Immigration Law at a higher and more detailed level. The goal of this course is to expose the paralegal to the actual procedures of this area of law as well as some significant and complex issues critical to the practice of U.S. Immigration Law. This course intends to provide an advanced level of understanding of Immigration Law which includes an introduction to client intake and administration, application processing, ethical considerations, admissibility grounds, a review of NIV and IV categories as well as an overview of the Paralegal's role in this field. **Prerequisite: C585: Basics of Immigration Law.** (*Offered subject to instructor availability.*)

ENTRANCE REQUIREMENTS

THE PARALEGAL/LEGAL ASSISTANT PROGRAM

The educational program at the American Institute is designed for highly-motivated men and women who wish to educate themselves in the specific areas of substantive law related to the tasks of being a paralegal. Experience has shown the Institute that its students enroll for refinement of present skills, retraining from one career to another, personal growth and enhancement, and for purposes of upward mobility in present occupations. The Institute's program is geared to the adult, working student.

Graduation from an accredited public or private high school is required for admission to the Institute. An undergraduate degree (associates, bachelors, or equivalent credits), or two years of training related work experience is recommended. The admissions office will assist you in determining if your combination of education and work experience are suitable preparation for the paralegal program.

Additionally, applicants must possess a high degree of motivation and analytical reasoning capability. They should be responsible, mature individuals who are sincerely interested in pursuing a career as a legal assistant. An official high school and/or college transcript is required during the enrollment process. Please request that your high school and college forward official transcripts directly to the Institute.

HARDWARE REQUIREMENTS:

Students may use any reasonably up to date personal computer, including Windows, Mac, or Linux.

1. Word Processing (any modern Windows or Mac word processing program will work fine).
2. Basic familiarity with logging into your Internet Service Provider and using a web browser (such as Firefox, Safari, or Internet Explorer). Students may subscribe to a local or national Internet service provider. The FirstClass client software is very easy to use. Our course facilitator will be available to help you install and test the client software.
3. Basic familiarity with file management of files on your computer. In particular, you should be able to save files to your computer and know how to retrieve them with their corresponding application software. The Institute's course facilitator will be available to provide guidance on this subject when needed.

POLICY ON TRANSFER OF CREDIT

CREDIT FOR PREVIOUS EDUCATION

The Director will evaluate any student's formal postsecondary education and award appropriate credit if, in his/her discretion, the coursework is comparable to that of the American Institute and was earned at an institution accredited by an accrediting agency recognized by the US Department of Education or by the Council for Higher Education Accreditation (CHEA).

Requests should be made in writing within 30 days of enrollment to permit adequate time to plan the student's schedule. The Institute will not grant transfer credit for more than four semester credits, or for course work graded less than a "B".

Examples of comparable coursework generally considered for transfer credit include:

- prior formal paralegal training
- selected criminal justice courses
- business law
- courses leading to real estate licensure

To insure that the competencies attained in the prior coursework are comparable to those covered in the AIPS curriculum, the student or program candidate is asked to provide the following information:

- Official transcript, sent under seal from the institution which originally awarded the credit
- Catalog description of the course to be considered for transfer of credit
- Copies of course syllabi or outlines may be helpful, but are not required

For students with considerable law office experience in a paralegal capacity, transfer of credit can be considered for a maximum of four semester credits. Experiential credit will be awarded, if appropriate, by the Director at his/her discretion. A certification from the legal employer is required attesting that skills in a specific area of law have been mastered. Requests for transfer of experiential credit must be made in writing within 30 days of enrollment and prior to the start of any course for which transfer credit is sought.

To request consideration for transfer credit, the student or program candidate should contact the Director by e-mail or phone. A decision will be rendered within seven calendar days or receipt of the official transcript and catalog description and any other appropriate supporting documentation.

Transfer of credit decisions are made jointly by the Director and Executive Vice President and are final.

Tuition will be pro-rated for any credit transferred.

TRANSFER OF AIPS CREDITS TO OTHER INSTITUTIONS

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution (i.e., AIPS), decides whether to accept credits for transfer. The Institute is not a degree granting institution, and there is no guarantee that degree granting institutions will accept AIPS credits towards degree requirements. The articulation agreement with the University of Phoenix is one way to obtain college credit for AIPS courses (see detail in next section).

Accredited, degree granting institutions usually have policies on accepting credit for transfer. These include such academic factors as course equivalencies, grades, comparability, course level, content, applicability toward a degree or major, and course or program prerequisites. Most often, when accepted for transfer, credits are applied towards elective requirements.

To facilitate transfer of AIPS credits to other institutions, the Institute provides the following at no charge to graduates:

- Official transcripts, sent under seal to the institution requested by the graduate
- Course descriptions (found in this catalog and in the course study guides)
- Detailed course syllabi (found in the course study guides)

Please e-mail or call the Director or Course Facilitator for assistance with any of these items. A transcript request form is posted in the Alumni Center of the AIPS web site.

The Institute cannot control the transfer of credits to other institutions, and makes no guarantees or promises that the graduate will be successful in this endeavor.

UNIVERSITY OF PHOENIX ARTICULATION AGREEMENT

The Institute has an articulation agreement with the University of Phoenix. Typically, credits are transferred from AIPS to the University of Phoenix for elective credit, depending on the student's major or concentration. A copy of the articulation agreement is posted for all students in the AIPS Administration conference on the FirstClass student network. For students planning to complete their degree at the University of Phoenix via distance learning, note that the University has prerequisites for admission to their online division.

To begin the process, students should contact any Admissions office of the University, or via the web, at <http://welcome.phoenix.edu/campus/admissions.asp>

DIRECTED STUDY OPTION

Directed Study options are available with the permission of the Director. In a Directed Study, the student is teamed up with one of the Institute's faculty members, and a course is taken in a one on one environment over a defined period of four to eight weeks. The syllabus and workload is identical to that found in the regular CMDL classroom sections. A Directed

Study is called for when a student needs to retake a course and it is not convenient to wait until the next cycle, or if a student finds it necessary to take a course on a different schedule than currently available. Examples include an interruption of studies due to family, business, or travel commitments.

