

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 F111X with a grade of C or better prior to admission to the program.
2. Complete the general university requirements (page 86).
3. Complete the A.A.S. degree requirements (page 90).
4. Complete the following:*
 - PLS F102—Introduction to the Law.....3
 - PLS F103—Introduction to Paralegal Skills3
 - PLS F105—Paralegal Ethics1
 - PLS F210—Civil Procedure3
 - PLS F260—Computers in the Law Office.....3
 - PLS F280—Legal Research and Writing for Paralegals.....3
 - PLS F285—Advanced Legal Writing2
 - PLS F299—Paralegal Studies Internship3
 - PS F101—Introduction to American Government.....3
 - PS F303—Politics and the Judicial Process3
 - PS F435W—Constitutional Law I: Institutions and Governmental Powers (3)
 or PS F436—Constitutional Law II: Civil Rights and Civil Liberties (3).....3

5. Complete five of the following:*
 - PLS F203—Torts3
 - PLS F213—Criminal Law for Paralegals3
 - PLS F215—Contracts/Real Property3
 - PLS F240—Family Law3
 - PLS F242—Employment and Administrative Law for Paralegals3
 - PLS F250—Probate Law3
 - PLS F275—Business Organizations3
 - PLS F293—(special topics course).....3
 6. Minimum credits required60
- * Student must earn a C grade or better in each PLS, PS and CIOS course.
 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 F102—Introduction to the Law.....3
 - PLS electives15
2. Minimum credits required18

