



NATIONAL PARALEGAL
COLLEGE

2023-2024
NPC/NJU
STUDENT HANDBOOK

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1: School Overview

1.1 School Structure

A uniform structure applies to most undergraduate courses offered at National Paralegal College (NPC). Thus, although the course structure may be a little unfamiliar to you at first if you are not used to online education, once you take one course, you will be familiar with the structure and format of all courses offered at NPC. Undergraduate courses last 8 or 9 weeks and typically contain 15 live lectures. Students then have an additional 30 days to complete all course assignments and exams. Some courses are offered in a pre-recorded format, which means that all lectures are posted at the outset of the course. The course instructor when holds periodic information and Q&A sessions to facilitate your progress through the course. In either case, the instructor is available for academic assistance throughout the course.

Graduate courses last 12 or 13 weeks and typically contain 24 live lectures, though some are offered in pre-recorded format, per above. Students then have an additional 30 days to complete all course assignments and exams.

Course start dates are staggered so that new course start dates are offered 12 times per year, typically near the beginning of each month. The course structure is described in more detail below.

1.1.1 Learning Materials

The following learning materials are required of students for each course:

- 1) Courseware for the subject, which consists of interactive textbooks created by the NPC staff, for 100 level paralegal courses. All these materials are available online for no cost.

Most other courses assign textbooks. Students should acquire these on their own. Suggestions on where to acquire them appear in the course syllabus and on the textbook page of the school website. Some courses assign online textbooks or resources. Please see the syllabus for details pertaining to your course.

- 2) Lectures and/or Q&A sessions. Students who are able to attend live lectures in our online classrooms are encouraged to do so. However, all lectures are recorded and made available for students to access at any time. Recordings of the lectures may be downloaded in MP4 format or may be streamed through the NPC student portal.
- 3) The course syllabus, which contains the lecture schedule and describes the topics covered by each lecture. The syllabus also contains the reading assignments, information on assignments and exams and all the information you need for a course.

- 4) Slides, containing an outline of the material discussed in the classes.
- 5) Supplementary documents, particularly in courses that emphasize document completion skills.

1.1.2 Course Requirements

The following is a breakdown of what is required of students to pass each course:

- 1) There are typically three exams per course, though this may vary from course to course. Failure of an exam does not necessarily mean that a student will fail the course. However, the student must average a passing grade, between assignments and exams, to pass a course.
- 2) Students must complete the required assignments in each course. There are typically five assignments per course, though this may vary from course to course. Assignments are graded on a scale of 0-4, with a “4” being the equivalent of an “A” a 3 being equivalent to a “B,” etc.

1.1.3 Timing of Courses

The timing of each course is as follows:

- 1) The “active” component of each undergraduate course typically lasts eight or nine weeks. During this time, there are the live lectures, if applicable. Course instructors may schedule additional optional study hall or review sessions. Please see the course syllabus for information on class and study hall scheduling.
- 2) For graduate courses, a total of approximately 24 lectures are scheduled over the course of a 12- or 13-week period or posted at the outset of the course, as the case may be.
- 3) The assignments will be posted during each course as indicated on the syllabus. All assignments are posted at the outset of the course. When practical, the syllabus or instructor will indicate when in the course the student should be able to complete each assignment.
- 4) The examinations will generally be posted as indicated on the course syllabus. For most courses, exams are noncumulative and each exam covers the materials covered between the posting of the previous exam and the time that the exam is posted. Courses that have cumulative final exams will say so on the course syllabus.

Schedules may be modified for individual courses. Therefore, please read the course syllabus to determine the actual schedule for each course.

- 5) The posting of an exam starts the time that the student may take that examination. ***Students can, however, take the examination later than that if they so choose*** (deadlines for each course are discussed below).
- 6) All examinations are timed. Most examinations allow a maximum of four hours in which to take the exam. The time in which the student must complete his or her exam commences when he or she first opens the exam. See Section 3.2, below, for more information on taking exams.
- 7) ***The deadline for completion of all course requirements is typically the fourth Sunday after the end of the active component of the course.*** The deadline for each course appears on the course syllabus. Students must complete all exams and submit the assignments by this time.
- 8) Extensions that conform to the rules below may be requested from the “assignments and exams” page on the NPC website.

No extensions are possible unless the student has first submitted at least one assignment or examination.

The maximum possible extension allowed under the NPC system are as follows:

- A student who has submitted one assignment or exam may take an extension of up to seven (7) days.
- A student who has submitted two assignments or exams (or any combination) may take an extension of up to seven (7) additional days (14 days total).
- A student who has submitted three assignments or exams (or any combination) may take an extension of up to seven (7) additional days (21 days total).
- A student who has submitted four assignments or exams (or any combination) may take an extension of up to seven (7) additional days (28 days total).
- A student who has submitted five assignments or exams (or any combination) may take an extension of up to two (2) additional days (30 days total).
- No extensions of more than thirty (30) days beyond the deadline are allowed.

Requested extensions are granted automatically. It is not necessary to give any reason for the request. However, for each day of extension you request, you will be penalized 3 raw points (of 500 that determine your final grade). This accounts for 0.6% of your course grade, per day of extension. This is necessary to compensate for the advantage that students who take more time to do their work enjoy over those who complete their work on time. This also means that a short extension (e.g., a day or two) is unlikely to affect your grade, but a long extension (e.g., two weeks) is likely to affect your grade.

The penalty may be waived by the Director of Education in extreme cases. Extreme cases include circumstances beyond the control of the student that caused the student to be unable to complete work for *a significant time*. Circumstances such as being busy at work or at home, vacations, family occasions or power or internet outages lasting a few days, are foreseeable life circumstances. Extensions may be taken for these reasons (or, for that matter, for any reason at all), but the grade penalty will not be waived except in the case of an unforeseeable emergency.

Please note that course instructors do not have the ability to waive these two requirements. Only the Director of Education does.

- 9) Each student can expect an assignment or exam to be graded within no longer than 5-7 days of submission. However, exams and assignments submitted immediately prior to or after the course deadline (with an extension) may take longer to grade because of the volume of submissions that often occur at the course deadline.

1.2 What is Needed to Begin Studying

1.2.1 Program Prerequisites

Only potential students who have earned a high school diploma or GED will be considered for admission to NPC. No other formal training is required. However, students should only enroll in NPC if they are capable of reading at a college level and if they are willing to put a significant amount of work into their NPC education. Students who earned their high school education outside of the United States must either claim to be a native speaker of English (a telephone interview may be required to verify) or provide documentation of proficiency in the English language through a recognized assessment examination / process such as TOEFL or by demonstrating that the student has earned 30 or more college credits in a post-secondary school in which English is the language of instruction.

Admission to the NJU graduate program requires a bachelor's degree in any subject from a school that is accredited by an accrediting agency recognized by the United States Department of Education or its foreign equivalent, with a GPA of 3.0. For the Master of Science in Legal Studies and Compliance Law Programs, all incoming students must have completed at least one substantive advanced writing or legal writing course (graduate or undergraduate level). For the Master of Science in Taxation Program, all incoming students must have completed at least three credits in mathematics or another quantitative area such as finance or statistics *and* at least three credits in accounting. These requirements can be waived by the Dean for good cause (for example, if the student has work experience in the relevant field).

NPC strongly recommends that students without prior legal background complete the NPC "Introduction to the Law" course before beginning study in a graduate or undergraduate program that relates to legal studies. This course is self-paced and contains courseware, pre-recorded

lectures and an examination. Completion of this course is not required for graduation and no credits are awarded for completion. It is highly recommended that students watch the recorded lectures, especially those entitled “Introduction to the World of Law, and “Complete Assignment Walkthrough” that appear as part of the Introduction to Law recorded lectures.

In addition, as stated in the NPC Enrollment Agreement, NPC reserves the right to require that a student take and pass the Introduction to Law course prior to starting substantive paralegal courses. NPC will require such if the admissions committee and/or Director of Education believe that such is necessary to prepare the student to take legal courses. This decision will be made on an individual basis and will be based on the student’s background in legal education, work experience and/or personal statement made with the student’s application.

1.2.2 Hardware/Software Requirements

NPC students must have regular access to a computer with a web browser. Any internet connection may be used, though a broadband connection is recommended for optimal performance. The Interactive Classroom may in the Adobe Connect App. The student will be prompted to complete this download when entering the classroom if necessary.

1.3 What is Expected of NPC Students

1.3.1 Assigned Reading

NPC students are expected to prepare by reading the appropriate materials before coming to a live lecture or watching a lecture recording. The reading assignment that should be completed prior to each lecture is clearly indicated in the course syllabus. It is understood that circumstances may occasionally cause students to fall behind in their reading. However, it is expected that being unprepared for class will be the exception rather than the rule for each student.

It should be noted that:

- Lectures are prepared and presented by instructors under the operating assumption that students have properly prepared for class by doing the assigned reading.
- Knowledge of all material in the textbook or courseware (*not including linked cases or statutes in the courseware that are not specifically assigned on the syllabus*) may be tested on the examinations, unless otherwise indicated in the syllabus.

1.3.2 Lectures

All students are expected to attend the live lecture or watch the recording of every class. Recorded lectures can be viewed at any time. Attendance at the live lectures is encouraged, but not required.

1.3.3 Timeliness

It is expected that students will complete their assignments and exams on time (see above). Extensions, other than those that comply with Paragraph 8 of Section 1.1.3, above, are outside the discretion of NPC instructors (and anyone except for the Dean) to grant.

1.3.4 Academic Integrity

Students' work on assignments and exam essays is expected to be their own. Plagiarism will not be tolerated, and any student who is found to have plagiarized all or part of an assignment or exam will receive a grade of 0 on that assignment or essay and may be subject to further academic discipline at the discretion of the Director of Education.