The disadvantage of Directed Study is that the student misses out on the opportunity to share information and discussion areas with peers. In every other respect, however, the syllabus is identical. For these reasons, a maximum of two Directed Study courses may be taken to satisfy the core curriculum requirements for graduation. Elective specialty or advanced courses are an exception to this maximum, as they are offered on demand.

Arrangements for a Directed Study must be made with the Director. Additional charges apply. Please see the Tuition section of this catalog for current pricing.

INDIVIDUAL SUBJECTS

The Institute realizes the need for some students to enhance their expertise in a particular area of the law. Therefore, a student may enroll on a part-time basis taking only specific courses of interest. Enrollment for an individual course can occur any time prior to the first class meeting. Contact the Institute for current fees and charges.

REGISTRATION PROCEDURE

To register, complete the registration form and mail, fax, or e-mail to the Institute. The Institute will confirm the registration within seven calendar days. Prospective students with special needs may contact the Academic Office for assistance.

ENROLLMENT DATES

Students may register at any time before the beginning of the scheduled course section.

ACADEMIC REGULATIONS

ACADEMIC FREEDOM

The Institute upholds the academic freedom of its faculty and respects their individual judgments and discretion. The Institute will not impose its will on the decision of an instructor in computing a grade if the evidence clearly demonstrates that accepted educational principles were applied.

CERTIFICATE OF DISTINCTION PROGRAM

The Institute understands the degree of personal commitment required by our students in order to achieve academic excellence. One Certificate of Distinction is awarded to a student from each course module. A student who is selected must have demonstrated grade achievement, attitude and distinguished accomplishments. The faculty member makes the selection for the Certificate of Distinction following each course module.

When a student is awarded a Certificate of Distinction, a note is added to the student's permanent progress report. This also becomes part of the student's permanent academic record.

Certificates of Distinction are not awarded in class sections of fewer than five students.

GRADUATION AND AWARD UPON COMPLETION

A certificate will be awarded upon successful completion of the program. To graduate and receive a certificate, a student must pass all individual subject areas with a minimum of 60%, and maintain a cumulative weighted grade average of 70% or better. All courses must be completed and passed within the period of completion (see "period of completion" section of this catalog, p. 22). In addition, a Certificate will not be released if the student's tuition account is late, and/or if an official high school transcript is not on file. Certificates are mailed to graduates within 30 days of meeting all graduation requirements.

CERTIFICATE VERSUS CERTIFICATION/LICENSURE

Licensing and certification are often debated as a means of measuring competency and qualification. "Licensing" is a term denoting a mandatory procedure imposed by law usually regulated by a governmental agency. On the other hand, "certification" usually refers to a voluntary process, available to those who choose to participate. It is administered by organizations who are authorities in the field.

Schools do not "certify" a paralegal upon graduation. Often, without intent, the legal community uses the terminology "certified" versus "certificate" interchangeably. Occasionally, you will see employers advertise for "certified paralegals" when they really mean paralegals with certificates from training programs.

*Note that there is no state licensing, federal licensing or required certification testing for paralegals. The issue has been a

topic of debate and considerable controversy in the legal community since 1975. In 1975, the ABA held a series of hearings on the certification issue. It was concluded that it was premature to initiate a certification process for paralegals because the occupation was in a dynamic stage of development. This position was reaffirmed both in 1977 and 1985. The ABA Commission on Non-Lawyer Practice studied a similar issue from 1992 through 1994 and concluded in their report dated August of 1995 that each state should conduct its own careful analytical examination, under the leadership of its Supreme Court to determine whether and how to regulate non-lawyer activity in its jurisdiction. The debate continues in different forms in several states.

*As of January 1, 2001, a new statute goes into effect in California which requires minimum educational requirements for paralegals. The Institute's program does meet the educational requirements of this statute.

The Institute, as a licensed educational institute, is authorized to award a Certificate upon successful completion of its' program of study.

CLA EXAM

In November 1976, the National Association of Legal Assistants (NALA) designed and implemented a voluntary Certified Legal Assistant (CLA) exam to recognize "those persons who achieve significant competence in the field." The test is optional and voluntary. The American Institute for Paralegal Studies, Inc. encourages and supports our graduates who desire to attain this professional credential.

According to the NALA web site, updated as of September 2008, 14,965 paralegals have earned their CLA since inception in 1976. The exam takes two days to complete, and is offered at testing sites around the country on a scheduled basis.

NALA states "Certification as a Legal Assistant is a voluntary professional goal, and the requirements for taking the examination are high. This peer established certification provides a means for Legal Assistants to demonstrate their knowledge and expertise in this career field and to exhibit a commitment to professional development."

The American Institute for Paralegal Studies, Inc. recommends you contact NALA directly to obtain written eligibility requirements to sit for the CLA exam. Each student/graduate of the American Institute for Paralegal Studies, Inc. possesses varying degrees of education and experience which may or may not meet the qualifications to sit for the exam.

After you have requested and reviewed NALA's eligibility requirements for the CLA exam, please feel free to call the Institute Director. The Director will be happy to discuss how your general education background, combined with the Institute's program, may qualify you to sit for the exam. Ordinarily, a student must have completed a minimum of 45 semester credit hours in general education plus a minimum of 15 semester credit hours of substantive legal courses, to meet NALA's eligibility requirements. The Institute's program far exceeds the standard of 15 semester credit hours of substantive legal courses.

For AIPS graduates** who meet NALA's general education requirements, the following benefits are available:

-A two month, four credit, CLA Review course (C505) is offered on line for Institute graduates on a seasonal basis which corresponds to the NALA testing dates. Current course dates and book fees are posted in the CLA folder in the *American Institute* conference on our student network. The four credit course is graded on a Pass/Fail basis. Graduates who start the review course but fail to successfully complete it may retake the class at the currently quoted retake course costs (see the Tuition and Fees section of this Catalog). The grade becomes part of the student's permanent AIPS transcript just like any other course.

