Summer Daytime Intensive Frequently Asked Questions

What are the program details?

The Duquesne University School of Law Paralegal Institute is an online, non-credit certificate program. Students who successfully complete ten (10) courses earn a Certificate of Paralegal Studies.

The Summer Daytime Intensive program includes all ten (10) courses, within the eleven (11) week term. Classes meet all day, Monday through Friday. It is the fastest way to complete the program.

The program includes seven (7) required core courses and three (3) electives. The seven required core courses are: Introduction to the Legal System, Professional Responsibility, Legal Research Methods, Legal Writing & Case Analysis I, Civil Litigation, E-Discovery, and Technology in the Law Office. The three (3) electives will be chosen by the Program Director, and entered onto the summer schedule upon deciding what the electives will be.

What is the schedule?

Courses are offered Monday through Friday from 8:00 a.m. – 3:30 p.m. All classes have synchronous, real-time commitments.

Are the courses online?

Yes. The Paralegal Institute class are now all online. Classes have both asynchronous and real-time components, but classes do not meet in a physical classroom. Students must have their own computer, webcam and reliable internet service.

Do classes meet virtually every day?

Classes are required to meet live for a minimum of nine (9) hours over the term. This is an ABA requirement. However, instructors are able to decide how they would best like to organize their course. They may elect to hold a live, virtual class for every single class meeting. Others may
prefer to meet an hour per week, for example. Attendance is required. Individual instructors will provide their plan and course requirements on their classroom Canvas site.

**Can a student register for a course(s) without committing to the full-time program?**

The classes that are part of Summer Daytime Intensive program are reserved first for full-time summer students. If space allows, part-time students may register for a class if there are seats available. This availability won’t be determined until closer to the start date of the term.

**How do I access my classes?**

All classes are hosted on Canvas. Every student is issued a Multipass ID. This is your login to the DORI system and where students can find everything from their tuition statement to their course Canvas sites. Directions for initializing your Multipass will be provided upon registration.

**Do I have access to the campus and Paralegal Institute offices?**

Absolutely. The Paralegal Institute offices are located at Duquesne University School of Law, Hanley Hall, 4th floor, Office 407B. Students are welcome to use the Law School facilities.

**What is the tuition?**

Current tuition for the 2021-22 academic year is $943.00 per course. This would be a total of $9,430.00 tuition for the summer term. Current tuition for the 2022-23 academic year is $983.00 per course. This would be a total of $9,830.00 tuition for the summer term. Additionally, students are charged a $35 and $45 fee for Lexis/Nexis and Westlaw services in conjunction with the Legal Research class. No University fees apply.

**Is there financial aid available?**

Non-credit certificate programs and courses are not eligible for federal financial aid. However, other sources can be considered, and the Paralegal Institute encourages students to research and pursue aid that might be available to them including: Private education loans, Veterans benefits/GI Bill for those eligible, and employer education assistance/training budgets just to name a few.

**I have a lot of other questions. Who do I contact?**

The Duquesne School of Law Paralegal Institute at: 412-396-6313 or paralegal@duq.edu.

*Paralegals may not provide legal services directly to the public except as permitted by law.*