

College of DuPage

PARALEGAL STUDIES PROGRAM

APPLICATION FOR ADMISSION

AAS DEGREE PROGRAM – PROGRAM CODE PLGL.AAS

Please follow the instructions carefully. The materials shown below are necessary to process your application. Incomplete applications will not be accepted and will delay admittance into the program.

- 1. DEGREE, COURSE AND GRADE REQUIREMENTS**

You must have taken the following three courses or their equivalent: English Composition (ENGLI 1101) and Introduction to Paralegal Studies (PLGL 1100) and received a grade of “C” or better in both courses, and Drafting Legal Documents (PLGL 1150). You must have earned a minimum cumulative GPA of 2.66 in these three subjects in order to qualify for program admission.
- 2. PROGRAM APPLICATION and STATEMENT OF GOALS:**

Complete the application in full. Enter your information directly on the form from your computer and print out the completed form. Type your Statement of Goals on a separate document and include it with your application. Applications that are incomplete, unprofessional in appearance, or that contain grammatical or spelling errors will not be considered.
- 3. PROFESSIONAL RESUME:**

Include a current copy of a professional resume with your Program Application. The resume should reflect your education, employment history, and any other experience which demonstrates professionalism, motivation, and responsibility. For assistance in writing your resume, you may wish to contact our Career Services Center, Ext 2230, or use the following online resource:
<https://www.codlrc.org/ccic/resumes>.
Resumes with typographical or grammatical errors or that are otherwise unprofessional in appearance will not be accepted.
- 4. REFERENCES:**

Three letters of reference that are dated within six months of the date of this application are required from someone (other than family members) who can address your potential for success in this program, based on their knowledge of your performance in a work (either paid or volunteer) or classroom setting. Provide a copy of the Reference Letter Form to each individual furnishing a reference letter. Completed Reference Letter forms and reference letters must be emailed directly from the reference providers to the Program Chair, fairbank@cod.edu.
- 5. TRANSCRIPTS:**

Include a copy of your COD transcript or degree audit showing all previous coursework completed at COD. For coursework completed at other colleges for which you are seeking course credit, provide the COD Records office with official transcripts and request the Records Office to conduct a transfer evaluation or degree audit using the form on the Records website.
- 6. PERSONAL INTERVIEW:**

Once you have assembled the items listed in #2, #3, and #5 above, email your application packet to the Paralegal Studies Program Chair, Professor Sally N. Fairbank, fairbank@cod.edu. References should be emailed separately by the reference provider. The Program Chair will contact you to schedule a personal interview to review your application, or you can contact the Program Chair to set up the required interview.

College of DuPage
Glen Ellyn, IL 60137

PARALEGAL STUDIES PROGRAM – AAS Degree

APPLICATION FOR ADMISSION

Admission for term beginning: Semester Year
(Add year and check term) Spring _____
 Summer _____
 Fall _____

APPLICATION INFORMATION

(Please include a maiden name if you have been enrolled at COD under that name).

Name: _____
Last First Middle Maiden

Mailing Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

COD Student Email (lastname@dupage.edu): _____

Email-Permanent or Other: _____

Student ID #: _____

EDUCATION

Beginning with the most current date, list all universities and colleges you attended for which you are seeking course credit prior to enrolling in Paralegal Studies classes at College of DuPage.

College or University: _____

Address: _____

Dates enrolled: _____

Major: _____

COD Paralegal Studies Program Application
AAS Degree

College or University: _____

Address: _____

Dates enrolled: _____

Major: _____

PROGRAM PREREQUISITE COURSES COMPLETED

Course	Date Completed	Where Taken (Name of College or University)	Grade
Introduction to Paralegal Studies – PLGL 1100			
Drafting Legal Documents – PLGL 1150			
English Composition – ENGLI 1101			
Grade Point Average for these three classes only (i.e. 2.66, 3.0, 3.33, etc.)			

Please describe any academic honors or extracurricular activities in which you were involved.