-Graduates who take the CLA Review course within two calendar years from their originally scheduled graduation date may take the course at no charge, except for books and materials. For all others, the cost is at the alumni rate for a two credit class, plus books and materials.

-Graduates of other paralegal programs may take the CLA Review class. The cost is at the Individual Course rate (see the Tuition section of this catalog). The Institute makes no representations on how such individuals will perform on the CLA exam. It is strongly recommended that such individuals have taken an Ethics course, Legal Writing course, and Judgment and Analysis course as part of their prior certificate or degree studies.

-The Institute will reimburse **a portion** of the CLA exam registration fee to ****qualified graduates** subject to the following conditions:

1. Graduates must meet NALA's general education requirements as described above to sit for the exam
2. AIPS tuition must be paid in full or payments must be current if on a payment plan.
3. Graduates must successfully complete and pass the Institute's online CLA Review Course
4. Graduates must successfully complete the one credit *Judgment and Analysis Workshop (AIPS Workshop Wing)* at least seven days prior to registering for the CLA Review Course. This includes a graded writing project. There is no additional charge for this workshop. The *Legal Writing Workshop* is optional, but strongly recommended.
5. Graduates must sit for the CLA exam within two calendar years from their originally scheduled graduation date.

Reimbursement is made upon submission to the Institute of test results. Students who retake the CLA Review course are not reimbursed after the first time.

- For graduates who started the AIPS Certificate program 11/1/2008 and prior, reimbursement is at the current NALA member rate
- For graduates who started the AIPS Certificate program 1/1/2009 and later, reimbursement is \$100.00

Reimbursement grants AIPS permission to publish your name in our marketing materials and on our web site.

Kindly note that the CLA exam is hard! Passing it will require a commitment to study throughout the Institute's core curriculum with additional preparation via the review course and self study. The Institute cannot guarantee that exam candidates will pass the CLA!

For official information on the CLA exam, visit the NALA website at <http://www.nala.org>.

Graduates of all programs prior to the adoption of the Ethics Workshop will need to take this one credit course prior to starting the CLA Review class.

For more details and current pricing, please contact the Director.

Integrating the CLA Examination into the Institute's Outcomes Assessment Design

NALA notes that: *The Certified Legal Assistant (CLA) examination may be used in an outcomes assessment model that fits the conceptual framework set forth by accrediting associations, and meets the selection criteria of discerning educators.* (CLA: Convincing Outcomes Assessment for Paralegal Studies Programs, NALA, 2000).

The CLA exam is composed of the following major sections: Communications, Ethics, Judgment and Analytical Ability, Legal Research, Human Relations & Interviewing Techniques, Substantive Law, and Legal Terminology. These major sections define the key skills and learning objectives that are taught across the Institute's curriculum. Indeed, the Institute has reviewed its entire curriculum in light of the competencies tested on the CLA exam, and provides significant supplementation to core course in direct support of these essential competencies. As a result, the curriculum is stronger than ever, and will benefit all graduates, whether they choose to sit for the CLA exam or not.

DISMISSAL AND WITHDRAWAL

The Institute recommends that notice of withdrawal or termination be submitted in writing to the Institute. Certified Mail is suggested.

The Institute reserves the right to dismiss students who: a) fail more than 2 classes, b) who have falsified information required by the admissions process, c) for dishonesty involving assignments or examinations, d) for repeated disruptive behavior, e) for delinquent accounts, and f) failure to sign and return a Notice of Academic Probation.

Upon dismissal or withdrawal, the student's tuition obligation to the Institute is calculated based on the refund policy as published in the appendix of this catalog and in the student enrollment agreement. Refunds, when due, are made to the student within 30 days of dismissal or withdrawal.

CHEATING/PLAGIARISM

Concern exists in all educational institutions over student cheating and plagiarism. The Institute views all breaches of academic integrity as serious.

A. Definition of Cheating/Plagiarism

1. Any direct copying of another student's material.
2. Directly copying any other author's work and presenting it as one's own, without clearly citing the source and using quotations.
3. Any plagiarizing or copying of another student's work on assignments or homework. Word for word reproductions are clear violations. Plagiarism exists when a clear preponderance of a student's work is copied or changed only slightly from another author.
4. Any illegal acquisition, theft, reproduction or other method of securing testing materials before test material administration.

5. Any other breach of academic integrity.

B. Institute Procedures

1. Institute faculty will advise the Academic Office that cheating/plagiarism has taken place. Faculty will submit the test or assignment in question to the Institute.
2. The Institute will advise the student(s) in writing of the instructor's finding.

C. Penalties

1. Upon first violation, an immediate failure for the course will be given. No averaging of tests or other criteria will even be considered. The student receives a zero for the course.
2. Student will not be entitled to retake the class unless the pro-rated tuition is paid.
3. Upon any subsequent violation the student will be dismissed permanently from the Institute and a citation of that dismissal will be noted on the Institute's permanent record.

D. Appeal Rights

1. If a student disagrees with an instructor's finding of cheating or plagiarism, the student will formally notify the Institute Director, in writing, of his/her desire to appeal the finding. The appeal must list the reasons why the finding is unjustified, and other pertinent data the student feels necessary in a review of the case. The student has 30 days from the date of notification of the finding to exercise this right.
2. The decision of the Office of the President, Director, and Executive Vice President is final, and cannot be further reviewed within the Institute.

EXAMS and ASSIGNMENTS

The testing format will vary from course to course. As an overview, the following can be expected:

Assignments are designed to give the class hands-on experience with legal forms and procedures. Projects should reflect your best effort. Your work should be neat, professional and preferably typed or, if handwritten, on plain or ruled white paper. They should be thorough but concise.

STUDENTS MUST KEEP A COPY OF ALL MATERIALS SUBMITTED.

