SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>College/School</th>
<th>CRCD/Community &amp; Technical College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Business, Paralegal</td>
<td>Phone</td>
<td>455-2835</td>
</tr>
<tr>
<td>Prepared by</td>
<td></td>
<td>Ed Husted</td>
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<tr>
<td>Ed Husted</td>
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<tr>
<td>Email Contact</td>
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<tr>
<td><a href="mailto:eshusted@alaska.edu">eshusted@alaska.edu</a></td>
<td>Faculty Contact</td>
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<td>Ed Husted</td>
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See [http://www.uaf.edu/uafgov/faculty/cd](http://www.uaf.edu/uafgov/faculty/cd) for a complete description of the rules governing curriculum & course changes.

PROGRAM IDENTIFICATION:

<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>Paralegal</th>
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<tbody>
<tr>
<td>Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)</td>
<td>A.A.S.</td>
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A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)

This format is for the purpose of clarifying how the paralegal degree requirements will appear in the UAF catalog following three changes submitted in the fall of 2011: 1) Format 2A, minor course change, Rename PLS 102 “Introduction to Paralegal Studies”; 2) Format 2A, minor course change, Renumbe PLS 103 to PLS 201, and Rename the course, now PLS 201, “Practical Paralegal Skills”; and 3) Format 5, major degree requirement change, add JUST 110, “Introduction to Justice” as an alternative to PS 101, “Introduction to American Government.”

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

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.
3. Complete the A.A.S. degree requirements.
4. Complete the following:
   - PLS F102--Introduction to the Law.--3 credits
   - PLS F103--Introduction to Paralegal Skills--3 credits
   - PLS F105--Paralegal Ethics--2 credits
   - PLS F210--Civil Procedure--3 credits
   - PLS F260--Computers in the Law Office--3 credits
   - PLS F280--Intermediate Legal Research and Writing for Paralegals--3 credits
   - PLS F285--Advanced Legal Writing--2 credits
   - PLS F299--Paralegal Studies Internship--3 credits
   - PS F101--Introduction to American Government--3 credits
5. Complete either:
   - PS F303--Politics and the Judicial Process (3)
   - or PS F300X--Ethics and Society (3)
6. Complete either:
   PS F435W--Constitutional Law I: Institutions and Government Powers (3)
   or PS F436--Constitutional Law II: Civil Rights and Civil Liberties (3)
   or JRN F413--Mass Media Law (3)--3 credits

7. Complete five of the following:*
   PLS F203--Torts--3 credits
   PLS F213--Criminal Law for Paralegals--3 credits
   PLS F215--Contracts/Real Property--3 credits
   PLS F240--Family Law--3 credits
   PLS F242--Employment and Administrative Law for Paralegals--3 credits
   PLS F250--Probate Law--3 credits
   PLS F275--Business Organizations--3 credits
   PLS F293--(special topics course)--3 credits

8. Minimum credits required--61 credits

* Students must earn a C grade (2.0) or better in each PLS, PS, JUST or JRN course.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal courses. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator. No more than 15 credit hours of paralegal courses completed at other institutions will be applied toward completion of the A.A.S. degree in paralegal studies at UAF.

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C. PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:
(Underline new wording strike-through-old-wording and use complete catalog format)

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.

3. Complete the A.A.S. degree requirements.

4. Complete the following:*
   PLS F102--Introduction to the Law: Paralegal Studies --3 credits
   PLS F103--Introduction to Paralegal Skills--3 credits
   PLS F105--Paralegal Ethics--2 credits
   PLS F201--Practical Paralegal Skills--3 credits
   PLS F210--Civil Procedure--3 credits
   PLS F260--Computers in the Law Office--3 credits
   PLS F280--Intermediate Legal Research and Writing for Paralegals--3 credits
   PLS F285--Advanced Legal Writing--2 credits
   PLS F299--Paralegal Studies Internship--3 credits
PS F101--Introduction to American Government--3 credits or JUST F110--Introduction to Justice

5. Complete either:
   PS F303--Politics and the Judicial Process (3)
   or PS F300X--Ethics and Society (3)
   or JUST F300X--Ethics and Justice (3)--3 credits

6. Complete either:
   PS F435W--Constitutional Law I: Institutions and Government Powers (3)
   or PS F436--Constitutional Law II: Civil Rights and Civil Liberties (3)
   or JRN F413--Mass Media Law (3)--3 credits

7. Complete five of the following:*  
   PLS F203--Torts--3 credits
   PLS F215--Criminal Law for Paralegals--3 credits
   PLS F215--Contracts/Real Property--3 credits
   PLS F240--Family Law--3 credits
   PLS F242--Employment and Administrative Law for Paralegals--3 credits
   PLS F250--Probate Law--3 credits
   PLS F275--Business Organizations--3 credits
   PLS F293--(special topics course)--3 credits

8. Minimum credits required--61 credits

* Students must earn a C grade (2.0) or better in each PLS, PS, JUST or JRN course.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal courses. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator. No more than 15 credit hours of paralegal courses completed at other institutions will be applied toward completion of the A.A.S. degree in paralegal studies at UAF.

D. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

The three proposed changes are minor and will have no impact on budget facilities/space or faculty for the paralegal degree program.

E. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

The one proposed change may increase enrollment in JUST 110 and decrease enrollment in PS 101, although the change made in adding JUST 110 to the degree program is basically to recognize what students have already been doing for several semesters.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.

The paralegal program's system for assessing student outcomes will remain the same.
JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

As stated above, this format makes no substantive course or degree format changes. It is for the purpose of assisting the preparers of the catalog in incorporating three separate changes to the paralegal program into the next edition of the UAF catalog.

APPROVALS:

Signature, Chair, Program/Department of: PARALEGAL

Date 12-2-2011

Signature, Chair, College/School Curriculum Council for: CTC

Date 12-2-2011

Signature, Dean, College/School of: CTC/CREO 12/12/11

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

Date
JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

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<tbody>
<tr>
<td>Signature, Chair, Program/Department of: PARALEGAL</td>
<td>12-2-2011</td>
</tr>
<tr>
<td>Signature, Chair, College/School Curriculum Council for: CTC</td>
<td>12-2-2011</td>
</tr>
<tr>
<td>Signature, Dean, College/School of: CTC</td>
<td>12-6-11</td>
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<th>Date</th>
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MEMO TO: Pete Pinney
FROM: Ed Husted, Program Head
UAF Paralegal Program
RE: Formats for Signature
DATE: December 7, 2011

Format 5, Paramedicine (send to Jayne Harvie)
Format 5, Paralegal (send to Jayne Harvie)
Format 2A, Paralegal (send to Registrar)