Contents

1: School Overview ........................................................................................................... 4
  1.1 Course Structure ........................................................................................................ 4
  1.1.1 Learning Materials.................................................................................................. 4
  1.1.2 Course Requirements .......................................................................................... 6
  1.1.3 Timing of Courses ............................................................................................... 7
  1.2 What is needed to Begin Studying ............................................................................ 9
  1.2.1 Program Prerequisites ......................................................................................... 9
  1.2.2 Hardware / Software Requirements .................................................................. 10
  1.3 What is expected of NPC Students .......................................................................... 11
    1.3.1 Assigned Reading .............................................................................................. 11
    1.3.3 Lectures ............................................................................................................. 11
    1.3.4 Timeliness ......................................................................................................... 11
    1.3.5 Academic Integrity ............................................................................................ 11
  2: Course Resources ......................................................................................................... 13
    2.1 Course Materials ...................................................................................................... 14
    2.1.1 Course Syllabus ................................................................................................. 15
    2.1.2 Courseware  (relevant only for 100-level paralegal courses, which are courseware-based, not courses which are textbook-based) ........................................ 16
    2.1.3 Lecture Recordings ........................................................................................... 19
    2.1.4 Slides and Document Presentations .................................................................. 19
    2.1.5 Case Studies ...................................................................................................... 19
    2.2 School Virtual Library ............................................................................................. 20
    2.3 NPC Message Boards .............................................................................................. 21
    2.4 Interactive Classroom .............................................................................................. 21
    2.5 Lexis Advance ......................................................................................................... 24
    2.6 How to Contact Your Instructor .............................................................................. 24
  3: Completing Course Requirements ............................................................................... 25
    3.1 Assignments............................................................................................................. 25
    3.1.2 Assistance in Completing Assignments ............................................................ 27
    3.1.3 NPC Student Mentor Program .......................................................................... 27
    3.2 Exams ...................................................................................................................... 28
    3.2.1 Exam Structure .................................................................................................. 28
    3.2.1 Taking Exams..................................................................................................... 30
    3.2.2 Reviewing Exams .............................................................................................. 32
    3.3 Weekly Interaction Requirement ............................................................................. 33
    3.4 Progress Reports ...................................................................................................... 34
    3.5 Grade Challenges and Reviews ............................................................................... 36
  4: Course Grades and Transcripts .................................................................................... 37
    4.1. Course Grades......................................................................................................... 37
    4.2 Grade Point Average ............................................................................................... 38
    4.3 Student Records ....................................................................................................... 39
    4.4 Transcripts ............................................................................................................... 39
  5: Enrollment Process ...................................................................................................... 40

Section 1: School Overview

NATIONAL PARALEGAL COLLEGE

2
5.1 Course Enrollment................................................................................................... 40
5.2 Other Options on the Student Menu ........................................................................ 42
  5.2.1 View Ledger / Update Billing Information ....................................................... 42
  5.2.2 Forms ............................................................................................................... 42
  5.2.3 Edit Your Personal Profile .............................................................................. 42
6:  Academic Leave of Absence Policy ....................................................................... 43
7:  Placement Assistance.............................................................................................. 44
8:  Graduation Requirements ...................................................................................... 45
9:  Graduation Procedure ......................................................................................... 46
10: CLA/CP Examination .......................................................................................... 47
11: Student Feedback ................................................................................................ 48
  11.1 Contacting NPC Staff ..................................................................................... 48
  11.2 Course and Graduation Surveys ....................................................................... 48
12: Academic Probation and Satisfactory Academic Progress Policies ...................... 50
1: School Overview

1.1 Course Structure

A uniform structure applies to all 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. All 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.

A separate uniform structure applies to courses offered through our graduate division, National Juris University (NJU). All graduate courses last 12 or 13 weeks and typically contain 24 live lectures. 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. While all these materials are available online for no cost, if you’d like a hard copy of the courseware, lecture slides and other selected materials, it can be ordered at http://www.freewebstore.org/npc-courseware-books/.

OR

A textbook that is assigned for the course, for courses other than 100 level paralegal courses. Students must acquire his or her own textbooks. Suggestions on where to acquire them appear in the course syllabus and on the textbook page of the school website.

2) Lectures, which are delivered by the instructor throughout the course. Students who are able to attend the live lectures in our interactive classroom are encouraged to do so. Since many students cannot make it to the live lectures, all lectures are recorded and made available for students to access at any time. Audio versions of the lectures may be downloaded in mp3 format while the audio/video lectures may be viewed through streaming content on the NPC website.
3) The course syllabus, which contains the lecture schedule and describes the topics that will be covered in each lecture. In addition, the syllabus explains to students which sections of the courseware should be read in preparation for each lecture, and which of the cases and statutes cited in the courseware should be read.