Final exams are administered during the last unit of each course.

A numerical grade is assigned for each course module.

MAKE-UP WORK

LATE Assignments and Exams

When a scheduled project is not submitted on time, the student must contact their instructor. A twenty percent penalty will be assessed on all late homework, assignments, and exams. In cases of SPECIAL CIRCUMSTANCES the twenty percent penalty may be waived. Late take-home projects must be submitted within five days. An F will be assigned whenever a student does not follow the above procedures.

Students may not work together on graded assignments and exams unless specifically authorized by the instructor. Students must submit original work products on all graded assignments and exams. See policy on Cheating/Plagiarism, page 19.

Missing Discussion Participation

Discussion is an essential part of course participation. Missing discussion postings are assigned a zero unless the student has made prior arrangements with their instructor. In cases of SPECIAL CIRCUMSTANCES the instructor will assist the student with alternative arrangements.

EXAMS

Exams and assignments are ordinarily returned to students electronically. Please allow two weeks to receive your grades after the final exam due date. **Under no circumstances will student grades be given to the student, or to any third party, over the telephone.**

RIGHT TO APPEAL COURSE GRADE

In the event a student wishes to appeal a course grade assigned by an instructor, she/he may appeal in the following manner:

- a. File a notice of appeal directly to the instructor within 10 days of the assignment of the grade, stating the reason for appeal, along with backup documentation. **Appeals of course grades will not be considered if postmarked later than 10 days after the grade was posted by the Instructor.**
- b. Send a copy of the appeal directly to the Director.
- c. The instructor will review the appeal and provide notification to the Institute of the decision within two weeks of the receipt of the appeal.
- d. The Institute will notify the student in writing or e-mail of the result within five days of the instructor's decision.
- e. The instructor's decision is final and cannot be further reviewed within the Institute.

STANDARDS OF ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS

Students must maintain a cumulative weighted average of 70% and must pass all classes with a minimum grade of 60%. Workshops graded on a Pass/Fail basis ordinarily require a minimum of 80% to pass. Some require a 90%.

ACADEMIC PROBATION

When a student fails a course, or the student's weighted GPA falls below 70%, she/he will be notified by the Institute and placed on academic probation. A student on probation is considered to be making satisfactory academic progress as long as no more than two classes are failed. Any student placed on probation must return the written Notice of Academic Probation. Students who do not respond to a probation notice within 21 days will be dismissed from the program.

A student will remain on probation until all failed courses are repeated and passed and the cumulative weighted average is raised to 70%. In calculating the cumulative weighted average the grade for repeating the course replaces the failing grade. The student is responsible for the pro-rated cost of retaking course work. Please refer to the "Period of Completion" section of this catalog, on p. 22 for additional information on time constraints.

A student failing more than two classes or continuing on probation for more than one year will be dismissed from the program.

ATTENDANCE

Regular participation is an essential part of the distance learning program of study. Employers seek job candidates who show not only strong academic performance, but who also evidence reliable attendance. Classroom participation and student/teacher interaction is also an important part of the educational process.

All CMDL participants are encouraged to log in frequently. Once a day is not too often. It is difficult to face a barrage of unread messages and assignments once they are allowed to build up. Besides, your classmates will miss you!

If you need to be out of town for a few days (business, vacation, etc) you can take FirstClass with you. With Internet access from a national ISP and a laptop, you can load the FirstClass client and dial in from anywhere you happen to be. You can also log in using a standard web browser, by pointing to <http://aips.com/login>.

If you have to be off line for more than a couple of days, be sure to let your instructor and course facilitator know your schedule.

GRADING SCALE

A student's progress is monitored during each term. The minimum passing grade in most individual subject areas, except Pass/Fail courses, is 60% (Pass/Fail courses carry a higher passing requirement, which varies by class). The student must earn a minimum cumulative average of 70% to graduate. A "W" (withdrawal) is given when the student withdraws from a class for any reason. A course with a grade of "W" will not be considered a course successfully completed; in order to earn a Certificate of Completion the course must be repeated. A "W" does not count in the weighted average. The Institute does not issue "Incompletes" for any course. Pass/Fail courses count towards graduation requirements, but are not factored into the weighted average.

A numerical grade based upon discussion participation, assignments, external activities, and exams is given in each course. The numerical grade is converted into a letter grade as follows:

| | |
|-------------|----|
| 97 - 100 | A+ |
| 94 - 96 | A |
| 90 - 93 | A- |
| 87 - 89 | B+ |
| 84 - 86 | B |
| 80 - 83 | B- |
| 77 - 79 | C+ |
| 74 - 76 | C |
| 70 - 73 | C- |
| 67 - 69 | D+ |
| 64 - 66 | D |
| 60 - 63 | D- |
| 59 or below | F |

Students and graduates can request their PROGRESS REPORT with a cumulative, weighted average at any time, using the automated form in the *AIPS Administration* conference of the student network. Grades, assignments, and exams will not be released to the student if tuition payments are in arrears. Under no circumstances will grades be given to students over the telephone. When grades are received and posted from faculty each month, a notice is posted in the *AIPS Course Facilitator* conference alerting the class that the grades are in.

LEAVE OF ABSENCE

A leave of absence for up to 30 days or until the first day of the next scheduled module in the student's curriculum is granted only to students who wish to temporarily interrupt their education due to SPECIAL CIRCUMSTANCES. Students must request a leave of absence by e-mail or in writing. The request must be approved by the Director. A "W" will be assigned for classes started but not completed before the leave of absence. A "W" does not count towards the weighted average.

Refunds, when applicable, will be honored as detailed in the refund policy section of this catalog. All refunds are calculated as of the student's last date logged into the system, unless an earlier withdrawal date was requested in writing.

PERIOD OF COMPLETION

Students are permitted two academic years from the date of initial enrollment to complete and pass all subject areas with a minimum cumulative, weighted average of 70% in order to receive a Certificate. After two academic years, students are dismissed.

