

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date _____ Curriculum Bulletin _____
Effective Date **Fall 2020** Approved by EPC _____

Department **College of Applied & Technical Studies**
 College **AP - Applied and Technical Studies**
 Degree **AAS - Associate of Applied Science**
 Program Name **Legal Assisting** Program Banner Code **LEGT**
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Temporarily suspend admissions**

Description of proposal:

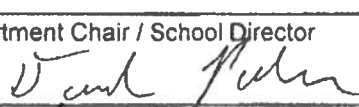
This proposal is to suspend admissions into the Associate of Applied Science (AAS) in Legal Assisting (LEGT) at the Trumbull Campus. The next step will be to inactivate the program and replace it with the College of Arts & Sciences, BA in Paralegal Studies.

Does proposed revision change program's total credit hours? Yes No
 Current total credit hours: **65** Proposed total credit hours **65**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
There is no impact on other programs, policies or procedures at the Trumbull Campus. There are no full-time TT faculty members teaching at the campus in this program. After the program is inactivated, students will be allowed to complete the AAS degree.

Units consulted (other departments, programs or campuses affected by this proposal):
Trumbull Campus Faculty Council, College of Applied & Technical Studies Curriculum Committee, EPC

REQUIRED ENDORSEMENTS

Department Chair / School Director	_____/_____/_____
 (DAN PALMIERI) TRUMBULL	09/30/19
Campus Dean (for Regional Campuses proposals)	10/24/19
College Dean (or designee)	_____/_____/_____
Dean of Graduate Studies (for graduate proposals)	_____/_____/_____
Provost (or designee)	_____/_____/_____

Proposal Summary

Temporarily Suspend Admission to AAS – Legal Assisting

1. Provide a rationale for the suspension of admission of the program.

This proposal is to suspend admissions into the Associate of Applied Science (AAS) in Legal Assisting (LEGT) at the Trumbull Campus. The next step will be to inactivate the program and replace it with the College of Arts & Sciences, BA in Paralegal Studies.

2. Indicate number of students currently enrolled in the program and describe how the suspension of admission will affect them. Explain plans for notifying current students and assisting them in the completion of their program.

As of Fall 2019, Trumbull has 7 active students in the LEGT program. The suspension of admission will not affect these students. The courses they need for graduation will be continued to be offered since they are also required in the BA in Paralegal Studies.

3. Describe whether there will be a loss of faculty or staff positions due to the suspension.

No loss of faculty, there are currently no full-time faculty teaching in this AAS program.

4. Indicate if any of the program's courses that will not be offered due to the suspension are used by other units for their programs (either as required or elective). Provide evidence that those units have been consulted regarding the offerings.

The courses used in this program are courses also used in the BA Paralegal Studies program and will continue to be offered at the Trumbull Campus by adjuncts approved by the Paralegal Studies Program Director.

5. Describe the plan for communicating the suspension of admissions.

Advisors on the Trumbull Campus will be notified.

A.A.S. Degree in Legal Assisting Technology

Student Enrollment – Fall Semester (15th day census)

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
14	17	23	18	14	14	11	4	6	8

Degrees Earned – Fiscal Year

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
1	4	4	5	2	5	5	5	2	1