It is the responsibility of the student to be familiar with and to comply with the NPC Plagiarism Policy, which can be accessed from many places on the NPC site, including here:

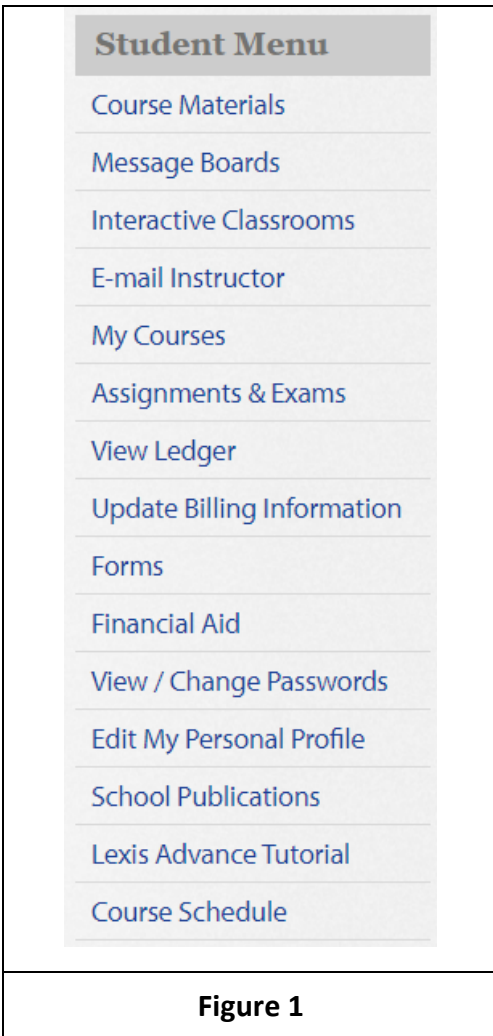
<http://nationalparalegal.edu/pages/PlagiarismPolicy.pdf>

2: Course Resources

All of the student resources available at NPC can be accessed through an easy-to-use student menu, which appears after the student has logged on using his or her username and password (see Figure 1).

Each student's username is the e-mail address used on his or her application. A student's password is initially assigned by the school and can be changed by the student at any time.

Following is a set of instructions as to how the various features available at NPC can be accessed.

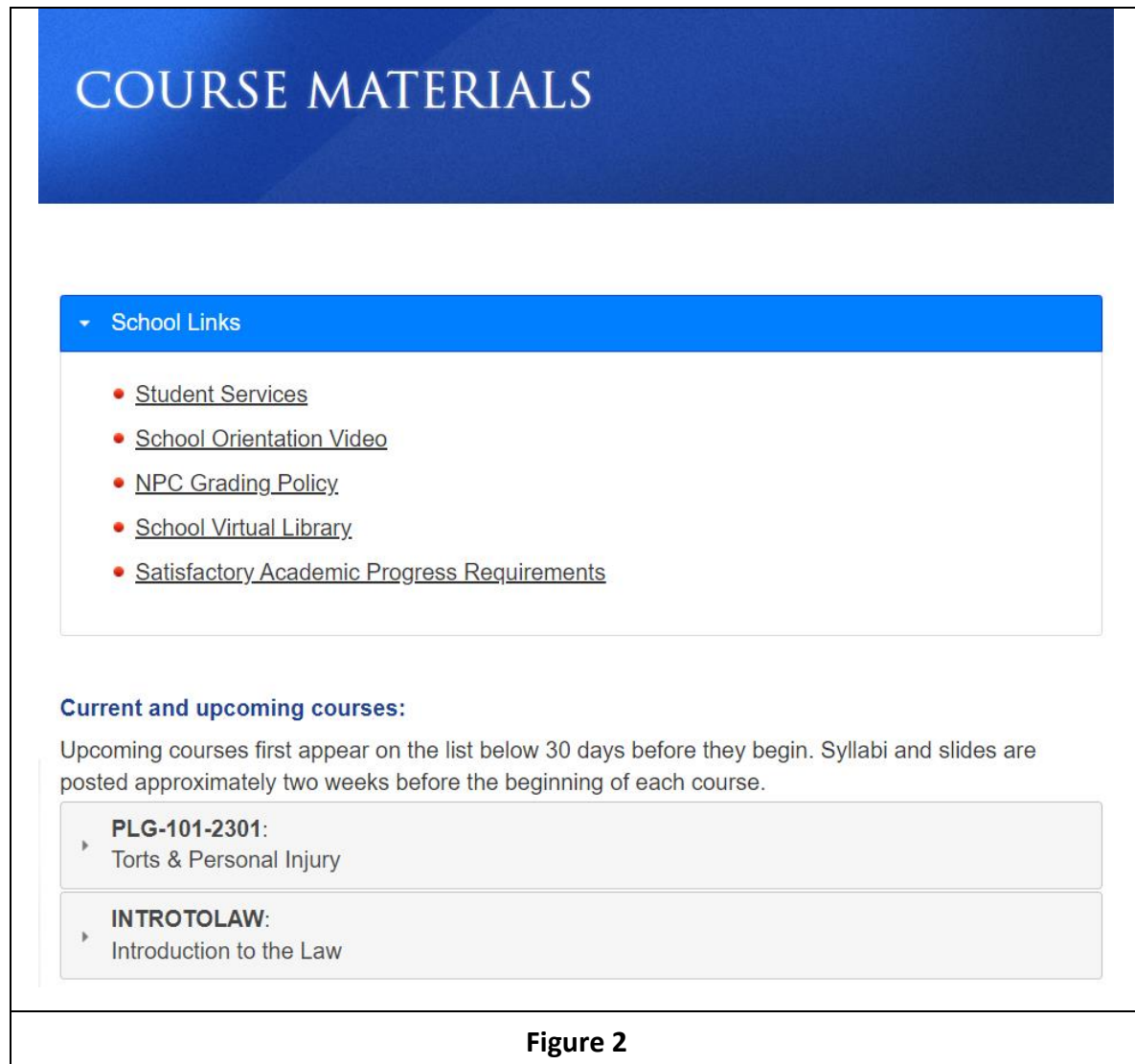


2.1 Course Materials

The "course materials" page is the heart of the student section of the website. By clicking on this option on the student menu (see Figure 1), the student can access the school links, including the school virtual library, NPC grading policy and the satisfactory academic progress requirements.

Once a student is enrolled in NPC, a link to Lexis Advance will appear under school links. Please note that this option is only available for enrolled students, not trial students or alumni.

Once you access the “course materials” screen, a menu for each course in which you are enrolled will appear in the lower half of the screen (see Figure 2). Clicking on the course name will cause the dropdown to show the links for the syllabus, all previous lecture recordings that have taken place for the course, slides and documents available for the course, courseware when relevant, and the progress report.



The screenshot displays the 'COURSE MATERIALS' interface. At the top, there is a blue header with the text 'COURSE MATERIALS'. Below this, a blue bar contains a dropdown menu labeled 'School Links'. The dropdown is open, showing a list of links: 'Student Services', 'School Orientation Video', 'NPC Grading Policy', 'School Virtual Library', and 'Satisfactory Academic Progress Requirements'. Below the dropdown, the section 'Current and upcoming courses:' is visible. It includes a paragraph stating: 'Upcoming courses first appear on the list below 30 days before they begin. Syllabi and slides are posted approximately two weeks before the beginning of each course.' Underneath this text, there are two course entries, each in a light gray box with a right-pointing arrow: 'PLG-101-2301: Torts & Personal Injury' and 'INTROTOLAW: Introduction to the Law'.

2.1.1 Course Syllabus

The course syllabus (see Figure 3) for each course is easily accessed by clicking on the magnifying glass next to Syllabus in the course dropdown on the course materials page. The course syllabus is designed to lead the student through the course by supplying the lecture schedule, reading assignments and summaries of the materials that each class will cover. For each lecture

scheduled for a course, the syllabus lists the section in the courseware that is assigned reading as preparation for the class, a summary of what will be discussed in class and cases and/or statutes that should be read as part of the courseware reading. Students are encouraged to read these cases but reading them is not mandatory. All cases cited in the syllabus are integrated with the courseware, as will be discussed later. For courses that are taught using a textbook, reading assignments in the course syllabus refer to pages or chapter in the assigned textbook. For some courses, suggested videos will be included as well to enhance your understanding of the material.

The syllabus also indicates the dates on which the course assignments and exams are posted and the deadline for submissions of assignments and exams.

Class 4	Thursday, April 10, 2014
<p>We will conclude our discussion of consideration by examining more special rules with regard to consideration. We will examine the rules regarding special accords and the satisfaction of those accords and how accord and satisfaction ties in with the consideration rules. Finally, we will examine the enforceability of promises to give gifts and promises based on past consideration and moral obligation (or, in most cases, the lack thereof).</p>	
Courseware Reading:	summary of what will be discussed in class
Chapter 1: Introduction and Consideration	
- Accord and Satisfaction	courseware reading assignment
- Donative Promises	
- Moral or Past Consideration	
Cases and Statutes:	
<u>Webb v. McGowin</u>	
The rule of consideration can sometimes lead to harsh results and can make promises unenforceable when they certainly seem just to enforce. What can a court do in such a case? Should a court follow the letter of of the law to a draconian result or should the court try to get around the harsh consequences of the law? This question is much wider than the field of consideration, of course. This case presents an interesting struggle between the rule of law and the mandates of fairness that this court undertook.	
	assigned cases and summaries of those cases (all in the reading materials)

Figure 3

2.1.2 Courseware

This is relevant only for 100-level paralegal courses, which are courseware-based, not courses which are textbook-based.

2.1.2.1 Using the Courseware

The courseware for each course is easily accessed from the “course materials” page. Clicking on the magnifying glass next to Courseware in the course dropdown on the course materials page gives you the table of contents for that course. Use the syllabus to determine which courseware sections are assigned for the coming lecture. Once you click on any subchapter, the courseware for that topic will appear. At the top of each courseware page are definitions of relevant legal terms. Spliced throughout the courseware, you will see gray sections. Those are hypothetical examples (or sometimes examples that are based on true stories) that are designed to better explain a particular concept. In addition, you will see hyperlinked case or statute citations throughout the courseware.

Clicking on any linked case or statute will open its full text on Lexis (for enrolled students), Cornell Law, Justia.com or other legal websites. These cases and statutes are optional reading. It is recommended that students read at least two cases per week in order to gain a familiarity with how court opinions look and the manner in which judges write. If the student only has time to read a few cases, he or she should choose the ones recommended on the syllabus, as the instructor has determined that those cases are the most essential. (See Figure 4)

Battery is a tort. Like all torts, what we are talking about is a civil, as opposed to criminal act. Consequently, the resulting judgment, or punishment, is monetary compensation set by the court.

Battery requires the commission of a harmful act. See *Carnes v. Thompson*, 48 S.W.2d 903 (1932). Harmful, here, means what our society considers injurious or offensive. Basically, this harmful act involves either physical injury, such as hitting, pushing shoving etc. Here are some examples:

1. D pushes P out of the way to get a seat on a crowded train. This is clearly Battery and is actionable. (a suit can be brought).