Self Directed Workshops which are required components of the curriculum must be completed within 30 days of the student's last regularly scheduled class to be included in the tuition rate. After 30 days, the student is charged the pro-rated tuition for the Workshop.

The student is responsible for the cost of retaking failed courses. The minimum passing grade for most courses is 60%. Some Workshops are graded on a Pass/Fail basis.

REINSTATEMENT

A student who has been dismissed for lack of satisfactory academic progress may apply to be readmitted to the Institute after waiting a period of 3 months. Such student will be enrolled for a probationary period upon re-entry.

The Institute will not reinstate a student who was dismissed for unsatisfactory conduct.

RETAKE COURSE

A student or graduate may retake any subject area within two academic years for the current retake fee, posted under the Tuition section of this catalog. The student is also responsible for the costs of any books and materials needed. The new grade will replace the original grade for that subject on the student's final progress report for each class retaken.

RIGHT TO APPEAL DISMISSAL OR TERMINATION

In the event a student wishes to appeal any determination as to dismissal actions s/he may appeal in the following manner.

- 1) Forward written Notice of Appeal within 10 days of termination to the Director stating reason for appeal.
- 2) If the appeal is denied by the Director, forward Notice of Appeal to the Executive Vice President for review.

STUDENT INFORMATION

CALENDAR AND SCHOOL HOLIDAYS

The Paralegal/Legal Assistant program takes approximately twelve months to complete all of the required course modules, not including December. Each two credit module is taught over a four calendar week month. There are no classes taught during the month of December. The distance learning conference server will usually remain "up" on weekends and holidays. However, students are not ordinarily required to log in at specified dates and times.

COMPLAINT RESOLUTION POLICY

The Institute, like all educational institutions, is a complex enterprise consisting of many departments and individuals. It is realistic, therefore, that certain problems will be more difficult to resolve than others.

- 1) Students are encouraged to bring their complaints to the attention of the Director or Course facilitator, either by phone, e-mail, or in writing. Many potential problems can be resolved by early discussion with the Institute's staff.
- 2) Students not satisfied with this informal resolution process should formally notify the Director in writing, with appropriate documentation, of any unresolved problem or complaint. The Director will research the problem and will respond to the student in writing.
- 3) The student may file a Notice of Appeals with the Office of the Executive Vice President. The decision will be reviewed by an Appeals Committee comprised of the Director, the Executive Vice President, and the President. A written report will be returned from the Office of the Executive Vice President.
- 4) The student may also file a written complaint with the appropriate state licensing agency. Please refer to the section of this catalog entitled, "Licensing and Accreditation" for the address.

CONDUCT

The administration and faculty of the Institute expect students to possess a strong desire to achieve and to exhibit a courteous manner toward fellow students, administrative staff, and instructors alike. Cause for dismissal may be conduct not in conformance with a businesslike or professional manner which may include but not be limited to dishonesty involving assignments or examinations, behavior which disrupts the class, or abusive language.

NETWORK ACCESS AND PRIVACY

The *FirstClass network* operated by the Institute and its partners in the Distance Learning Consortium is a private network. It is to be used for educational purposes only.

Faculty and staff have full discretion in moderating conferences on the network. Postings may be removed by faculty and staff whenever they are deemed inappropriate.

Please note that the system administrator, designated management staff, and network consultants have full access to all user mailboxes on the network. It is routine and normal for these designated individuals to access user mailboxes to offer technical assistance, training, and for troubleshooting and network oversight.

HARASSMENT

The Institute is committed to providing a learning environment that is free of unwanted, discriminatory and illegal behavior. All students, faculty, and staff have the right to an educational environment free from intimidation and harassment of any sort, whether based upon sex, race, age, religion, ethnic group, handicap, etc. The Institute prohibits any act--physical, verbal, written, or visual-- which has the effect of unreasonably interfering with a student's, faculty, or staff's performance or creates an intimidating, hostile, or offensive atmosphere.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or abusive nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or a student's evaluation, or
2. A decision is based on an individual's acceptance or rejection of such conduct, or
3. Such conduct unreasonably interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment.

The Institute will not tolerate sexual harassment on the part of faculty, staff, or students.

Any student, faculty, or staff who believes that he or she has been subjected to sexual, racial, or other form of harassment should immediately report the incident to any supervisor or any officer of the Institute, without fear of reprisals or adverse action against the instructor or student by the Institute.

The supervisor will notify the Executive Vice President of the claim. The Executive Vice President will ensure that the claim is investigated and that the appropriate action is executed. Appropriate action may include dismissal or termination.

PROGRAM MATERIALS

All required textbooks, software, and supplementary materials are furnished to the student by the Institute as part of the book fee. In some cases, required software must be downloaded from the Internet. When additional software is required, instructions will be provided.

DELINQUENT ACCOUNTS

Students who withdraw, are dismissed, or complete the program with a delinquent account balance will be transferred to the American Institute's Collection Department. In the event that appropriate payment arrangements are not made, the student account will be turned over to the law firm of Freedman, Anselmo, & Lindberg for initiation of legal collection proceedings.

TUITION FINANCING

New Students are invited to apply for the AIPS Student Financing plan or the Sallie Mae Loan Program for distance learners. A variety of payment plan options are available under this program. For current plans, please visit <http://www.americanparalegal.edu/financing.html>

Please contact Admissions for further information.

