



THOMAS R. KLINE
SCHOOL OF LAW

PARALEGAL INSTITUTE
SUMMER 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	(542) required Technology in the Law Office	(501) required Introduction to the Legal System	(542) required Technology in the Law Office	(501) required Introduction to the Legal System	8:00 – 11:00 (556) elective Contracts for Paralegals
9:30 - 9:45	BREAK	BREAK	BREAK	BREAK	11:00-12:00 LUNCH
9:45 – 11:15	(518) elective Torts and Personal Injury Law	(505) required Professional Responsibility	(518) elective Torts and Personal Injury Law	(505) required Professional Responsibility	12:00 – 3:00 (550) required Legal Research Methods
11:15–12:15	LUNCH	LUNCH	LUNCH	LUNCH	
12:15 – 1:45	(555) Interviewing and Investigating for Paralegals	(551) required Legal Writing and Case Analysis	(555) Interviewing and Investigating for Paralegals	(551) required Legal Writing and Case Analysis	
1:45 – 2:00	BREAK	BREAK	BREAK	BREAK	
2:00 – 3:30	(517) elective e-Discovery	(516) elective Criminal Law	(517) elective e-Discovery	(516) elective Criminal Law	

SUMMER PART-TIME (EVENING CLASSES)

5:30 – 8:30 pm	(548) Advanced Legal Research Dr. Joel Fishman	(524) Business/Corporate Law Kevin Whyte	(530) Immigration Law Maria Piccolomini
	Monday Evening	Tuesday Evening	Wednesday Evening



Classes Begin: Monday June 16, 2025

Classes End: Friday, August 29, 2025

Holiday: Friday, July 4, 2025 (no classes will be held)

[SCHEDULE IS SUBJECT TO CHANGE](#)

Please note:

- All Summer classes will be online. There will be both asynchronous and real-time learning. You will need to be available to participate in real-time learning via Zoom within the days/times above.
- Part-time evening students can take daytime courses only as space allows.
- As a requirement of the accelerated summer day program, students are required to complete one of the following by May 30th to officially secure your seat:
 1. Pay 50% of your tuition (with the remaining balance due during the first week of the term), or
 2. Set up a payment plan and make the first payment.

If you choose to drop a course once the term begins, please be advised that we follow the University's refund schedule.

***Email Program Director to withdraw from a course and begin the refund process.**

Drop/Add Refund Policy

Before June 20, 2025 (By End of Week 1)	Refund 100%
June 21, 2025 – June 27, 2025 (By End of Week 2)	Refund 80%
June 28, 2025 – July 4, 2025 (By End of Week 3)	Refund 40%
July 5, 2025 – July 11, 2025 (By End of Week 4)	Refund 20%
July 12, 2025 and Beyond	No Refund