EXAMPLE




Figure 4

2.1.2.2 Self-Quizzes

Each section of courseware also contains a series of quizzes called “Self Quizzes.” These are not graded and have no impact on your course grade. They are there for your own personal feedback, to help you personally determine the extent to which you’ve grasped the material presented in the courseware. It is highly recommended that you complete these after reading each courseware section. If you picked an incorrect choice, the system will tell you. When you choose the correct choice, an explanation as to why that choice is correct will appear (see Figure 5). It is

important to read the explanations carefully, as one can often pick the right choice for the wrong reason.

Battery Self-Quiz

[Back to the Topic Main Page](#)

Tom is walking down the street on his way to the train station. There is a crowd of people at the train station and while trying to get through the station doors, Tom brushes up against Jerry. In an action against Tom for battery, Jerry will probably:

- Win, because Tom intentionally touched Jerry.
- Win, because Tom could have waited until the crowd dispersed.
- Lose, because what Tom did is not offensive to a reasonable person.
- Lose, because Tom would not have brushed Jerry had there not been a crowd.

Correct! ×

In our society, it's an everyday occurrence for people to brush against each other while trying to get into a train, therefore the act is not offensive. Even if Tom intentionally touched Jerry, the intent was not to cause an offensive act. Most people don't wait until a crowd disperses to enter a train, therefore brushing another person to get on is not offensive.

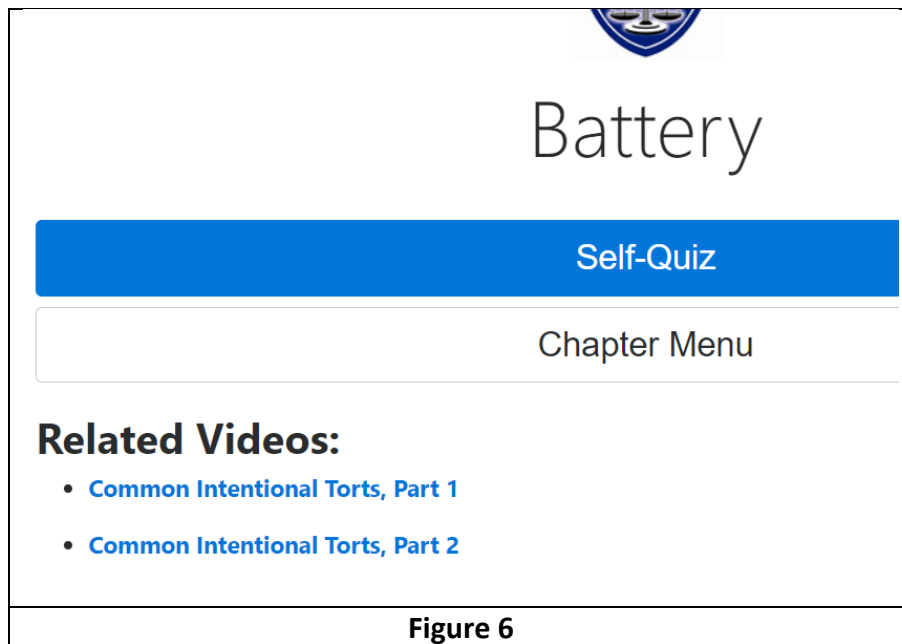
[Close](#)

Figure 5

2.1.2.3 Other Courseware Features

For your convenience, NPC has built the following features into the courseware:

- Related video links where relevant are included at both the top and bottom of each courseware section (see Figure 6).
- If you prefer to have the courseware read to you, you will need to install a text-to-speech add-on, such as [Read&Write](#), [Speakit](#), or [Read Aloud](#).
- If you prefer, you may [order a hard copy](#) of the courseware and lecture slides.



2.1.3 Lecture Recordings

Lecture recordings can be accessed at any time from any computer, by clicking on the magnifying glass in the “Lecture Recordings” in the course dropdown on the course materials page. When viewing a class, you will have access to everything that occurred during the class. Thus, you will see the slides that the instructor presented, including any markings on them that the instructor made. You will also see the questions and comments made by students during the class. The only difference, of course, is that you will not be able to participate in the class and ask questions if you are not able to make the live classes. It should be noted that, while students are encouraged to try to attend live classes if their schedules allow, failing to attend class will not adversely impact a student’s grade as long as they satisfy the weekly interaction requirement (see Section 3.3, below).

2.1.4 Slides and Document Presentations and Videos

Slides and documents that the instructor uses during the lectures can be easily accessed by clicking on the magnifying glass in the “Slides and Documents” in the course dropdown on the course materials page. All slides are conveniently grouped by lecture and are presented in PDF format for convenient viewing and printing. These can be printed out and reviewed before each lecture, or they can be used as a concise review of the lecture later on.

In addition, for some of the courses, this page contains various documents that are relevant to the course. These documents have been determined by the NPC faculty to be important components of the course. These can be easily downloaded and printed. Students are encouraged to read through the documents to gain a basic understanding of how those documents look.

Students are not expected to memorize these documents or to be able to draft them from scratch. However, students are expected to be familiar enough with them to be able to adapt them to various hypothetical circumstances. Assignments may ask students to prepare various documents for hypothetical clients by using these documents. However, these documents are not testable unless discussed during class.

For some courses, you will also see a list of videos that are relevant to the course. The videos have been determined by NPC faculty to be helpful in enhancing students’ understanding of topics taught as part of the course. Students are not expected to memorize the content of the videos; however, the concepts as they are discussed in class are testable.

2.1.5 Case Studies

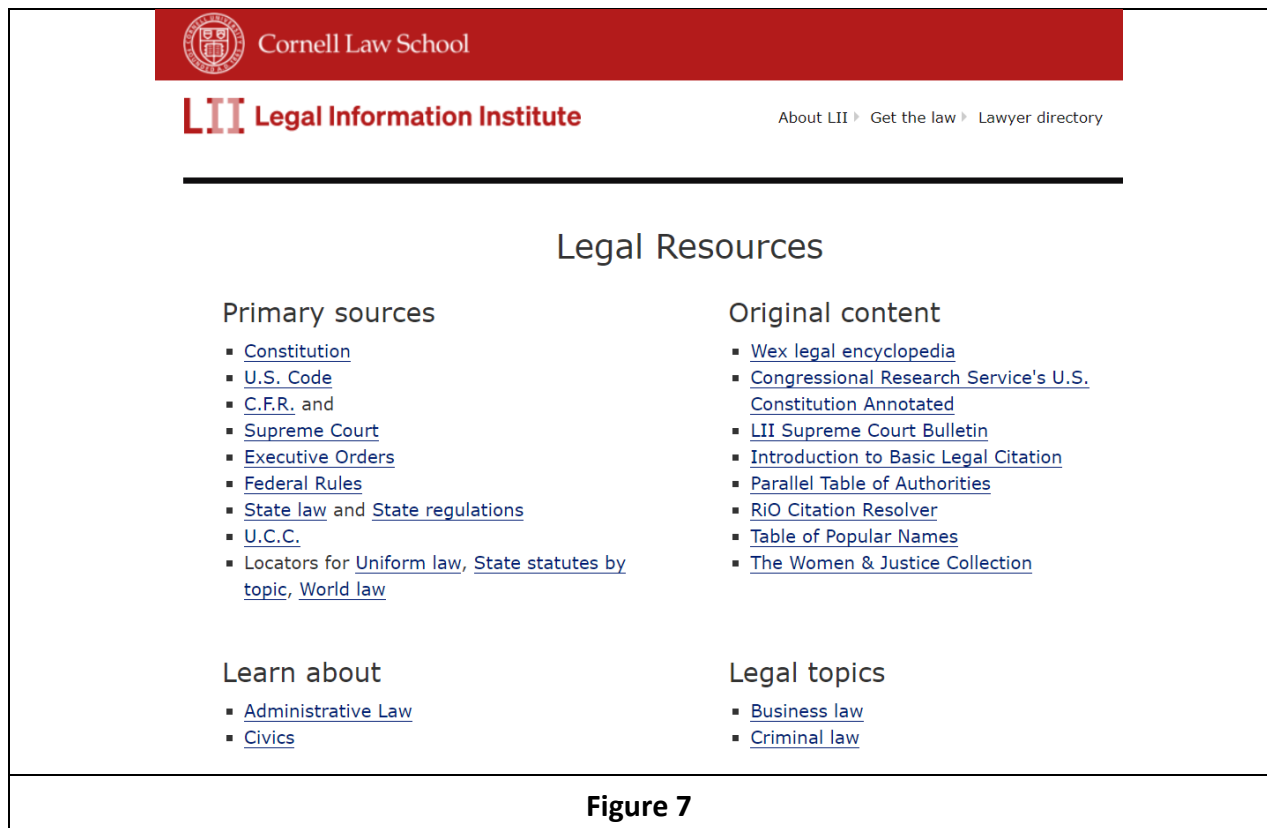
Case studies that relate to a particular course can easily accessed by clicking on the magnifying glass in the “Case Studies” column on the course materials page. These presentations, usually 15-30 minutes long, are in-depth analyses of the legal aspects of stories that have appeared in the news. They are to be considered optional viewing.

2.2 School Virtual Library

NPC offers students a variety of online research tools with which to complete research projects and other learning activities.

These tools include:

- A subscription to Lexis Advance, one of the premier online research tools for materials related to law and other areas.
- Cornell Law School Virtual Library (see Figure 7)
- Access to thousands of law-based lessons and presentations relating to law, legal studies and taxation through The Center for Computer-Assisted Legal Instruction (CALI).
- Google Scholar



The screenshot displays the Cornell Law School Legal Information Institute (LII) website. At the top, there is a red header with the Cornell Law School logo and name. Below this, the LII logo and name are prominently displayed, along with navigation links: "About LII", "Get the law", and "Lawyer directory". The main content area is titled "Legal Resources" and is organized into four columns:

- Primary sources:**
 - [Constitution](#)
 - [U.S. Code](#)
 - [C.F.R.](#) and [Supreme Court](#)
 - [Executive Orders](#)
 - [Federal Rules](#)
 - [State law](#) and [State regulations](#)
 - [U.C.C.](#)
 - Locators for [Uniform law](#), [State statutes by topic](#), [World law](#)
- Original content:**
 - [Wex legal encyclopedia](#)
 - [Congressional Research Service's U.S. Constitution Annotated](#)
 - [LII Supreme Court Bulletin](#)
 - [Introduction to Basic Legal Citation](#)
 - [Parallel Table of Authorities](#)
 - [RiO Citation Resolver](#)
 - [Table of Popular Names](#)
 - [The Women & Justice Collection](#)
- Learn about:**
 - [Administrative Law](#)
 - [Civics](#)
- Legal topics:**
 - [Business law](#)
 - [Criminal law](#)

Figure 7

2.3 NPC Message Boards

A message board is assigned to each section of each course. The message boards can be easily accessed from the student menu. Announcements and topics for discussion are posted on the course message board by the instructor(s). Students are encouraged to post to the message boards in a manner that adds to the class discussion. Students should always feel free to respond to previous discussions or to start threads of their own to ask questions or make points.

