

## PARALEGAL STUDIES CERTIFICATE JMU STUDENT WAIVER

The JMU Paralegal Studies Certificate program is offered through JMU Professional & Continuing Education (PCE), whose office primarily focuses on audiences outside of the traditional undergraduate student population. For the Paralegal Studies Certificate, PCE normally requires that participants have either a four-year degree in any major, or at least four years of workforce experience in any area.

PCE may make enrollment exceptions to meet the goals of individual JMU students who wish to enroll in the Paralegal Studies Certificate prior to graduation. This form is designed for full-time JMU undergraduate students who are interested in completing the noncredit JMU Paralegal Studies Certificate program prior to completing their degree program.

### Program Information

All program information, including the schedule, learning objectives, price, payment options, and policies, is available at <https://www.jmu.edu/pce/programs/all/paralegal/index.shtml>

### Required Acknowledgements

The applicant and academic advisor/faculty are asked to acknowledge the following on Page 2.

The JMU Paralegal Studies Certificate program:

- 1) is a stand-alone program that does not count for college credit nor towards any JMU degree;
- 2) is NOT recommended for undergraduate students who are struggling academically;
- 3) requires payment before class starts, is not included with undergraduate tuition, and is not eligible for FAFSA-related financial aid;
- 4) is an 18-WEEK accelerated, fast-paced program that overlaps with academic semesters;
- 5) is taught exclusively online with twice-weekly live, webinar-based instructor-led class sessions on weekday evenings; attendance is mandatory and sessions are not recorded for later viewing;
- 6) is designed for paralegal employment in Virginia, DC, and Maryland. **If you plan to work outside of these areas, you should verify that JMU's certificate is an appropriate fit for you before proceeding with enrollment;**
- 7) is not marketed to traditional undergraduate students and thus is comprised primarily of non-undergraduate learners;
- 8) awards successful participants a noncredit JMU Paralegal Studies Certificate, and is neither paralegal certification nor certification-exam preparatory;
- 9) provides a full refund **only if** participant withdraws at least two weeks prior to the start date.

# Waiver for JMU Student Participation in JMU PCE Noncredit Program



Submit this completed form at least **SIX WEEKS PRIOR** to the program's start date.

Email this completed form to Elizabeth Sacco at [saccoeg@jmu.edu](mailto:saccoeg@jmu.edu). Please include a short paragraph explaining your motivation to enroll.

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## Applicant Information

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant eID

\_\_\_\_\_  
Major

Desired Program Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Expected number of credit hours EARNED as of the program start date: \_\_\_\_\_

Expected number of credit hours BEING TAKEN simultaneously with Paralegal program: \_\_\_\_\_

## Applicant Confirmation

Subject to the JMU Honor Code, I confirm

- a) I have read and understand the Required Acknowledgements on Page 1;
- b) I understand JMU PCE Director of Professional Development has final decision-making authority, with the option for the applicant to appeal to the Dean of JMU PCE.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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## Academic Advisor/Faculty Acknowledgement

JMU PCE requires either an academic advisor or a faculty member from the participant's major to confirm they have read the Required Acknowledgements on Page 1 and they do not object to participation.

Name: \_\_\_\_\_ Role (e.g. Advisor): \_\_\_\_\_

Initial: \_\_\_\_\_ I have read the Required Acknowledgements on Page 1 of this form, and  
I do not object to the applicant's participation in the JMU Paralegal Studies Program.

\_\_\_\_\_  
Advisor/Faculty Signature

\_\_\_\_\_  
Date

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**Questions?** Contact Elizabeth Sacco at [saccoeg@jmu.edu](mailto:saccoeg@jmu.edu) or Kai Degner [degnerke@jmu.edu](mailto:degnerke@jmu.edu)