SCHOLARSHIP PROGRAMS

Alumni Competitive Scholarship Program

From time to time, the Alumni Association sponsors a scholarship program for selected starts. When available, the scholarships are funded by the Institute and awarded via a tuition credit to the winners. Scholarships are merit based and competitive. Selections are made by a scholarship selection committee, comprised of AIPS Alumni. Criteria include:

- Undergraduate academic record and/or law related work experience
- Personal Statement
- Letters of Recommendation (2)
- Grade for the introductory course, American Jurisprudence

Scholarship availability for a given start date is announced a month prior to the scheduled start. Details and an application packet, which includes requirements and deadlines, are available from Admissions. **Please note that scholarships are forfeited in the event of student termination or withdrawal.**

Alumni Achievement Scholarship Program

The Alumni Association also sponsors a fully merit based scholarship program, on a first comes, first served basis. These are strictly limited each month in number and amount. Only students referred by a member of the Alumni Association are eligible for this scholarship. Requirements:

- Earned Bachelor's Degree verified by official undergraduate transcripts, showing a GPA of 3.0 or higher
- OR
- Three years or more of legal work experience
- Letter of recommendation from an AIPS Alumni

The Alumni Achievement Scholarship is funded by the Institute and awarded via a tuition credit to the winners. **Please note that scholarships are forfeited in the event of student termination or withdrawal.**

The Alumni Achievement Scholarship incorporates the *Family and Friends* discount which is given to all students referred by an AIPS student or graduate. Kindly note that students may NOT earn BOTH an Alumni Achievement Scholarship AND a Merit Scholarship (see below). The maximum scholarship available to any student is \$1500.00.

Merit Scholarship Program

The Institute sponsors a merit scholarship program, available to selected start dates subject to funding availability. Amounts will vary by start date, but, when awarded, are available to all new students in the specified start date with Bachelor's degrees and a minimum 3.0 average on the undergraduate or graduate level. Once awarded, Merit Scholarships are awarded via a tuition credit of \$1,000.00. Official transcripts are required. Please contact Admissions for details and availability. **Please note that scholarships are forfeited in the event of student**

termination or withdrawal.

Employer Sponsored Scholarship

A scholarship is available to new students who, when joining the Institute, are working in a law-related environment. A letter from the employer is required, attesting that the candidate is working in a legal environment and will benefit in his/her current job due to paralegal training. The attestation needs to be signed by both the employer and the student. Once received, a \$1500.00 scholarship will be awarded to the student via a tuition credit. **Please note that the scholarship is forfeited in the event of student termination or withdrawal.** For students who have tuition reimbursement programs, funding 75% or more of their tuition, please see the Employer Tuition Credit below. The two credits cannot be combined.

Employer Tuition Credit

An Employer Tuition Credit in the amount of \$1500.00 is available to students who are sponsored financially by their employer at the time of enrollment (minimum of 75% of tuition). The employer is asked for a written attestation that the paralegal education will benefit the graduate in his/her current place of employment. Examples include: Increased job responsibilities, promotion, pay increase, etc.

Students earning an Alumni Scholarship may choose the one award or combination most beneficial to them (scholarship or Employer Tuition Credit), but the total credits awarded will not exceed \$2500.00.

Please note that the Employer Tuition Credit is forfeited in the event of student termination or withdrawal.

INSURANCE

The Institute does not carry insurance on students' personal belongings and is not responsible for loss or damage from any cause.

PAYMENT METHODS

Costs of the program may be paid by check or money order payable to "A.I.P.S." Major credit cards (MasterCard, VISA, DISCOVER) will be accepted as well.

PLACEMENT ASSISTANCE

Statement of Purpose

The goal of placement assistance is to help students understand the array of career options available to paralegal graduates and to offer individualized guidance in making knowledgeable choices based on these career options.

Students and graduates should take note that looking for employment can be a time consuming and high energy process. Job seekers often say it is like a full time job in itself.

Statistically, the Institute's goal is to report a training related placement rate of 85% of eligible graduates, based on a completion rate of 80% of students who begin the program. To view placement statistics for the most recent calendar year, please visit the Institute's web site at :

http://www.americanparalegal.edu/get_results/placement_statistics/

THE INSTITUTE DOES NOT AND CANNOT PROMISE OR GUARANTEE EMPLOYMENT TO ANY INDIVIDUAL STUDENT OR GRADUATE.

While participation in the Placement Assistance Program is voluntary, a student may utilize this option to help achieve career goals. Students who fail in their duties to comply with the required steps, as requested by the Placement Director, cannot expect continued assistance from the placement staff. Students who are delinquent in their accounts are not permitted to participate in the Placement Assistance Program.

Opportunities for paralegals exist in private law offices, government agencies, banks, corporations, insurance agencies, legal clinics, courts, accounting and engineering firms, title companies, health care organizations, construction companies, legislative offices and committees, and a variety of other organizations. Law-related expertise is valuable to a wide range of positions. As a result someone with paralegal/legal assistant education and training may be gainfully employed in any of a vast range of job titles, including:

paralegal
legal administrator
law librarian
legal information specialist
legal/law clerk
probate estate clerk

legal assistant
legal technician
legal researcher
docket clerk
court clerk
bankruptcy specialist

victim witness coordinator
 legal editor/coder/proofreader
 immigration specialist
 civil rights analyst
 case advocate/specialist
 domestic relations specialist
 public entitlement specialist
 tribal court rep.
 housing/tenant law specialist
 probate administrator
 investigator
 legal instruments examiner
 tax law specialist
 environmental protection specialist
 insurance adjuster
 compliance specialist
 legislative analyst
 copyright examiner/technician
 workers compensation claims examiner
 forfeiture specialist
 benefits analyst
 contract administrator/specialist
 claims examiner
 personnel/human resource manager
 labor relations specialist
 wage and hour compliance specialist
 records manager
 risk management
 parole officer
 office manager
 corporate officer

litigation coordinator
 title examiner/closer/abstractor
 foreign affairs analyst
 social services representative
 community law specialist
 social security specialist
 senior citizen specialist
 veterans law specialist
 disability law specialist
 hearing and appeals officer
 loan assistant/reviewer/officer
 public utilities specialist
 import specialist
 security specialist
 group insurance reviewer
 regulatory analyst
 land law examiner
 estate law examiner
 unemployment compensation claims examiner
 accounts specialist
 financial assistant
 real estate broker
 collections administrator
 child support specialist
 employee relations specialist
 mediation specialist
 credit union manager
 health law specialist
 police officer
 child care provider
 business owner/entrepreneur

Starting salaries differ according to area, and will also reflect the individual qualities of the graduates, such as appearance, attitude and previous education. In addition to salary, a graduate must consider the location of the employer, the type of organization, social contacts and other benefits the employer may offer. *Legal Assistant Today*, the premier journal for paralegals, publishes an annual salary survey with state and regional details on paralegal salaries.