In addition to the course message boards, there are also various other message boards available to post questions or comments unrelated to any one course. These include the NPC general message board (for general questions or comments), placement assistance message board (where jobs openings are posted, and questions can be posted about NPC placement assistance) and the textbooks message board (where students can buy and sell textbooks).

2.4 Interactive Classroom

The “Interactive Classrooms” page (see Figure 8) can be easily accessed from the student menu. This page contains links to enter each classroom, as well as the lecture schedule for each class currently in session in which the student is enrolled. Even if there is no class in session at a particular time, students may enter a classroom (see Figure 9). If there is no class in session, the students may view the course schedule, view the slides that will be used in the next class and may talk to other students. In this manner, students may chat, discuss course material and work on assignments together in “real time” rather than using the message boards.

INTERACTIVE CLASSROOMS

Windows and Mac users: For the best experience, please install the latest version of the Connect desktop app (released on November 8, 2022). You can download and install it using the links below, and it will overwrite any previous version that you have installed.

For Windows: <https://www.adobe.com/go/ConnectShell11>

For Mac: <https://www.adobe.com/go/ConnectMac11Plus>

Classroom	Enter Room
PLG-101-2301: Torts & Personal Injury	🔍
PLG-111-2302: Alternative Dispute Resolution	🔍
NPC Study Hall: This room is for student-organized study sessions.	🔍

The links above should take you directly into the interactive classroom, already logged in as yourself. If you are taken to the Adobe Connect login page instead, enter your e-mail address and the password "api2pti".

If that doesn't work, select "Enter as a guest" and type in your name, and then let Rachel Nudell (rachel@nationalparalegal.edu) know that you have done so in order to make sure that you get credit for the weekly interaction requirement.

View the lecture schedule for Torts & Personal Injury.

View the lecture schedule for Alternative Dispute Resolution.

Date	Time	Title
Thursday, February 23, 2023	9:00 PM ET	Class 6
Tuesday, February 28, 2023	9:00 PM ET	Class 7

Figure 8

While a class is in session, the classroom has a variety of features to maximize the convenience and learning experience of the students. All slides that the instructor uses are posted on a large “virtual whiteboard.” The instructor can post slides, mark up those slides, write comments, etc., as on a physical blackboard. The classroom structure also allows the students to ask questions and make comments in a chat window that is conveniently located right next to the board.

All lecture recordings are posted to the course materials page the day after class. Thus, missing a live class will not have any detrimental effect on a student.

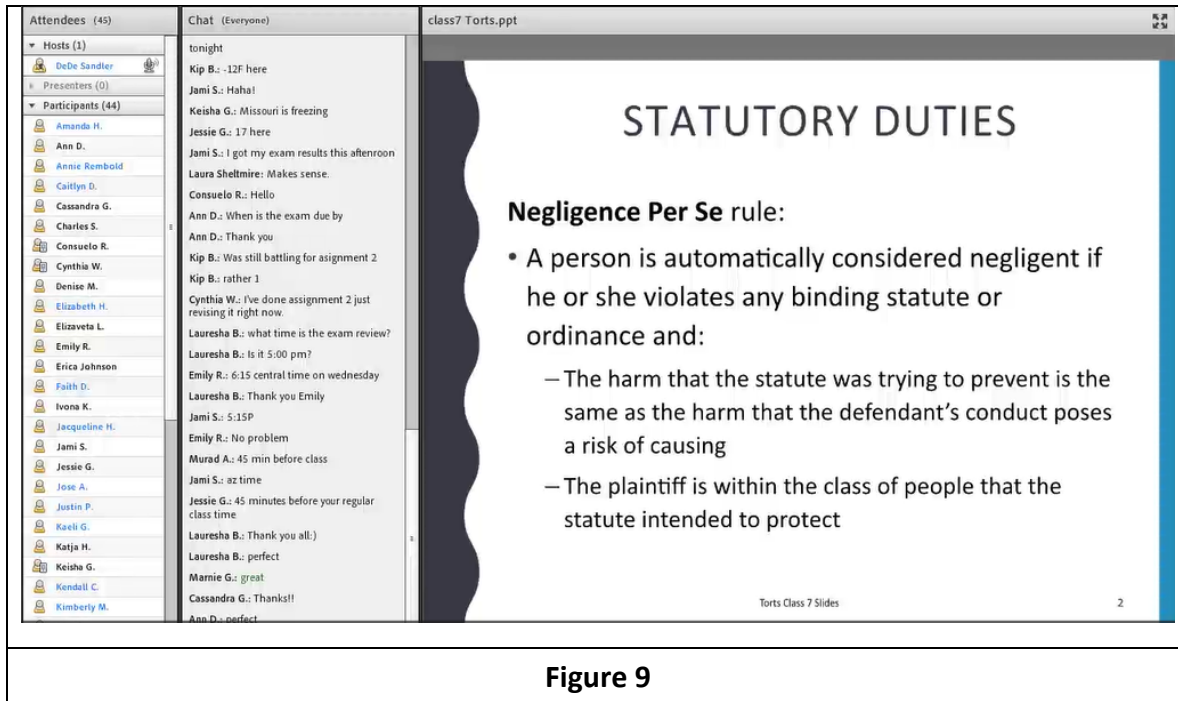


Figure 9

2.5 Lexis Advance

All enrolled students at NPC receive a full student account for Lexis Advance, one of the premier tools for online legal research. Lexis Advance is the primary tool that students use to complete assignments, and proficiency with this database is one of the most important skills that NPC students develop. Upon enrolling in the school, all students receive a student password that allows them to access almost the full breadth of the Lexis Advance database for academic purposes.

In addition to the tutorial materials featured by Lexis, one lecture in each 100-level course (typically class 3) is set aside as an “assignment walkthrough.” In this lecture, the instructor analyzes an assignment step-by-step and teaches the students how to use Lexis Advance to appropriately research the question so as to find appropriate sources of authority to use in answering it. As with all the lectures, these assignment walkthroughs can be attended live and/or can be viewed at any time.

IMPORTANT: Under our subscription agreement with Lexis, student Lexis accounts may only be used for schoolwork related activities. Lexis accounts may NOT be used for other purposes, such as work-related legal research and to run searches on individuals and/or companies. It is important to note that Lexis keeps tabs on all searches that are run through the Lexis system and suspicious searches are flagged. Any student found to have used his or her student Lexis password for inappropriate purposes (i.e., any purposes unrelated to NPC schoolwork) may have his or her Lexis account terminated without prior warning.

2.6 How to Contact Your Instructor

The course message board is an excellent way to ask questions regarding the class. This allows other students to assist as well. However, this method should obviously not be used for a communication that is private and/or that you do not wish other students to see.

Using the “e-mail instructor” page on the student menu, you can e-mail the instructor(s) for any class in which you are enrolled. However, note that this form will not support graphics or file attachments. If you want to send an instructor an e-mail with graphics (e.g., a diagram that you’ve created) or an attached file, please e-mail the instructor directly. The school email addresses for all course instructors and graders appear on the course syllabus.

You can also contact NPC or your instructor by fax (866-347-2744) or by mail (717 E. Maryland Ave., Phoenix, AZ 85014) if you prefer. Your communication will then be forwarded to the instructor for whom it is intended.

3: Completing Course Requirements

3.1 Assignments

All assignments for a given course can be viewed from the “Assignments & Exams” section of the student menu. Click on the magnifying glass next to “Assignments” (see Figure 10). This will allow you to view all the assignments posted for that course. Assignments are to be submitted to the instructor from this section of the site. This can be done by clicking on the button marked “Your Answer.” Once your assignment has been graded, your score (on a scale of 0-4) will appear on that same page with the instructor’s comments on your submission.

**ASSIGNMENTS
INTERACTIONS AND EXAMS**

Please take the time to review these documents at least once, even if you have taken exams before at NPC:
[FAQ on Voice Proctor exam system](#)
[Voice Proctor Video Tour](#)
[Important information about your LexisNexis account](#)

Current courses:

- ▶ **INTROTOLAW:**
Introduction to the Law
- ▶ **PLG-101-2301:**
Torts & Personal Injury
- ▼ **PLG-111-2302:**
Alternative Dispute Resolution
 - Assignments: 🔍
 - Interactions: 🔍
 - Exams: 🔍
 - Due Date: 4/30/2023
 - Request Extension: 🔍
 - Course Survey: not yet available

Figure 10

To submit an assignment, please compose your assignment on your own computer and save it in any format acceptable to the NPC assignment submission system (.docx, .pdf, .jpg, others). Then, please upload your submission by clicking on the magnifying glass next to “Your Answer”. The Turnitin uploader will open in a new tab; click on “upload submission” and browse to and select and upload your completed assignment (See Figure 11).

