

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to [jbharvie@alaska.edu](mailto:jbharvie@alaska.edu))

**PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR)**

**SUBMITTED BY:**

Department	Paralegal Studies	College/School	CRDC/Community & Technical College
Prepared by	Deana Waters, Program Coordinator	Phone	455-2835
Email Contact	<a href="mailto:dmwaters@alaska.edu">dmwaters@alaska.edu</a>	Faculty Contact	Deana Waters

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

DEGREE PROGRAM	Paralegal Studies
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	A.A.S.

**A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)**

Delete upper-level "law-related" course, which is currently PS 435 Constitutional Law I: Institutions and Government Powers, or PS 436 Constitutional Law II: Civil Rights and Civil Liberties, or JRN 413 Mass Media Law. No other associate degree program requires a senior level course in its curriculum. Paralegal Studies students have difficulty in registering for the upper level "law related" courses due to lack of class standing and/or lack of prerequisites. Students will meet the constitutional law component of the paralegal degree requirements by completing a new required course, PLS 270 Constitutional Law for Paralegals, the proposal for which is submitted concurrently.

**B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

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; Minor

Minimum Requirements for Degree: 61 credits

The paralegal studies program trains students for employment as paralegals to help deliver legal services under the supervision of a practicing lawyer, and provides continuing education and upgrading of skills for paralegals already employed. The program also 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 paralegal studies program does not train lawyers or legal administrators. The associate 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. (See page 93.)
3. Complete the A.A.S. degree requirements. (See page 97. A.A.S. degree requirements include completion of general education requirements in Written Communication [6 credits], Oral Communications [3 credits], Computation [3 credits], and Human Relation [3 credits]).
4. Complete the following:\*
  - PLS F102--Introduction to Paralegal Studies--3 credits
  - PLS F105--Introduction to 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--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)  
or JUST F110--Introduction to Justice (3)--3 credits
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 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 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--3 credits  
PLS electives--12 credits
2. Minimum credits required--15 credits

**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 )**

**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; Minor

Minimum Requirements for Degree: 61 credits

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PLS F210--Civil Procedure--3 credits  
PLS F260--Computers in the Law Office--3 credits

PLS F270--Constitutional Law for Paralegals--3 credits  
PLS F280--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)  
or JUST F110--Introduction to Justice (3)--3 credits

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

- ~~5. 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~~

6. 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

Minimum credits required--61 credits

\* Students must earn a C- grade or better in each PLS, PS, or 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--3 credits
2. PLS electives--12 credits

Minimum credits required--15 credits

#### D. ESTIMATED IMPACT

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

No impact on facilities/space, budget, or faculty.

**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)*

This change will have no impact on the Political Science department as only one paralegal student has taken PS F435 or PS F436 in the last seven years.

The Journalism department may experience a slight decrease in enrollment for JRN F413. Approximately 2-3 paralegal students enroll in JRN F413 per year.

**F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:**

*Description of the student learning outcomes assessment process.)*

No change in the SLO assessment process.

**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.

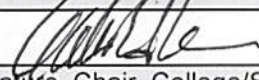
The Associate of Applied Science in Paralegal Studies degree was first approved in 1992. The program was the result of a collaborative effort between the Political Science department and the School of Career and Continuing Education. Course offerings were shared between these two departments. The Political Science department already offered courses covering the judicial process, legal research and constitutional law, which are central to a quality paralegal curriculum. Paralegal faculty in the SCCE designed and offered lower-level, legal specialty courses specifically for paralegals. This approach was beneficial to both departments in the early years of the paralegal studies program.

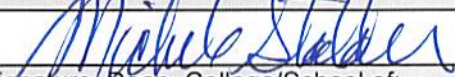
Over the subsequent decades, the Paralegal Studies Program, now completed housed within CRDC/Community & Technical College, has updated its curriculum to provide substantive, legal specialty courses with an emphasis on practical, hands-on skills for paralegals that meets CTC's mission of workforce development. The paralegal studies department has developed courses covering legal research and the judicial process. The only holdover from the original program is the 400-level "law related" course, which has been satisfied by PS F435, PS F436 or JRN F413. This shift from a collaborative arrangement with the Political Science department to a workforce development focus now necessitates the elimination of the 400-level "law related" course requirement. No other two-year degree curriculum in the UA system has a similar requirement.

The CTC Paralegal Advisory Board has indicated that constitutional law is an integral component of a paralegal's education, but feels the upper-division course requirement is not warranted for associate degree students. The board recommends the remove of the 400-level course and the development of a required, paralegal-specific constitutional law course. The proposed course, PLS F270, will replace the upper division course and will be better suited for an associate degree program with a focus on workforce development. The new course proposal is filed concurrently.

**APPROVALS: SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

 Date 9/1/16  
Signature, Chair, Program/Department of: Paralegal Studies

 Date 10/11/16  
Signature, Chair, College/School Curriculum Council for: CTC

 Date 10/11/16  
Signature, Dean, College/School of: UAF CTC

**CHAIR SIGNATURE OBTAINED FOLLOWING APPROVAL BY FACULTY SENATE COMMITTEE**

Date

Signature, Chair, UAF Faculty Senate  
\_\_\_ Curriculum Review Committee

\_\_\_ Graduate Academic and Advisory Committee