Some employers who contact the Institute for candidates prefer candidates with computer keyboarding and word processing skills. Increasingly, law firms are heavily automated, with all staff, from receptionists to the senior attorneys, expected to utilize computers.

The Institute specializes in legal specialty courses, and therefore does not include keyboarding and word processing in its curriculum. The Institute, however, encourages its students to develop these skills. Low cost suggestions include local community education courses, community college offerings, and your local library. Many computer retailers also offer training, but usually at higher costs.

For more information on the American Institute for Paralegal Studies, Inc.'s Placement Assistance Program, please contact the Director.

STUDENT RECORDS TRANSCRIPTS

A permanent record of the student's academic information is maintained by the administrative staff at the Institute. Copies of these records are available to the student while attending the program and may be requested after graduation. A request for copies must be made in writing to the Institute's Academic Office. The Institute guarantees students' the right to a copy of their file.

Progress reports will be issued to students after completion of each course module. However, under no circumstances will student grades be given to the student, or to any third party, over the telephone. Exams and grades will be WITHHELD by the Academic Office if the student account is delinquent or if official high school or college transcripts are not on file.

According to the **Family Educational Rights and Privacy Act (FERPA)** students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information, and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students or parents of dependent students may request a hearing to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

A parent or student must make a request in writing to review educational records. An appointment will be scheduled in order

to make these records available.

No personally identifiable information will be released to a third party without the written consent of the parent or student unless it is:

- a. To other school officials who have educational interest in the information;
- b. To officials of another school where the student seeks or intends to enroll;
- c. To representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities;
- d. To State officials if required by State statute;
- e. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
- f. To parents of a dependent student;
- g. To comply with a judicial order or subpoena;
- h. To meet a health or safety emergency;
- i. To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the alleged perpetrator of the crime.

All disclosures of information will be recorded in the student's file and will include parties receiving the information and the legitimate interests of the parties for inspection of the records.

Personally identifiable information which is designated as directory information includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

STUDY TIME

Students can expect to spend an average of 1-2 hours of study time for each unit of course work.

TAX CREDITS (Federal) for AIPS programs

AIPS students are not eligible for the tax credits available for eligible postsecondary institutions, as defined in the IRS regulations. These credits are restricted to programs that participate in the Federal Title IV institutions.

REFUND POLICY

I understand that the REFUND POLICY of the Institute is as follows:

1. **REJECTION OF AN APPLICANT** - The tuition paid by an applicant will be refunded in full if the applicant is rejected by the Institute.
2. **TERMINATION DATE** - The date of withdrawal or termination is the last day the student logged into the conference server, for any purpose, except for notifying the Institute of official withdrawal. All refunds are calculated through the last day of attendance.
3. **THREE DAY CANCELLATION** - All tuition paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. In such case, the refund will be made within 10 business days.
4. **CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES BY STUDENT** - If an applicant accepted by the Institute cancels after the three days but prior to the start of scheduled classes or never attends class all tuition paid will be refunded within 30 days of the first scheduled day of class or date of cancellation, whichever is earlier.
5. **TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:** In the event a student withdraws or is terminated from the Institute after commencement of classes, the Institute will calculate the refund by using the following policy:

- a) A student who starts class and withdraws or is terminated during the first week of the program shall be obligated for 10% of the tuition or \$500.00, whichever is less.
- b) A student who withdraws or is terminated after the first week and through 50% of the program (through 60% for Wisconsin residents) shall be obligated for tuition as prorated for that portion of the program that has been completed, plus 10% of the unearned tuition for the portion of the program that was not completed.
- c) A student who withdraws or is terminated after 50% of the program (after 60% for Wisconsin residents) is completed shall be obligated for the full program tuition.
- d) ***After the first week of the program, the Institute's policy is to calculate the percentage of the program completed based on credits attempted. Credits attempted means that a student has been rostered for a course and has not withdrawn prior to the start of that course.***

6. **REFUND PROCESSING** - All refunds, when due, will be made within 30 days of the student's date of withdrawal or termination. Refund requests should be made in writing or by e-mail, but can also be made by phone or fax.

7. **CANCELLATION BY THE INSTITUTE** - In the event that a course or program is canceled by the Institute subsequent to a student's enrollment, the Institute will refund all monies paid by the student.

8. **BOOK FEE** - The book fee will be refunded if the books are returned in new and unused condition during the first calendar week of class. Book fees are not subject to the refund computation.

The Lexis (\$40.00) portion of the book fee can only be refunded under the following conditions: During the New Student Orientation period only, and prior to the posting of Lexis accounts to the class.

9. **Tuition Discounts and Scholarships** - In the event of withdrawal or dismissal, any tuition discounts, credits, or scholarships are forfeited.

TERMINATION POLICY - The Institute reserves the right to dismiss students who: A) fail more than 2 classes, B) who have falsified information required by the admissions process, C) fail to provide official high school or college transcripts within 30 days of class starting date, D) for dishonesty involving assignments or examinations, E) for repeated disruptive behavior, F) for delinquent accounts.

Refund Policy for Individual Courses:

For students who register for only one course at a time, the refund policy is as follows:

If you change your mind before the first scheduled day of the individual course, you are entitled to a refund of your tuition. The books must be returned in new and unused condition for a refund of the book portion of your payment.

The book fee portion of your payment will not be refunded after the first scheduled day of the class you registered for.

After the start of the class, but before the end of the first calendar week, you are responsible for 25% of the course tuition. If you decide to withdraw from the class after the second week, you are responsible for 50% of the tuition. If you elect to withdraw after the third calendar week from the scheduled start date you are responsible for 100% of the tuition.