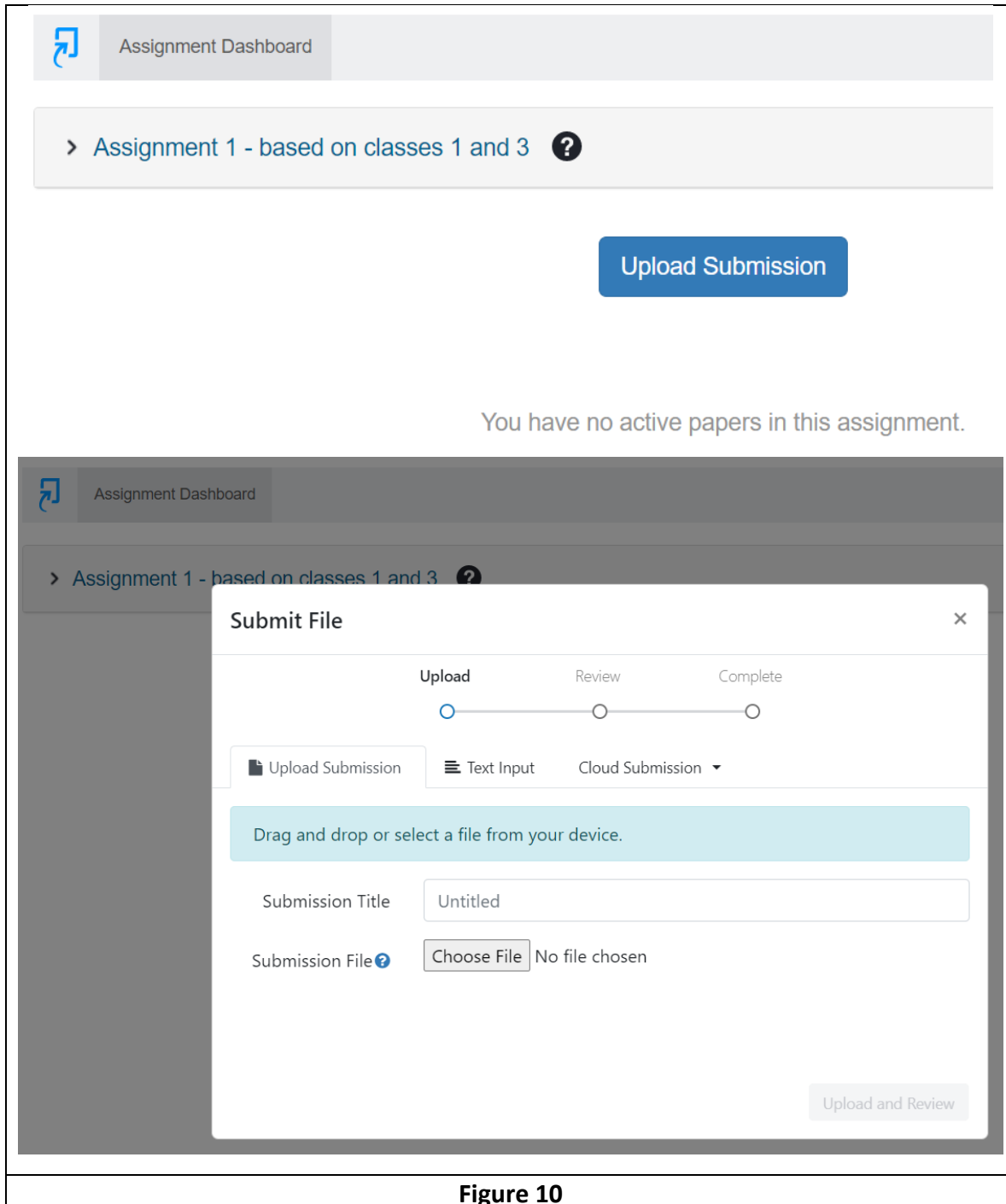


Figure 10

Please note that you can only submit one file for an assignment, so you will need to make sure your entire assignment is saved in a single file before uploading it. If you have multiple PDFs and need to upload them as a single assignment answer, please use a resource such as <http://www.pdfmerge.com/> to merge your PDFs into a single file.

If you accidentally submit the wrong file or would like to amend your assignment, you can unsubmit your assignment as long as it has not yet been graded. Once an assignment has been graded, you will need to contact the course grader to unsubmit the assignment if the wrong file was submitted.

Please note that our assignment system, which is integrated with Turnitin.com, only accepts text-based submissions. A Word file save as a PDF should be fine, but if your entire submission is a scanned image, it may not be accepted by the system. Therefore, if you want to submit a scanned document, please make sure at least 100 characters of it is text-based. If you have any trouble with this, please contact our tech support department at support@nationalparalegal.edu.

Please see the “NPC Assignment Grading Rubric” for information as to how instructors determine assignment grades. Once graded, your assignment, grade and feedback left by the instructor will be available for your review.

3.1.2 Assistance in Completing Assignments

During each 100-level paralegal course, one entire lecture (typically Lecture 3) is an “assignment walkthrough,” which is devoted solely to teaching students how to research and compose assignments. During that class, the instructor will take a particular assignment and demonstrate how to use Lexis to effectively research the material necessary to complete the assignment. In addition, the instructor will discuss the manner in which assignments should be drafted and may also present examples of well drafted assignments for demonstrative purposes. New students are particularly encouraged to view these lectures carefully as we have been told that they help immeasurably in allowing the new student to understand what is expected in the completion of assignments.

3.1.3 NPC Student Mentor Program

National Paralegal College maintains a staff of student mentors. These mentors provide guidance and assistance for new students in complete assignments, conducting research for assignments, studying, etc. You may be contacted by a student mentor upon your enrollment. If you are not contacted by a mentor and wish to participate in this program, please contact Anne Lewis (anne@nationalparalegal.edu) who is director of NPC's student mentor program. There is no cost or charge associated with this service, though it is available only to enrolled students.

Graduate students who have little or no experience with legal education are also welcome and encouraged to take advantage of our student mentor program.

3.2 Exams

3.2.1 Exam Structure

NPC examinations may consist of multiple choice, true/false, true/false with explanation, open ended/short essay and/or longer essay questions or any combination.

Unless specifically stated otherwise in the question, you may assume that any open ended question requires a short essay in response. Short essay questions to be answered in natural language by the student. Short essay exam questions can typically be answered in 50-100 words, though this is just a general guideline and not a rule.

Reasons for the student's conclusion must be included in any exam answer (unless directed otherwise by the question).

However, exam questions that do not call for long essay responses should not be treated as essay questions. They should be answered in a manner that is concise and to the point and should avoid answering questions that were not asked. (See the example below.)

The exact length of the examination is at the discretion of the instructor. The content and structure of the exams will be discussed in class by the instructor before they are posted.

Unless otherwise noted on the course syllabus or by the instructor, *NPC exams are non-cumulative*. Unless the syllabus or instructor says otherwise, you can assume that each exam covers all material presented between the time that the previous exam was posted (or from the beginning of the course, for exam 1) and the final class before the exam is posted. However, this is not a universal rule. Therefore, before each exam is posted, the instructor may state (on the message board or in class) which lectures/ material will be covered by the exam. Material covered on one exam will generally not be covered on a subsequent exam unless there is a cumulative final exam.

Example:

Question: Jack hits Bill in the back of the head with a golf club. What tort, if any, had Jack committed against Bill?



Inappropriate answer (not enough explanation): Jack has committed a battery because he hurt Bill.



Appropriate full credit answer: Jack has committed a battery against Bill. A “battery” is defined as intentionally causing a harmful or offensive contact. Since Jack intentionally subjected Bill to a harmful contact, Jack is liable for battery.



Inappropriate answer (convoluted and contains more information than necessary): Jack has committed a battery against Bill. Under the restatement of torts and under the rules of most jurisdictions, a battery is defined as a harmful or offensive contact. In addition, battery is an intentional tort. In our case, Jack’s action was intentional. An intentional action is defined as an action with the specific intent to cause the anticipated result. In addition, his hitting Bill with a golf club is considered a harmful contact. Furthermore, a reasonable person would be offended by being hit by a golf club. Jack can therefore be liable for negligence apart from his liability for battery because a reasonable person would expect that people have duties to each other to avoid subjecting each other to harmful or offensive contacts.



Inappropriate answer (answers a question that was not asked): Jack is liable for battery but is not liable for assault. Assault requires that the victim reasonably fear an imminent harmful or offensive contact. In our case, since Bill got hit in the back of the head, he never saw the blow coming and thus never had the chance to fear an immediate contact.

An important skill in a legal professional is the ability to state only what is relevant and to be concise in doing so. Therefore, although answers 1, 3 and 4 are (mostly) correct statements, none of them would receive full credit.

If an answer submitted by a student does not merit full credit, the grading instructor may award any amount of partial credit. Even a “wrong” answer may be awarded full or partial credit if the student submits a well-reasoned answer.

3.2.1 Taking Exams

All NPC examinations are open book. Courseware, lecture notes and slides may be used by the students during the exams. Exam questions usually involve fact patterns that require student to apply the knowledge that has been gained during the course, not simply to repeat rules of law. Therefore, students should be well prepared before starting an exam and it would be a poor idea to rely on looking up every answer in the courseware, as answering exam questions requires more than simply looking up a rule of law.

All examinations may be taken at any time from when they are first posted until the course deadline unless a specific other deadline is stated in the course syllabus.

All NPC examinations are timed. The length of time given for a particular exam is at the instructor’s discretion and is typically 4 hours. NPC’s policy is not to make exams highly time pressurized, and the allotted time is usually more than enough to complete the exam. Since the exam may be taken at the student’s convenience (within the time frame established by the course deadline), the time that a student has to complete an exam starts when he or she first views the exam.

To view and start an exam, click the “Assignments and Exams” option on the student menu. Then click on the specific course and you will see the magnifying glass next to Exam. This will give you a list of exams that can be taken that day (see Figure 12). When you click the “Take Exam” button, the Voice Proctor® system will open with information about the exam, including the amount of time you have to take the exam. Clicking “continue” at this point will take you to the exam and start your clock. If you instead choose “cancel,” you will not view the exam and your clock will not start.




<u>Assignments & Exams</u>	
Exams	
PLG-101-2301: Torts & Personal Injury	
Exams available to be taken:	
Exam	Take Exam
Torts & Personal Injury Exam # 1	
Torts & Personal Injury Exam # 2	
Torts & Personal Injury Exam # 3	

Figure 12

Please make sure that you have all books, courseware or whatever other materials you need to take the exam *before* you open the exam and start your clock.

When taking exams through the Voice Proctor® system, you will need access to a phone at all times. While taking exams in Voice Proctor® is intuitive and requires little or no learning curve, it is nevertheless highly recommended that you watch the Voice Proctor Video Tour (<http://nationalparalegal.edu/Students/VPVideoTour.mp4>) and carefully review the “FAQ on Voice Proctor Exam System” (<http://nationalparalegal.edu/Students/VoiceProctorFAQ.pdf>) before taking your first exam at NPC. Both of these resources are also linked to at the top of the “Assignments & Exams” page.

If you want to take a break, you may save your examination and come back to it later on. However, remember that your time will continue to “run” during the break. For example, if the total exam time is four hours and you begin the exam at 6:00 P.M., your time will expire at 10:00 P.M. regardless of how much time you actually spend doing the exam. Therefore, please start the exam only when you are confident that you have a large enough block of free time available to finish the exam.

If you begin an exam and unforeseen circumstances (such as a family or medical emergency) or a technical glitch (such as your internet connection going down) prevents you from finishing your exam, please email Academic Student Services (academicsupport@nationalparalegal.edu) and explain the circumstances that led to your not being able to complete the exam in the time allowed. A student services representative or the dean can re-set your exam to allow you to re-take it. Keep in mind, however, that if an exam is re-set, all previously submitted answers will be erased, and you will need to start the exam again. Furthermore, because exam questions are randomly drawn from a question pool, you may have to answer a different set of questions from those that were answered before your exam was re-set.

