

# MONROE COMMUNITY COLLEGE

## Post-Degree Certificate Program in Paralegal Studies Information and Department Recommendation Form for Non-Baccalaureate Candidates

The MCC Post-Degree Certificate Program is a unique, self-contained professional credential. The Program is fifteen months in duration. Classes start every fall and are taught every Tuesday and Thursday evening and Saturday morning only.

A Bachelor's Degree in any major or an Associate's Degree with at least 18 credit hours in broadly based liberal arts courses is **REQUIRED** for entry into this program. If you have a Bachelor's degree, you can matriculate directly into the program, but if you do not have a Bachelor's degree, you must fill out this form and set up an interview with the Program Director for admission into the program approval.

Students must attend all scheduled classes, complete all course work (including an internship) and achieve a grade point average (GPA) of 2.0 ( C ) in order to successfully complete the program and receive a certificate. A Certificate will not be conferred if any incomplete courses remain on a student's transcript.

The initial step to enter the program is to apply for admission to MCC. The formal MCC application must be completed and submitted to the Admissions Department. An applicant with a Bachelor's Degree will be admitted directly into the program. An individual with an Associate's Degree or an individual applying to be admitted as an exemption, needs Department Recommendation to enter the program.

To receive Department Recommendation this form must be filled out and you must interview with the Program Director, Michael Martella.

If you have any questions, please email or call the Director of the Program, Michael Martella, Esq. at [mmartella1@monroecc.edu](mailto:mmartella1@monroecc.edu) or (585) 685-6141, or the Law and Criminal Justice Department secretary, Valeri Olivieri at (585) 685-6167.

1. Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City, State and Zip: \_\_\_\_\_  
Cell: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_  
MCC E-mail: Address: \_\_\_\_\_  
Student ID Number (M#) \_\_\_\_\_

