

BACKGROUND AND REQUEST

Tiffin University Bachelor of Arts, Paralegal Studies

RECOMMENDATION

Tiffin University meets the Chancellor's standards for baccalaureate programs and the review team recommends authorization for the Bachelor of Arts, Paralegal Studies program. Authorization will continue through December 31, 2011 to coincide with the university's next institutional reauthorization review with the Chancellor of the Ohio Board of Regents. Authorization is contingent upon the submission of annual progress reports by June 30, 2011, 2012, and 2013, which address any concerns that remain. Authorization will be withdrawn if, in the Chancellor's judgment, such reports do not demonstrate satisfactory progress toward compliance with the Chancellor's standards.

Profile: Tiffin University is a coeducational, private, non-profit institution offering undergraduate and graduate degree programs. The university began operations in 1888 as the business program at Heidelberg College and became a standalone institution in 1919. Currently, the university offers degrees in Business Administration, Criminal Justice, Education, Humanities, and the Arts and Sciences to approximately 2,400 undergraduate and 1,100 graduate students.

Accreditation/Authorization: Tiffin University is regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and possesses specialized accreditation from the Association of Collegiate Business Schools and Programs. The Chancellor has authorized the institution since May 1970.

Program Information: The university is requesting authorization to deliver a Paralegal Studies major within its existing Bachelor of Arts degree. The program is designed to "provide the knowledge and skills to allow a graduate to perform paralegal services under the direction of a licensed attorney in a multitude of contexts." The program includes coursework in business and criminal law, legal research and writing, ethics, civil litigation, contracts and sales, and property and estates. The program culminates with an internship, providing students practical experience with a licensed attorney.

Review Results: The review team noted several strengths in the review, including: the program mission is aligned with the institutional mission; learning objectives and outcomes, which are evident and embedded throughout the program, are aligned with American Bar Association (ABA) standards for paralegal programs; an online delivery option is available to accommodate student schedules; and resources are in place to support the program.

The team also noted some areas of non-compliance with the Chancellor's standards and recommended that the institution: submit fully-developed syllabi prior to the courses being offered; clarify which faculty will be teaching in the program; further define the internship experience; and explain the university's timetable for attaining ABA accreditation.

The institution responded appropriately to the recommendations of the consultant's report by demonstrating how the recommendations were accepted and integrated into the proposed program, or, in the case of recommendations that could only be complied with over time, by presenting a clear plan for the implementation of the recommendations and a timeline for such.

Recommendation to the Chancellor: Tiffin University meets the Chancellor's standards for baccalaureate programs and the review team recommends authorization for the Bachelor of Arts, Paralegal Studies program. Authorization will continue through December 31, 2011 to coincide with the university's next institutional reauthorization review with the Chancellor of the Ohio Board of Regents. Authorization is contingent upon the submission of annual progress reports by June 30, 2011, 2012, and 2013, which address any concerns that remain. Authorization will be withdrawn if, in the Chancellor's judgment, such reports do not demonstrate satisfactory progress toward compliance with the Chancellor's standards.