3.2.2 Reviewing Exams

After your exam is graded, you will have the ability to review your exam. You can do this by clicking on the “assignments and exams” option on the student menu and then by clicking on the magnifying glass next to “Exams” under any course you have taken. The next screen (see Figure 13) will show the exams administered thus far in that course and your grades on those exams, if applicable.

Assignments & Exams
Exams
PLG-402-1312: Advanced Civil Litigation

Completed exams:




Exam	Exam Grade	Review Exam
Advanced Civil Litigation Exam # 1	92	
Advanced Civil Litigation Exam # 2	91	
Advanced Civil Litigation Exam # 3	92	

Figure 13

By clicking on “Review Exam,” you can review your exam. For each question, you will be able to review the question, your answer, your grade received for that answer and feedback from the instructor.

Exam grade

Exam: Advanced Civil Litigation Exam # 1
Course: PLG-402-1312

ID	Question	Awarded points	Question value	Type	
3105	Drafting the Complaint	5	10	Essay	View
3100	Evidence and Investigation	10	10	Essay	View
3114	The initial interview	10	10	Essay	View
3099	Evidence and Investigation	7	10	Essay	View
3111	Foundations for Litigation	10	10	Essay	View

Figure 14

3.3 Weekly Interaction Requirement

To ensure that all students are involved and participating in the course as the course moves forward, each student enrolled in this course must, at least once during each week, either:

- 1) Attend a live lecture and pass a short quiz; OR
- 2) Submit at least one assignment; OR
- 3) Take at least one examination; OR
- 4) Answer a weekly “interaction” question that will be posted on the “Assignments and Exams” page.

The weekly “interaction” question(s) will be straightforward and will cover material covered in class each week. Answers to these questions should be short (typically 1-3 sentences) and to the point. The student’s response (which is necessary only if the student does not attend a live lecture or take an exam or submit an assignment in the given week) will be graded on a pass/fail basis. The interaction questions will be posted no later than Monday of each week and must be answered on or before the following Sunday. Any student who does not fulfill this requirement during a given week will receive a reduction in his or her over-all grade of 2 percentage points (10 raw points).

Please also note that a student who does not fulfill an interaction during the first two weeks of a course will be automatically withdrawn from that course, as it will be assumed that the student who does not interact during the first two weeks has no intention of attending the course. If an emergency prevents attendance in this period, please email Academic Support (academicsupport@nationalparalegal.edu) as soon as possible.

Fulfilling the weekly interaction requirement is particularly important for students receiving financial aid. Federal regulations require the school to withdraw students who go 14 consecutive days without fulfilling an interaction requirement from financial aid and to return any outstanding financial aid money to the government unless the student interacts with the school prior to the time that the withdrawal is completed. If you are unable to fulfill a weekly interaction requirement, it is critical that you stay in contact with the school so that other arrangements can be made.

3.4 Progress Reports

Each student may, at any time, access his or her progress report from the bottom-most magnifying glass on the course dropdown on the “course materials” screen (see Figure 15).

Current and upcoming courses:

Upcoming courses first appear on the list below 30 days before they begin. Syllabi and slides are posted approximately two weeks before the beginning of each course.

- ▶ **PLG-108-2303:**
Legal Research, Writing & Civil Litigation
- ▶ **PLG-111-2302:**
Alternative Dispute Resolution
- ▼ **PLG-101-2301:**
Torts & Personal Injury
 - Syllabus: 🔍
 - Courseware: 🔍
 - Lecture Recordings: 🔍
 - Slides & Documents: 🔍
 - Case Studies: 🔍
 - **Progress Report: 🔍**

Figure 15

The progress report contains information regarding the student’s assignment grades, exam grades, whether the student has met the weekly interaction requirement for each given week, course deadline, etc. (See Figure 16). It also contains the course deadline and whether the student has taken an extension. If a student has been granted extra credit towards the course final grade, this will be reflected at the bottom of the progress report.

**Course: PLG-110-1402: Constitutional Law & Criminal Procedure
February 4, 2014 – March 27, 2014**

Weekly interaction requirement:

Week	Status
Week starting Tuesday, February 4, 2014	<i>Attended live lecture on 2/4/2014</i>
Week starting Monday, February 10, 2014	<i>Attended live lecture on 2/13/2014</i>
Week starting Monday, February 17, 2014	<i>Attended live lecture on 2/20/2014</i>
Week starting Monday, February 24, 2014	<i>Attended live lecture on 2/25/2014</i>
Week starting Monday, March 3, 2014	<i>Attended live lecture on 3/4/2014</i>
Week starting Monday, March 10, 2014	<i>Requirement fulfilled by submitting assignment</i>
Week starting Monday, March 17, 2014	<i>Attended live lecture on 3/18/2014</i>
Week starting Monday, March 24, 2014	<i>Attended live lecture on 3/27/2014</i>

You have submitted the required 8 interactions for this course.

Assignments:

Assignment	Grade Received	Date Submitted
Assignment 1 (based on classes 1 and 2)	3.5	<i>3/6/2014</i>
Assignment 2 (based on classes 4 and 5)	3.5	<i>3/10/2014</i>
Assignment 3 (based on classes 8 and 9)	3	<i>3/12/2014</i>
Assignment 4 (based on class 10)	<i>Not yet submitted</i>	
Assignment 5 (based on classes 12 and 13)	<i>Not yet submitted</i>	

You have submitted 3 out of the 5 assignments for this course.

Exams:

Exam	Grade Received	Date Submitted
Constitutional Law Exam # 1	89	<i>3/12/2014</i>
Constitutional Law Exam # 2	<i>Exam not taken</i>	
Constitutional Law Exam # 3	<i>Exam not taken</i>	

You have not taken all of the exams for this course.

Figure 16

3.5 Grade Challenges and Reviews

If any student has a question, concern or dispute regarding assignment or exam grades, the student should first contact the course grader. Contact information for the course grader appears in the course syllabus. Since the course grader actually graded the paper, he or she is in the best initial position to determine and explain why a grade was given and whether it should be changed. Instructors will generally not review a disputed paper or grade unless the student has first made a reasonable attempt to settle the issue with the course grader.

If a student has made a reasonable attempt to settle the issue with the course grader but has been unable to get a satisfactory resolution or explanation, a student may appeal to the course instructor (if that person is not the same as the course grader) and/or to the education director.

In the event that a student wishes to bring a grade dispute to the course instructor and/or education director, the student should include in such communication:

- The name of the relevant course and exam or assignment number
- A copy and paste of the applicable question, the student's answer, any relevant instructor feedback and the grade that the student received.
- A statement explaining, in as much detail as possible, why the grade assigned should be changed. Please note that comparisons to sample answers on assignments are not sufficient grounds on which to appeal assignment grades of 3 or better. This is because the sample answers are meant to be examples of good answers, not model or perfect answers.

The education director or instructor reviewing an assigned grade will review such under the abuse of discretion standard. This means that a grader's determination will be overturned only if the grader is found to have made a plain error or abused his or her discretion in assigning a grade. In matters of grade appeals, the decision of the education director is final.

Blanket requests that the education director review or re-grade an entire exam on the grounds that the student believes that the exam was graded too harshly will be denied. Grade reviews require specific arguments to be presented in their support to be considered.

4: Course Grades and Transcripts

4.1 Course Grades

Course grades are awarded on a letter grade basis (A-F). Course grades are determined based on the grades that the student has earned on assignments and exams. Grades are calculated based on the distributions laid out in the course syllabus.

All NPC and NJU courses are based on number of raw points earned. The maximum number of raw points that can be earned in a course is 500. The following conversion chart is then applied based on the total raw points you have earned:

NPC conversion chart

>474	=	A+
445-474	=	A
420-444	=	A-
395-419	=	B+
365-394	=	B
340-364	=	B-
315-339	=	C+
285-314	=	C
260-284	=	C-
230-259	=	D
<230	=	F

NJU conversion chart

>474	=	A+
445-474	=	A
420-444	=	A-
395-419	=	B+
365-394	=	B
340-364	=	B-
315-339	=	C+
275-314	=	C
250-274	=	C-
<250	=	F

The number of raw points allocable to each assignment and exam will appear in the course syllabus.

The instructor, in her or her discretion, may adjust the student's course grade due to factors such as substantive class or message board participation or any other criteria that the instructor deem appropriate.

4.2 Grade Point Average

Grade point average for each student is calculated on the following basis.

For each course that a student takes, a student earns a number of “grade points” that is equal to the number of credit hours represented by that course multiplied by the number of “quality points” represented by the grade that the student earned for that course. The number of “quality points” is calculated as follows:

<u>Grade</u>	<u>Quality points</u>	<u>Comment</u>
A+	4.0	Excellent
A	4.0	Excellent
A-	3.67	Excellent
B+	3.33	Good
B	3.0	Good
B-	2.67	Good
C+	2.33	Satisfactory
C	2.0	Satisfactory
C-	1.67	Satisfactory
D	1.0	Poor, but passing
F	0.0	Fail
Inc.	0.0	Incomplete
W	---	Withdrew

The total number of grade points earned by the student is then divided by the number of credit hours attempted to determine grade point average. Grades earned by students in courses taken at other schools that are transferred to NPC will not count toward a student’s grade point average.

4.3 Student Records

Electronic academic records are maintained for all students perpetually in our database. These include courses taken and grades received by the student on every assignment and exam ever submitted. Student progress reports (described above) are also maintained for all courses. It should also be noted that we do not de-activate the accounts of alumni in good standing. Therefore, students also retain access to all of their own records in this manner.

Assignments and exams, along with their grades and feedback, remain in our system even after they have been “returned” to the student. Progress reports for each course for each student remain in our system. The progress reports include the date on which each weekly interaction was fulfilled and the dates on which all assignments and exam were submitted. The progress reports also include grades given on each assignment and exam as well as grades issues for the course.

Students always have access to a list of their courses and course grades on the “My courses” screen. Students may print unofficial transcripts at any time.

4.4 Transcripts

Unofficial transcripts can be viewed at any time simply by clicking “My Courses” on the student menu. From that page, you can see your grades for all courses that you have completed.