SAMPLE FACULTY LISTING

| Name | Received JD Degree from: |
|------------------|--|
| Janet Russeth | John Marshall Law School |
| Michael de Leeuw | University of Richmond LL.M. College of William and Mary. |
| Janna Levinstein | College of William and Mary |
| Randy Carroll | Wake Forest University |
| Rachele Conant | Northern Illinois University |
| Susan DeMatteo | New England School of Law |
| Cedric Bullock | Widener University School of Law |
| Suzanne Bechard | Stetson University College of Law |

Appendix

Computer Mediated Distance Learning

Quick Summary

This summary is a short excerpt from *The Student Guide to Computer Mediated Distance Learning*. The *Student Guide* is the official reference for students and seminar participants participating in on line courses offered under the umbrella of The Distance Learning Consortium. If you have questions about this summary, please contact John Shaheen at 800-472-9404, or e-mail to john.shaheen@americanparalegal.edu. We would love to hear your feedback.

Computer Mediated Distance Learning (“CMDL”) is a highly structured, highly interactive method of facilitating on line courses. Class sizes are typically kept small (usually a maximum of 15 students). Specialty classes are often small, with directed study options available for individual registrants.

CMDL should not be confused with home study courses, correspondence courses, or independent study courses. Needless to say, the distinctions between various course delivery methods can get a little fuzzy at times. However, CMDL is much more like a traditional classroom than anything else. Traditional textbooks are the norm, usually supplemented with online reading and on line study guides. Just like a traditional classroom, the instructor leads the class, gives reading and homework assignments, provides “e-lectures” or references for additional reading, and facilitates discussions.

The biggest difference is that there are no live lectures to attend. The computer network (accessed via the Internet) provides the structure for the interaction between classmates and faculty. Easy to use computer conferencing software is provided to course registrants. A web based interface is also available.

Courses are organized into units, with each unit “open” from several days to a week. Within each unit, the instructor assigns reading, exercises, and other homework. Class discussion is an integral part of each unit. The instructor presents an initial question. Students think about and post their initial answers, and the instructor comments, corrects, encourages, and then further develops the discussion. Students learn quickly how to prepare for a discussion question and how to best participate.

Discussion questions are not “live”. While live chat rooms are available for socializing, they are not used for formal class work. Instead, the software organizes the discussions into “threaded” conferences, where it is easy to follow the discussion flow at your convenience.

Students can participate anytime of the day or night, seven days a week. However, because CMDL classes follow a traditional schedule, it is essential that you keep up with the work.

Worried about feeling alone? Students who take CMDL courses find out quickly that they are in a community of their peers - other adult learners who are busy with work, families, and school. The amount of interaction is surprising - in most cases way more than what you find in a traditional lecture/discussion classroom setting. Additionally, faculty respond to questions quickly, in 24 hours or less. There is no need to wait a week to get the answer to your question or guidance with a homework project.

For more details, please review your on line copy of *The Student Guide to Computer Mediated Distance Learning*.

TUITION

Tuition can be paid by check or money order payable to "A.I.P.S." Major credit cards (MasterCard, Visa, Discover) will be accepted.

Fees for the Institute's program are as follows:

(Effective September 1, 2009)

| | |
|----------------------------|--------------------------|
| Tuition: | \$6,995.00 |
| Textbook and materials fee | <u>\$690.00</u> |
| TOTAL PROGRAM | <u>\$7,685.00</u> |

Financing options are available. A credit check is required. For information, call your admissions representative at 1-800-553-2420, or visit our web site at <http://www.americanparalegal.edu/financing.html>.

Individual Course Option: Students may elect to register for one course module at a time. The cost is \$995.00 per two credit module. This fee includes books. If taken as a *Directed Study*, an additional \$275.00 is charged.

Refund policy for Specialty and Advanced Courses and Individual Course Options: If you cancel your Advanced Course or Individual Course option prior to the start of class, a full refund will be made within 30 days. There is no refund once the class opens.

Directed Study Option: Any course taken out of sequence as a *Directed Study* is charged an additional \$275.00. Please reference page 16 for a description.

Retake course option: For students and graduates who retake a course, the minimum charge is 1/2 the currently published prorated tuition. If the retake is taken as a *Directed Study*, please add \$125.00. Books are additional if new textbooks have been adopted.

Workshop charges: Required Workshops are included in the tuition and book fees. However, Workshops must be completed within 30 days of the student's last regularly scheduled class to avoid additional charges. If taken after this due date, the *Retake Course* charges apply as noted above.

Lexis Account: Lexis accounts are valid only for currently enrolled students. They automatically expire upon your originally scheduled graduation date. If your graduation is delayed, and you need to extend your account, Lexis charges a \$40.00 fee. The extension of the account is only valid for the duration of makeup classes, usually not to exceed 60 days. Kindly note the scheduled expiration date of your Lexis account, which appears along with your Lexis User ID on your database report.

Specialty and Advanced course electives: Students may elect any two credit course as an elective in lieu of a two credit core course. Prior arrangements are required. In most circumstances, electives are taken via directed study over our distance learning network. The additional charge is \$275.00 plus the cost of books.

Credit for payment in full: For students who pay in full for the entire program, a 20% tuition discount (does not apply to the book fee) will be posted to their account (effective 8/1/2008). The credit is on the net tuition after any other discounts or scholarships.

Credit for payment in four quarterly installments: For students who pay 1/4 of the tuition, plus books up front, and the remaining three payments in the following quarters, a 10% tuition discount (does not apply to the book fee) will be posted to their account (effective 8/1/2008). The credit is on the net tuition after any other discounts or scholarships.

In the event a student's check or credit card charge should not be honored by the bank or other institution, for whatever reason, the Institute will charge the student's account with a service fee of \$30.00. In addition, the Institute will only accept future payments in the form of certified check or money order.