

# PARALEGAL STUDIES

College of Rural and Community Development  
Community and Technical College  
907-455-2835  
[www.ctc.uaf.edu/programs/paralegal/](http://www.ctc.uaf.edu/programs/paralegal/)

## A.A.S. Degree

Minimum Requirements for Degree: 61 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 95).
3. Complete the A.A.S. degree requirements (page 99).
4. Complete the following:\*
 

PLS F102—Introduction to Paralegal Studies.....	3
PLS F105—Introduction to Paralegal Ethics.....	2
PLS F201—Practical Paralegal Skills.....	3
PLS F210—Civil Procedure .....	3
PLS F260—Computers in the Law Office .....	3
PLS F280—Legal Research and Writing for Paralegals .....	3
PLS F285—Advanced Legal Writing.....	2
PLS F299—Paralegal Studies Internship.....	3
PS F101—Introduction to American Government (3)	
or JUST F110—Introduction to Justice (3) .....	3

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
  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
  7. Complete five of the following:\*
 

PLS F203—Torts.....	3
PLS F213—Criminal Law for Paralegals.....	3
PLS F215—Contracts/Real Property .....	3
PLS F240—Family Law.....	3
PLS F242—Employment and Administrative Law for Paralegals .....	3
PLS F250—Probate Law.....	3
PLS F275—Business Organizations.....	3
PLS F293—(special topics course) .....	3
  8. Minimum credits required ..... 61
- \* 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.*

## Minor

1. Complete the following:
 

PLS F102—Introduction to Paralegal Studies .....	4
PLS electives .....	15
2. Minimum credits required..... 18

**All degrees (e.g. Certificate, A.A., A.A.S., A.S., etc) require additional courses. Refer to specific degree and program requirements.**

## Certificate Requirements

### COMMUNICATION (2-3)

**Complete one of the following:**

ENGL F111X.....	(3)	_____
ABUS F170 .....	(3)	_____
ABUS F271 .....	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212 .....	(3)	_____
ENGL F213X.....	(3)	_____
COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____
DEVS F104 .....	(1 – 3)	_____
DEVS F105 .....	(3)	_____

*Other program-approved discipline-based communication course or discipline-based courses with embedded communication content. (2 – 3)*

\* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

### COMPUTATION (2-3)

**Complete one of the following:**

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155 .....	(3)	_____
DEVM F105.....	(3)	_____
ECE F117 .....	(3)	_____
HLTH F116 .....	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131 .....	(3)	_____

*Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (2 – 3)*

### HUMAN RELATIONS (2-3)

**Complete one of the following:**

ANTH F100X/SOC F100X .....	(3)	_____
ABUS F154 .....	(3)	_____
ANL F287 .....	(3)	_____
ECE F245 .....	(3)	_____
ED/PSY F245 .....	(3)	_____
HLTH F106 .....	(3)	_____
HUMS F120.....	(3)	_____
RHS F110 .....	(1)	_____
AND RHS F115 .....	(2)	_____

*Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (2 – 3)*

**MAJOR SPECIALTY CREDITS (minimum)..... 21**

**Minimum credits for required certificate..... 30**

## Associate of Applied Science Requirements

### COMMUNICATION (9)

ENGL F111X.....	(3)	_____
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**Complete one of the following:**

ABUS F271 .....	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212 .....	(3)	_____
ENGL F213X.....	(3)	_____

\* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

**Complete one of the following:**

COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____

### COMPUTATION (3)

**Complete one of the following:**

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155 .....	(3)	_____
DEVM F105.....	(3)	_____
ECE F117 .....	(3)	_____
HLTH F116 .....	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131 .....	(3)	_____

*Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (3)*

### HUMAN RELATIONS (2-3)

**Complete one of the following:**

ANTH F100X/SOC F100X .....	(3)	_____
ABUS F154 .....	(3)	_____
ANL F287 .....	(3)	_____
ECE F245 .....	(3)	_____
ED/PSY F245 .....	(3)	_____
HLTH F106 .....	(3)	_____
HUMS F120.....	(3)	_____
RHS F110 .....	(1)	_____
AND RHS F115 .....	(2)	_____

*Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (3)*

**MAJOR SPECIALTY CREDITS (minimum)..... 30**

**Minimum credits required for degree ..... 60**



**UNIVERSITY OF ALASKA FAIRBANKS**

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