4.4.1 Official Transcripts

Students and alumni in good standing can receive an official transcript, or have an official transcript mailed to an educational institution or employer by submitting a transcript request through the Parchment transcript service. A link is available on each student’s “My Courses” page or students can visit www.parchment.com to place a transcript request. A nominal \$5 fee (subject to change) is charged for the generation of digital transcripts. NPC/ Parchment may request information to verify the identity of the person requesting the transcript. Please note that because a transcript is a complete record of a student’s courses and grades, while attending NPC, we cannot issue a partial transcript.

If a student or former student has not complied with an administrative request, has an outstanding balance, or has been delinquent in their scheduled payments, NPC may deny the request for issuance of an official transcript.

A student with a delinquent account may request an unofficial transcript and should contact the bursar’s office to discuss a payment arrangement.

Please note that the extent to which a school accepts transfer credits is always at the discretion of the receiving institution.

5: Enrollment Process

5.1 Course Enrollment

The entire course schedule, which includes the course start and end dates, is posted on the public portion of the website under “My Courses.” At the top of the “My Courses” Page, a summary of the courses you are taking/have taken relative to the requirements of the program in which you are enrolled (see Figure 17). When you enroll in NPC, click “My Courses” on the student menu and course schedule tool to choose which section of each course you would like to enroll in.

Academic Program: Associate of Paralegal Studies	
Total number of credits required:	60
Total number of credits earned or planned:	12
Total number of credits earned to date:	0
Core Curriculum Requirements:	
<i>Torts & Personal Injury</i>	planned
<i>Legal Research, Writing & Civil Litigation</i>	not enrolled
<i>Contracts</i>	planned
<i>Professional Responsibility & Legal Ethics</i>	planned
Paralegal elective courses	
Number of credits required:	at least 24
Number of credits earned or planned:	3
General education courses	
Number of credits required:	at least 15
Number of credits earned or planned:	0
English Writing courses	
Number of credits required:	at least 3
Number of credits earned or planned:	0
Mathematics courses	
Number of credits required:	at least 3
Number of credits earned or planned:	0
Figure 17: Course Enrollment Requirements	

A dashboard also appears below with your current course schedule. (See Figure 18)













Dates	Section	Course Name	Credits	Withdraw
February 4, 2014 – March 27, 2014	PLG-110-1402	Constitutional Law & Criminal Procedure	3	
February 4, 2014 – March 27, 2014	MAR-101-1402	Principles of Marketing 	3	
March 3, 2014 – April 30, 2014	PLG-107-1403	Domestic Relations	3	
March 3, 2014 – April 30, 2014	PLG-108-1403	Legal Research, Writing & Civil Litigation	3	
March 31, 2014 – May 29, 2014	PLG-102-1404	Contracts	3	
May 5, 2014 – June 30, 2014	PLG-105-1405	Business Law & Bankruptcy	3	
June 10, 2014 – July 31, 2014	PLG-301-1406	Laws of Evidence 	3	
July 7, 2014 – August 27, 2014	PLG-103-1407	Criminal Law	3	
January 5, 2015 – March 2, 2015	PLG-202-1501	Employment Law 	3	

Figure 18: Course Schedule

Students not receiving federal financial aid may add or withdraw from courses from this screen. Due to the complex financial aid ramifications of changes to schedules, students receiving federal financial aid must clear schedule changed with the financial aid office. Therefore, if you are receiving federal financial aid and would like to make a schedule change other than adding a standard academic year, please contact the Financial Aid office at aid@nationalparalegal.edu or 800-371-6105 x 1.

5.2 Other Options on the Student Menu

5.2.1 View Ledger / Update Billing Information

These options allow you to manage your financial account at NPC. You can view and print receipts for your payments, view your balance, make a payment, etc. If you wish to discuss or change your payment plan, please call the NPC Bursar's office at 800-371-6105 x 3 or e-mail bursar@nationalparalegal.edu.

For information about payment plans available, tuition rates for the paralegal certificate program and for individual courses and for full details of the NPC refund policy, please see our brochure and/or the "Tuition and Payment Plans" section of the NPC Web Site (this is an option on the public menu).

5.2.2 Forms

This section allows you sign your enrollment agreement and to print out various forms that you may need to fill out while you are enrolled. For Form 1098-T form will be posted here as well. As always, if there is something about an enrollment form that you do not understand or about which you have a question, please feel free to contact the NPC office.

5.2.3 Edit Your Personal Profile

This allows you to edit the information that you submitted with your application, such as your address, e-mail address, telephone numbers, etc. If you need to change your name, you can securely upload an updated social security card as well.

6: Leave of Absence Policy

A student who plans to skip a sufficient number of sessions to make him or her unable to complete the paralegal certificate program in 24 months or the Associate’s Degree program in 48 months, the Bachelor’s Degree in 96 months, or the Master’s degree in 36 months, is required to request a leave of absence. In addition, a student who is receiving federal financial aid and wants to go four weeks or more without being enrolled in an ongoing class must request a leave of absence to avoid being removed from financial aid.

A leave of absence may be granted based upon individual circumstances, such as an accident, prolonged illness, maternity leave, or the death of a relative, that make it difficult or impossible for the student to continue his or her studies at this time.

6.1 Requesting a Leave of Absence

If you need to request a leave of absence, please fill out the Leave of Absence Request Form from the Forms page (see Figure 19). It can be viewed by clicking on the magnifying glass on the right side of the page. Please email the filled-out form to Dana Luksenburg (dana@nationalparalegal.edu).


FORMS		
Form	Description	Open
Enrollment Agreement	All students enrolling in National Paralegal College must e-sign this form. Please read the School Catalog before doing so.	🔍
Leave of absence request form	A student wishing to take a break from studying at NPC must submit this form. (A leave of absence may not be taken while a student is enrolled in an ongoing course. Students must complete or withdraw from all courses the student is enrolled in for a leave of absence to take effect. Please note that withdrawal from a course after a certain point may result in the student being assigned a grade of "F" for the course. Please contact student services for more information regarding your particular situation.)	🔍 

Figure 19: Course Schedule

7: Career Services

The services we provide to our certificate and degree students include placement assistance services. These include help with developing a resume, cover letter, writing sample and other documents necessary to complete an employment application package. We also help with identifying job leads and the process of applying and interviewing for legal assistant and paralegal positions.

Each student gains access to the NPC placement assistance services as he or she nears graduation. At some point as you near graduation, you should receive an email from the NPC Placement assistance department explaining how the placement assistance department works and what services are offered.

For more information about the NPC's Career Services Department or to take advantage of NPC Placement Assistance Services, please contact Amy Dubitsky, NPC Director of Career Services (careerservices@nationalparalegal.edu).

8: Graduation Requirements and Procedures

8.1 Graduation Requirements

A student will receive a degree or certificate after completing the requisite number of credit hours, with the at least the required minimum GPA of 2.0 for NPC students and 3.0 for NJU students. A full list of all requirements for each NPC/NJU program, along with transfer credit policies appears in the [NPC School Catalog](#).

8.2 Graduation Procedure

Approximately 30 days before the student's graduation, NPC staff members from various departments will be prompted to review the student's status to make sure that everything is in line for the student to graduate. If the NPC staff discovers an impediment to the student's graduation, whether academic, financial or regulatory, NPC will contact the student for assistance in clearing the impediment. For more information and/or to ensure that you are eligible to graduate after completion, please feel free to contact student services at 800-371-6105 x 0 or info@nationalparalegal.edu.

Within two weeks of receiving his or her final passing grade, assuming there are no other impediments to graduation, the graduating student will receive, by mail, a diploma and an official transcript with a raised seal. Additional transcripts are available should they be necessary by contacting the student services office.

Graduating students do not lose access to the NPC student system. Thus, NPC alumni retain access to all of the courseware, recorded lectures, message boards, etc. NPC placement assistance services are also available to alumni. In fact, it is the hope of the NPC staff that alumni will "visit" back often and post to the message boards to keep in touch with other students and instructors and especially to let other students know what it is like in the "real" world of the legal profession. Alumni are also free to post to the other message boards, including the employment message board, textbooks message board and the individual course message boards.

9: CLA/CP Examination

At NPC, we consider it our responsibility to make our students as marketable as possible. We have no doubt that upon earning your paralegal certificate or degree, you will be ready to enter the workplace as a paralegal. Still, we recognize that anything that can objectively show your skills makes you that much more attractive to potential employers.

Therefore, we encourage our graduates to take a national paralegal competency exam administered by a nationwide organization. Although the passing of such an exam is not necessary in any jurisdiction to work as a paralegal, being certified by such an organization is an objective standard that is likely to impress legal professionals and employers.

One such examination – probably the most prestigious – is the Certified Paralegal (also known as the Certified Legal Assistant) exam, administered by the National Association of Legal Assistants (NALA). We believe that although this is a tough exam, the vast majority of NPC graduates should be able to pass the exam with sufficient effort.

To that end, NPC offers an 8-week CLA/CP review course at no charge to NPC students and alumni. This course consists of a recommended study schedule and various other resources, including lectures, Q&A sessions, practice quizzes and practice assignments. The course syllabus will provide further details.

All information regarding the exam, eligibility, registering, etc. can be found at NALA's website: www.nala.org.

To enroll in the review course or if you have questions regarding eligibility that can be answered only by NPC, please contact Stephen Haas at shaas@nationalparalegal.edu.

10: Student Feedback

As the student, you are the most important component of NPC. It is the students who ultimately set the school atmosphere and can be tremendous resources for other students. We especially appreciate it when veteran students guide along newer students who may feel a bit intimidated by the NPC system or course load. We often see that the students helped in this manner, after a few short months, become the veterans themselves and are eager to help out the newer students as they were once helped.

10.1 Contacting NPC Staff

Complaints and/or suggestions coming from students are taken very seriously by the NPC staff. If you ever have any concern as to any aspect of the school, please do not hesitate to contact the NPC office, preferably by e-mail.

- For academic matters regarding a particular class, please e-mail the instructor for that class, by going to the “e-mail instructor” section of the student menu.
- For general academic matters, please contact Stephen Haas (shaas@nationalparalegal.edu).
- For technical support, please contact Technical Support (support@nationalparalegal.edu)
- For financial aid matters, please contact the financial aid department (aid@nationalparalegal.edu)
- Regarding other financial matters, please contact the bursar (bursar@nationalparalegal.edu)
- If you are not sure to whom to e-mail a question, e-mail it to info@nationalparalegal.edu and it will be forwarded it to the appropriate party.