4) Slides, containing an outline of the material discussed in the classes.

5) Supplementary documents, particularly in courses that emphasize document completion skills.

6) Case studies (for paralegal courses only), which put the material learned in each class in a practical context and apply them to real life scenarios that have been in the news. Viewing the case studies is optional.
1.1.2 Course Requirements

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

1) Students must take all examinations for each course. There are typically three exams per course, though this may vary from course to course. Failure of an exam, i.e. below 60, does not necessarily mean that a student will fail the course. However, the student must average a passing grade, between his or her 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 period, there will be lectures twice per week for each course. A total of fifteen (15) lectures will be given for each course (“off” nights will be included from time to time as indicated in the course syllabus). In addition, course instructors may schedule additional optional study hall or review sessions. Please see the course syllabus and course message boards 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.

3) The assignments will be posted during each course as indicated on the syllabus. In some courses, all assignments are posted at the outset of the course while in other courses, the assignments are posted one at a time throughout the course, as the materials covered by the assignments are covered in class. When practical, the 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 NPC and NJU examinations are timed (the instructor chooses the length of time that the students have to complete the examinations). Most examinations allow a time 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 final course lecture. 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 student 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 possible for any reason at all.

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 guaranteed to affect your grade.

The penalty referenced in Paragraph 4 may be waived by the Dean or an instructor in extreme cases only. Extreme cases include circumstances beyond the control of the student that caused the student to be unable to complete work for a significant period of 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 for anything short of a true, unforeseeable emergency. However, please note that the course deadline cannot be extended more than 30 days for any reason at all.

Please note that course instructors do not have the ability to waive these two requirements.
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) will likely 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. 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,” “Lexis/Nexis Tutorial” 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 Dean 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 require download of an Adobe plug-in. 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.

1.3.3 Lectures

All students are expected to attend the live lecture or watch the recording of every class. All lectures are recorded and posted on the NPC web site. Recorded lectures can be viewed at any time. Attendance at the live lectures is strongly encouraged, but not required. If there are multiple sections for the course, the student is expected to watch one version of each lecture.

1.3.4 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 1.13, above, are outside the discretion of NPC instructors (and anyone except for the Dean) to grant.

1.3.5 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 Dean or Assistance Education Directors.
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 anytime.

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

Figure 1
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 virtual library, course syllabus for each course in which he or she is enrolled, the courseware for that course, all previous lecture recordings that have already taken place for that course, all slides and document presentations available for that course, and all NPC “case studies” that relate to that course. In addition, the NPC grading policy can be viewed by students at any time, as a link to that policy appears in the top right corner of the course materials screen.

Once you access the “course materials” screen, a menu appears for each course in which you are enrolled (see Figure 2).

<table>
<thead>
<tr>
<th>Course</th>
<th>Syllabus</th>
<th>Courseware</th>
<th>Lecture Recordings</th>
<th>Slides &amp; Documents</th>
<th>Case Studies</th>
<th>Progress Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG-105-1405</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law &amp; Bankruptcy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLG-102-1404</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 2
2.1.1 Course Syllabus

The course syllabus (see Figure 3) for each course is easily accessed by clicking on the magnifying glass in the “syllabus” column 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 in the assignment textbook.

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

<table>
<thead>
<tr>
<th>Class 4</th>
<th>Thursday, April 10, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>Courseware Reading:</td>
<td></td>
</tr>
<tr>
<td>Chapter 1: Introduction and Consideration</td>
<td></td>
</tr>
<tr>
<td>- Accord and Satisfaction</td>
<td></td>
</tr>
<tr>
<td>- Donative Promises</td>
<td></td>
</tr>
<tr>
<td>- Moral or Past Consideration</td>
<td></td>
</tr>
<tr>
<td>Cases and Statutes:</td>
<td></td>
</tr>
<tr>
<td>Webb v. McGowin</td>
<td></td>
</tr>
<tr>
<td>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 or 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.</td>
<td></td>
</tr>
</tbody>
</table>

Figure 3
2.1.2 Courseware

(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 in the “courseware” column for any course 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 green paragraphs. 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 in a version that is printer-friendly and easy to navigate. 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)

---

The distribution amount also changes, depending on whether there are children involved. If there is a surviving spouse and descendants ("issue"), the distribution arrangement can get more complicated. In most states, the surviving spouse would only be entitled to a portion of the estate, ranging from one-third to one-half; the balance would go to the descendants. For example:

**Example:** Ted was 34 years old when he died intestate last month. He was survived by his 28-year-old wife, Linda and their six-month old daughter, Alexandria. In addition, Ted had a twin brother, Turner, who is single with no children, and both of his parents are still alive. In most states Linda, as the surviving spouse, would take less than the entire estate, such as one-third or one-half of the estate; the balance would go to Alexandria. For example, in New York, Linda would get $50,000 and one-half of the residue and the balance would go to Alexandria. *N.Y. Est. Powers & Trusts Law § 4-1.1(a)(1).*

---

Figure 4
2.1.2.2 Self-Quizzes

Each section of courseware also contains a series of quizzes called “interactions.” 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.