STATEMENT OF GOALS:

Describe on a separate document your reasons for wanting to enroll in the Paralegal Studies Program at the College of DuPage. You may include such information as your past work experience, your career aspirations, and other information that demonstrates your interest in pursuing the paralegal profession. The Statement of Goals must be at least 300 words in length, and written in complete sentences.

COD Paralegal Studies Program Application
AAS Degree

Attestation: I affirm that the information provided in this application is true and correct. I understand that College of DuPage has the right to withhold admission or revoke acceptance to the program to anyone who is found to have provided false information in this application.

Signed: _____ Date: _____

Program Note:

Completion of the program offers no guarantee of employment. Students are provided with resources and guidance for job-searching but the college cannot guarantee employment in the field.

An internship is a required component of the program. Before completing the program, students are expected to secure an internship in a law office by engaging in a self-directed search in order to participate in the required Paralegal Practicum, PLGL 2600.

Please initial below to indicate your understanding of the above **Program Note**.

Initials: _____

Submit all information to: Sally N. Fairbank, J.D., M.S. Ed.
Program Chair
Paralegal Studies Program
Email: fairbank@cod.edu

Do not write below this line.

Date Reviewed by Program Chair: _____

Program Chair's Signature: _____ Check box if applicant approved

Date records office advised of program admission: _____

College of DuPage

Recognize, develop and support
excellence in both learning and teaching.

PARALEGAL STUDIES PROGRAM Reference Letter Form

To the Applicant for the Paralegal Studies Program:

Please fill out the top
portion of this form
and give it to the
individuals providing
your letters of
reference *Three (3)*
letters are required.

Name _____
Last Name First Name Middle Initial Previous or Other Surname(s)

Address _____
Number and Street

City State Zip

I request a Reference Letter from the individual identified below.

Applicant's Signature Date

To the Individual Providing the Reference Letter:

Thank you for your
willingness to write a
reference letter for the
applicant named above
who is applying to the
Paralegal Studies
Program at the College
of DuPage. Please fill
in the information
requested. For your
reference letter, please
use letterhead stationery
with the name, address
and phone number of
your institution, place of
employment, or other
identifying information,
and sign and date your
letter. Your reference
letter should be based on
your knowledge of the
applicant gained through
a shared work (either
paid or unpaid) or
classroom experience, or
a similar experience
involving responsibility,
professionalism, and
integrity on the part of
the applicant.

Name _____

Address _____
Number and Street

City State Zip Phone

Email Address _____

In your letter, please give your personal assessment of the applicant's ability to succeed in the paralegal program at College of DuPage. Please attach this form to your letter.

How long have you known the applicant? _____

You may share my letter with applicant. (Check one) Yes No

Signature Date

Please email both your reference letter and this completed form to:

College of DuPage
Sally N. Fairbank, J.D., M.S. Ed
Paralegal Studies Program Chair
Email: fairbank@cod.edu

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willingness to write a
reference letter for the
applicant named above
who is applying to the
Paralegal Studies
Program at the College
of DuPage. Please fill
in the information
requested. For your
reference letter, please
use letterhead stationery
with the name, address
and phone number of
your institution, place of
employment, or other
identifying information,
and sign and date your
letter. Your reference
letter should be based on
your knowledge of the
applicant gained through
a shared work (either
paid or unpaid) or
classroom experience, or
a similar experience
involving responsibility,
professionalism, and
integrity on the part of
the applicant.

Name _____

Address _____
Number and Street

City State Zip Phone

Email Address _____

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Number and Street

City State Zip

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Applicant's Signature Date

Please fill out the top portion of this form and give it to the individuals providing your letters of reference *Three (3) letters are required.*

To the Individual Providing the Reference Letter:

Thank you for your willingness to write a reference letter for the applicant named above who is applying to the Paralegal Studies Program at the College of DuPage. Please fill in the information requested. For your reference letter, please use letterhead stationery with the name, address and phone number of your institution, place of employment, or other identifying information, and sign and date your letter. Your reference letter should be based on your knowledge of the applicant gained through a shared work (either paid or unpaid) or classroom experience, or a similar experience involving responsibility, professionalism, and integrity on the part of the applicant.

Name _____

Address _____
Number and Street

City State Zip Phone

Email Address _____

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