10.2 Course and Graduation Surveys

The NPC staff considers student feedback to be the most essential form of self-evaluation and means of improvement in existence. Therefore, at the completion of each course, students are asked to fill out a survey in which they indicate, among other things:

- their level of satisfaction with the instructor for the course
- their level of satisfaction with the grader for the course
- their level of satisfaction with the courseware and other materials made available for the course
- to what extent the course goals were met

Upon the completion of the program, students are likewise asked to fill out a longer “graduation survey.” This survey asks questions relating to the student’s satisfaction with all of the various components of the school. These are valuable resources for the NPC staff, and any area that gets negative reviews from even a single student is thoroughly examined and may lead to changes in how that component of the school is operated.

11: Academic Probation and Satisfactory Academic Progress Policies

A student who experiences difficulty with his or her coursework is encouraged to communicate with his or her instructors and/or student mentor.

National Paralegal College (NPC) uses an 8-week course length format for undergraduate courses and a 12-week course length for graduate courses. During each course period, a student may take up to three courses totaling 9 credit hours. A student who experiences difficulty with his or her coursework is encouraged to communicate with his or her advisor and/or student mentor. If a student's grade point average falls below 2.0 (or under 3.0 for graduate students) and remains there for two consecutive course periods, the student shall be placed on academic probation unless unique circumstances warrant an exception from the education director. Students shall be notified by email if and when they are placed on academic probation. This is aside from and in addition to financial aid removal, warning and probation rules that may also apply. Please see the NPC Consumer Guide for more information on financial aid warning and probation.

A student who is on probation and raises his or her GPA to 2.0 or higher (3.0 or higher for graduate students) is removed from academic probation. In the event that, while on academic probation, the student's over-all grade point average remains below 2.0 (3.0 for graduate students) for two additional consecutive course periods, the student may be dismissed from NPC for poor academic performance. In such event, VA students receiving GI Bill benefits will have their benefits interrupted. If the student has shown substantial improvement in his or her work or if the student has shown that his or her poor work was a product of an event or circumstance that is likely to end, the education director may, at his or her discretion, allow the student to remain in the school even after the passage of two additional consecutive course periods. However, any VA Benefits or Financial Aid cannot be reinstated by the Education Director and must be handled by the Financial Aid Office on an individualized basis. This is aside from and in addition to financial aid removal, warning and probation rules that may also apply. Please see the [NPC Consumer Guide](#) for more information on financial aid warning and probation.

Students who are dismissed from NPC may apply for readmission under the readmission policy discussed below.

A student's status while on academic probation is not affected in any way except for the provisions stated in this policy. However, NPC may attach academic conditions to a student's continued enrollment at NPC as it deems necessary to put the student in the best position to succeed at NPC.

11.1 Dismissal

11.1.1 Dismissal Due to Inappropriate Conduct

In general, students are expected to adhere to a standard of behavior that is appropriate and conducive to the furtherance of the academic standards and professional goals that NPC has established for its programs. Prohibited conduct is set forth in the NPC Code of Conduct that appears in Section 12 below. NPC administration may, at its discretion, dismiss a student due to behavior that violates the NPC Code of Conduct.

11.1.1.1 Inappropriate conduct – cheating on exams or assignments

No student may wrongfully benefit from information provided by another individual when taking an examination. Students who are caught cheating on examinations may be dismissed from the College or subjected to disciplinary measures to be determined by NPC. While collaboration and discussion of assignments and assignment research among students is allowed, no student shall pass off the work of another as his or her own. Submitting the work of another person as one's own on an assignment is considered cheating and will subject the student to discipline up to and including expulsion from the college. No student shall be dismissed for cheating without:

1. A written (including emailed) confession from the student, or
2. A finding of fact by the school Dean that the student is guilty of cheating based on clear and convincing evidence that the student cheated on an exam or assignment.

Any student accused of cheating shall have the opportunity to be heard (which may be satisfied by an exchange of emails) before an adjudication is made as to his or her guilt. A student dismissed for cheating may appeal. If the student does appeal, the student may present argument and/or evidence in writing (such as by email) in his or her defense. A committee comprising at least three full time NPC faculty shall be appointed by the Dean and convened to decide any student appeal of dismissal for cheating. A decision shall be rendered by such committee by majority vote.

11.1.2 Dismissal Due to Poor Academic Performance and Chronic Incompletes

A student who received a final grade of "I" (Incomplete) for his or her first course at NPC or final grades of "I" for all courses taken in two consecutive or overlapping course periods may be dismissed from the college. The Dean has the discretion to allow the student to remain in the school if the student has shown positive progress towards his or her next course and/or if the student presents a good reason that unforeseen circumstances caused the student to fail to complete the first course. (An "I" grade is treated as an "F" for financial aid purposes.)

A student similarly may be dismissed if he or she receives a grade of Incomplete for his or her first course.

A student may be dismissed for poor academic performance in accordance with NPC's academic probation policy, unless NPC determines that there is sufficient cause to allow the student to remain in the school. Sufficient cause in this case means a truly unique circumstance that could not have been anticipated by the student before enrollment at NPC.

NPC students are reminded that they may be able to take a leave of absence if they see that they will be unable to complete coursework in advance of the course. A student who has been dismissed from National Paralegal College may apply for readmission under the college's readmission policy.

11.2 Readmission Policy

A student who has been dismissed from National Paralegal College may apply for readmission under any one of the following circumstances:

- 1) 12 months have passed from the time of the student's dismissal. If the student was dismissed due to inappropriate conduct or cheating, NPC may also require a phone interview and/or additional steps to determine whether the student will be allowed readmission. Readmission under this paragraph is under NPC's sole and absolute discretion.
- 2) 6 months have passed from the time of the student's dismissal, and the Dean recommends readmitting the student following a telephone interview. Readmission under this paragraph is under NPC's sole and absolute discretion.
- 3) The student has submitted 2 writing assignments provided by NPC based on previous courses that the student has taken, which have been graded by the Dean or Assistant Education Director and have been found to merit a grade of "B" or higher. This option is only available to students who have been dismissed for chronic incomplete or poor academic performance. The student must then show satisfactory progress in his or her next courses and raise his or her GPA to 2.0 within a reasonable period of time or the student may be dismissed again.
- 4) The student has completed a remedial course at NPC or another school, which, in the opinion of the Dean will enable the student to return to NPC and remain in good academic standing. This option is only available to students who have been dismissed for chronic incompletes or poor academic performance. The student must then show satisfactory progress in his or her next courses and raise his or her GPA to 2.0 within a reasonable period of time or the student may be dismissed again. Readmission under any of the above paragraphs is subject to the absolute discretion of NPC.

12: Code of Conduct

12.1 Overview

Actions under the National Paralegal College (hereinafter, “NPC”) Student Code of Conduct are administrative and not criminal in nature. Therefore, a student can be found responsible under the Student Code of Conduct even if the underlying conduct would not also constitute a criminal offense.

For purposes of interpreting words and phrases not otherwise defined in the Student Code of Conduct, everyday and common usages and understanding shall apply, and external sources may be consulted for guidance.

12.2 Philosophy

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the college community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment.

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the NPC community.

Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the NPC community, and to maintain order and stability in the college.

12.3 Scope

The adoption of the Student Code of Conduct does not prohibit the college from adopting or maintaining additional rules to govern the conduct of students such as those outlined in the syllabus in a class. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other directives and rules.

The Student Code of Conduct applies to individual students of NPC and all of its divisions and subsidiary schools.

12.4 Prohibited Conduct

The following behaviors are prohibited:

1. All forms of student academic dishonesty, including but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism. This also includes assisting or enabling other students in the commission of any form of academic dishonesty. By way of illustration but not limitation, the sharing of completed assignments with students who have not yet submitted those assignments or posting them to the internet where they can be accessed by students who have not yet submitted those assignments is enabling cheating and is prohibited. Circumventing or attempting to circumvent NPC's exam proctoring system is also specifically referenced as an instance of dishonest and prohibited conduct.
2. Endangering, threatening, or causing physical harm to any member of the NPC community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or any other NPC rules.
4. Violation of, or attempt to violate, other rules that may be adopted by NPC.
5. Impersonation of another, using another person's identity, or furnishing materially false information, including use of false identification.
6. Failure to comply with the directions of NPC officials or agents acting in the good faith performance of their duties.
7. Forgery, falsification, fabrication, unauthorized alteration, or misuse of NPC documents, records, or identification, including, but not limited to, electronic software and records.
8. Unauthorized access to, disclosure of, or use of any college document, record, or identification, including but not limited to, electronic software, data, and records.
9. Interfering with or disrupting college or NPC-sponsored activities, including but not limited to online classroom related activities, online studying, online teaching, online research, intellectual or creative endeavors, administration, service or the provision of communication or computing services.
10. Misrepresenting oneself or an organization as an agent of NPC.
11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to NPC or belonging to another person or entity.
12. Engaging in repeated or significant behavior toward another individual, whether in person, by phone, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
13. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or NPC policy.

14. Interfering with any college disciplinary process, including but not limited to tampering with physical or electronic evidence or inducing a witness to provide false information or to withhold information.
15. Harassing or behaving in an excessively mean or nasty manner towards another student or any NPC staff member or behaving in such manner after being asked to desist from doing so.
16. Engaging in any conduct that interferes with the education or educational delivery for any other student.
17. Intentionally making false and defamatory statements about any other NPC student, any NPC staff member or the college in any forum.

12.5 Sanctions

NPC (through any of its designated officials) may impose one or more of the following sanctions for any violation of the Student

1. Expulsion: Permanent separation of the student from NPC.
2. Suspension: Temporary separation of the student from NPC for a specified period of time, or until specific conditions, if imposed, have been met.
3. Degree Revocation: NPC may revoke a degree, certificate or other academic recognition previously awarded by NPC to a student.
4. Probation: Removal of the student from good disciplinary standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other college rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.
5. Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
6. Administrative Hold: A status documented in the registrar's official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean in accordance with college rules.
7. Restricted Access to College websites: A student's access to NPC websites, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
8. Interim Action: NPC may impose restrictions on a student or suspend a student for an interim period prior to resolution of the disciplinary proceeding.

12.6 Determining What Sanctions to Impose

Mitigating and aggravating factors may be considered when determining what sanctions to impose. Factors to be considered in mitigation or aggravation include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the college or to any victims, or any other factors deemed appropriate under the circumstances.

Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

12.7 Enforcement

Student sanctions shall be enforced through use of disciplinary procedures adopted by the college.

Please see the [NPC School Catalog](#) and the [NPC Consumer Guide](#) for more information on academic probation, satisfactory academic progress, dismissal and re-admission policies.