![Figure 5]
2.1.2.3 Other Courseware Features

For your convenience, NPC has built the following features into the courseware (see Figure 6):

- You can view all of the cases and statutes cited in the chapter in a single list.

- You can download each page of courseware in printer-friendly Microsoft Word format, enabling you to easily print out the courseware if you’d rather not read it on front of your computer.

- You can download an MP3 file of the courseware being read so that you can listen to the courseware using headphones, in your car, or anywhere else.
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” column 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

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” column on the course materials page. All slides are conveniently grouped by lecture and are presented in FlashPaper or 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. In addition, some documents come with audio/visual presentations that explain their functions and structure and goes through the document section by section, explaining the purpose behind each section.

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.

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.
- Scores of comprehensive database available through the Library and Information Research Network (LIRN). This can be searched by individual database, by subject matter or by a “federated search” by which a single search can query all available LIRN databases (see Figure 7).
- NPC students have 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).

![Figure 7](image-url)
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), the alumni message board, and the placement assistance message board (where jobs openings are posted and questions can be posted about NPC placement assistance).

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.
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 on the same day as the class. Thus, missing a live class will not have any detrimental effect on a student.
Conflicts of Interest: Rules Regarding Former Clients (MRPC Rule 1.9)

**Rule:** An attorney or firm cannot

- oppose a former client OR represent another whose interests are “materially adverse” to the former client,

- in a substantially related matter
  (i.e., if the matter is totally unrelated to the former client’s representation, it’s less likely that it would interfere with the current representation)

- unless the former client consents after consultation

Even if the client consents, the attorney or firm must be super careful not to break the confidentiality rules and...

must NOT use confidential information against the client in the subsequent proceeding

**Note:** Conflicts can also arise because of familiar or friendship interests; not solely based on a professional relationship

---

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. LexisNexis 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 under “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.

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 (See Figure 11). Then, please upload your submission by clicking in the pencil icon in the “Your
Answer” column and browsing to and uploading your completed assignment (See Figure 11).

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 Connie Erpelding (connie@nationalparalegal.edu or 800-371-6105 x 115) 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 guidelines 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 and 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 the magnifying glass in the exam column for the specific course. 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.

![Assignments & Exams](image)

**Assignments & Exams**

**Exams**

**PLG-110-1402: Constitutional Law & Criminal Procedure**

**Exams available to be taken:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Take Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law Exam # 1</td>
<td></td>
</tr>
<tr>
<td>Constitutional Law Exam # 2</td>
<td></td>
</tr>
<tr>
<td>Constitutional Law Exam # 3</td>
<td></td>
</tr>
</tbody>
</table>

*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 your instructor or the Dean, Stephen Haas (shaas@nationalparalegal.edu) and explain the circumstances that led to your not being able to complete the exam in the time allowed. The instructor 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 under “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.

![Figure 13](image)

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.

![Figure 14](image)
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 Susan Israel (susan@nationalparalegal.edu) or Stephen Haas (shaas@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 right-most magnifying glass on the “course materials” screen (see Figure 15).

<table>
<thead>
<tr>
<th>Course</th>
<th>Syllabus</th>
<th>Courseware</th>
<th>Lecture Recordings</th>
<th>Slides &amp; Documents</th>
<th>Case Studies</th>
<th>Progress Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-201-1404:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLG-107-1403:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Relations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Weekly interaction requirement:

<table>
<thead>
<tr>
<th>Week</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week starting Tuesday, February 4, 2014</td>
<td>Attended live lecture on 2/4/2014</td>
</tr>
<tr>
<td>Week starting Monday, February 10, 2014</td>
<td>Attended live lecture on 2/10/2014</td>
</tr>
<tr>
<td>Week starting Monday, February 17, 2014</td>
<td>Attended live lecture on 2/20/2014</td>
</tr>
<tr>
<td>Week starting Monday, February 24, 2014</td>
<td>Attended live lecture on 2/25/2014</td>
</tr>
<tr>
<td>Week starting Monday, March 10, 2014</td>
<td>Requirement fulfilled by submitting assignment</td>
</tr>
<tr>
<td>Week starting Monday, March 17, 2014</td>
<td>Attended live lecture on 3/18/2014</td>
</tr>
</tbody>
</table>

You have submitted the required 8 interactions for this course.

