

**California State University, Long Beach**

**POLICY STATEMENT 86-09**

**May 07, 1986**

**This curricular program was recommended by the Academic Senate in its meeting of April 11, 1986, and received the concurrence of the President on May 7, 1986.**

**Subject: GRADUATE CERTIFICATE PROGRAM IN LAW OFFICE ADMINISTRATION**

The Graduate Certificate in Law Office Administration is a six-course program concentrating on the subject areas necessary for the qualification of administrators in the field of law office administration. The program is especially designed for mature, mid-career professionals who have already achieved a measure of success in the practice of law office administration. An internship component is offered which places the student in an operation law office environment.

**Entrance Standards**

1. An undergraduate degree
2. Admission to the University as a post-baccalaureate student.
3. A minimum undergraduate grade point average of 2.75. A student whose overall undergraduate average is less than 2.75 but who presents acceptable evidence of professional potential demonstrated through recent academic performance and experiential background may be admitted by special action of the Center.
4. Approval of the Dean, Graduate Center for Public Policy and Administration.

**Requirements for the Certificate**

A total of six courses (18 semester units) is required as follows:

PPA 501, 502, 503, 504, 505, either 596 (for preservice students) or 597 (for students currently employed as law office administrators).

EFFECTIVE: Fall 1986