

Paralegal Studies

College of Rural and Community Development
 Tanana Valley Campus
 (907) 455-2800
 www.tvc.uaf.edu/programs/paralegal/

A.A.S. Degree

Minimum Requirements for Degree: 60 credits

The paralegal studies program trains students for employment as paralegals to assist in the delivery of legal services under the supervision of a practicing lawyer, and provides continuing education and upgrading of skills for paralegals already employed. In addition, the program offers practical law-related topics for UAF students whose main focus is in other areas of study such as political science and justice.

Paralegals and legal assistants are not authorized to provide direct legal services to the public. However, they are qualified to perform rudimentary legal research and produce drafts of letters, office memoranda, pleadings, contracts, wills and similar documents. Paralegals conduct client and witness interviews, engage in basic fact-finding and investigation, and assist in trial preparation and discovery. At all times they remain cognizant of the ethical responsibilities owed by the supervising lawyer to clients, other lawyers and the court system.

The UAF paralegal studies program does not train lawyers or legal administrators. The associate (A.A.S.) degree is approved by the American Bar Association. The minor is not designed to prepare students to work as paralegals and is not approved by the American Bar Association.

Major—A.A.S. Degree

1. Complete ENGL 111X with a grade of C or better prior to admission to the program.
2. Complete the general university requirements (page 83).
3. Complete the A.A.S. degree requirements (page 87).
4. Complete the following:*
 - PLS 102—Introduction to the Law 3
 - PLS 103—Introduction to Paralegal Skills 3
 - PLS 105—Paralegal Ethics 1
 - PLS 210—Civil Procedure 3
 - PLS 260—Computers in the Law Office 3
 - PLS 280—Legal Research and Writing for Paralegals 3
 - PLS 285—Advanced Legal Writing 2
 - PLS 299—Paralegal Studies Internship 3
 - PS 101—Introduction to American Government 3
 - PS 303—Politics and the Judicial Process 3
 - PS 435W—Constitutional Law I: Institutions and Governmental Powers (3)
or PS 436—Constitutional Law II: Civil Rights and Civil Liberties (3) 3
5. Complete five of the following:*
 - PLS 203—Torts 3
 - PLS 213—Criminal Law for Paralegals 3
 - PLS 215—Contracts/Real Property 3
 - PLS 240—Family Law 3
 - PLS 242—Employment and Administrative Law for Paralegals 3
 - PLS 250—Probate Law 3
 - PLS 275—Business Organizations 3
 - PLS 293—(special topics course) 3

6. Minimum credits required 60

* Student must earn a C grade or better in each PLS, PS and CIOS course.

**Students may meet this requirement by completing an additional PLS, ANS, CIOS, JUST or PS course; or by completing HUMS 215 or JRN 413.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal classes. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator.

Minor

1. Complete the following:
 - PLS 101—Introduction to Paralegal Studies 3
 - PLS electives 15
2. Minimum credits required 18