Assignments:

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

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

Exams:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Grade Received</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitutional Law Exam # 1</td>
<td>89</td>
<td>3/12/2014</td>
</tr>
<tr>
<td>Constitutional Law Exam # 2</td>
<td>Exam not taken</td>
<td></td>
</tr>
<tr>
<td>Constitutional Law Exam # 3</td>
<td>Exam not taken</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Raw Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;474</td>
<td>A+</td>
</tr>
<tr>
<td>445-474</td>
<td>A</td>
</tr>
<tr>
<td>420-444</td>
<td>A-</td>
</tr>
<tr>
<td>395-419</td>
<td>B+</td>
</tr>
<tr>
<td>365-394</td>
<td>B</td>
</tr>
<tr>
<td>340-364</td>
<td>B-</td>
</tr>
<tr>
<td>315-339</td>
<td>C+</td>
</tr>
<tr>
<td>285-314</td>
<td>C</td>
</tr>
<tr>
<td>260-284</td>
<td>C-</td>
</tr>
<tr>
<td>230-259</td>
<td>D</td>
</tr>
<tr>
<td>&lt;230</td>
<td>F</td>
</tr>
</tbody>
</table>

The number of raw points allocable to each assignments 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:

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

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 their “my courses” screen. Students may request unofficial transcripts by email at any time. Students may request that official (signed and sealed) transcripts be sent to potential employers or other schools by written request. NPC does not charge transcript processing fees.

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. If you need an official transcript with a raised seal, please contact the NPC office. You may ask to have your transcript mailed to your home or to another institution or employer. You may be asked certain questions to prove your identity before transcripts are sent out to any address other than your own. There is no fee for the mailing out of a reasonable number of transcripts.
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 use the drop-down menus on this form (see Figures 15 and 16) to choose which section of each course you would like to enroll in.

<table>
<thead>
<tr>
<th>Academic Program:</th>
<th>Associate of Paralegal Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of credits required:</td>
<td>60</td>
</tr>
<tr>
<td>Total number of credits earned or planned:</td>
<td>27</td>
</tr>
<tr>
<td>Total number of credits earned to date:</td>
<td>9</td>
</tr>
</tbody>
</table>

**Core Curriculum Requirements:**
- **Torts & Personal Injury:** completed
- **Contracts:** not enrolled
- **Professional Responsibility & Legal Ethics:** completed
- **Legal Research, Writing & Civil Litigation:** not enrolled

**Specialty and Advanced Legal Courses:**
- Number of credits required: at least 24, at most 33
- Number of credits earned or planned: 15

![Figure 17: Course Enrollment Requirements]

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Section</th>
<th>Course Name</th>
<th>Credits</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 3, 2014 – April 30, 2014</td>
<td>PLG-107-1403</td>
<td>Domestic Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>March 3, 2014 – April 30, 2014</td>
<td>PLG-108-1403</td>
<td>Legal Research, Writing &amp; Civil Litigation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>July 7, 2014 – August 27, 2014</td>
<td>PLG-103-1407</td>
<td>Criminal Law</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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 changes with the financial aid office. Therefore, if you are receiving federal financial aid and would like to make a schedule change, 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 student services office at 800-371-6105 x 0 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 to print out the various forms that you need to fill out at the time of your enrollment. 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.
6: Academic 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 will 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.
7: Placement Assistance

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 how to best begin your job search.

For more information about the NPC placement assistance system or to take advantage of NPC Placement Assistance Services, please contact Maggie Probst, NPC Director of Placement Assistance (maggie@nationalparalegal.edu or 800-371-6105 x 111) or Eli Adler, placement assistance associate eli@nationalparalegal.edu or 800-371-6105 x 126).
8: Graduation Requirements

A student will receive a degree or certificate after completing the requisite number of credit hours. A full list of all requirements for each NPC program, along with transfer credit policies appears in the NPC School Catalog.
9: 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. To this end, a special message board is kept open as the “NPC Alumni Forum.” Alumni are also free to post to the other message boards, including the individual course message boards.
10: 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/or 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.

Section 10: CLA Examination

NATIONAL PARALEGAL COLLEGE

47
11: 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.

11.1 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 to 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 David Cohen (david@nationalparalegal.edu).

- Regarding financial matters, please contact student services (info@nationalparalegal.edu).

- If you are not sure to whom to e-mail a question, e-mail it to anyone on the NPC staff and it will be forwarded it to the appropriate party.

11.2 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 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.
12: 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. 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.
**Dismissal Due to 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 who has been dismissed from National Paralegal College may apply for readmission under the college’s readmission policies, which appear in the school catalog.

Please see the [NPC School Catalog](#) and the [NPC Consumer Guide](#) for a full description of academic probation, satisfactory academic progress and dismissal and re-admission policies.