Paralegal Studies

Community and Technical College
Paralegal Studies (https://www.ctc.uaf.edu/programs/paralegal-studies/)
907-455-2800

Department Overview
The paralegal studies program at the UAF Community & Technical College (https://www.ctc.uaf.edu/) offers an associate degree that prepares students for work in the legal services profession as a paralegal to help deliver legal services under the supervision of a practicing lawyer. The program teaches students how to conduct client and witness interviews; engage in basic fact-finding and investigation; draft correspondence, reports, pleadings, motions and other legal documents; conduct legal research; and assist in discovery and trial preparation.

The program curriculum is approved by the American Bar Association. It prepares graduates to work as paralegals who are authorized to perform substantive legal work under the supervision of a lawyer. The program does not train lawyers or legal administrators. Graduates are not authorized to provide direct legal services to the public.

Learn more about the Paralegal Studies (https://www.ctc.uaf.edu/programs/paralegal-studies/) program, including an overview of the program, career opportunities, and more.

A.A.S., Paralegal Studies
Paralegals assist in the delivery of legal services under the supervision of a practicing lawyer. Paralegals conduct client and witness interviews, engage in basic fact-finding and investigation, draft correspondence, reports, pleadings, motions and other legal documents, conduct legal research, and assist in discovery and trial preparation. Paralegals are in high demand in private law offices, local, state and federal agencies, and within legal departments of large corporations. Employment opportunities exist both in Alaska and nationwide in private law offices, large and small; in a myriad of government offices and agencies, local, state and federal; and with corporations that retain in-house legal departments.

Note: Program curriculum is approved by the American Bar Association. Graduates are not authorized to provide direct legal services to the public. The paralegal studies program provides training for paralegals who are authorized to perform substantive legal work under the supervision of a lawyer. The program does not train lawyers or legal administrators.

Minimum Requirements for Paralegal Studies A.A.S. Degree: 60 credits

Minor, Paralegal Studies
The minor in paralegal studies allows students to develop introductory knowledge in support of legal services or multiple areas of law.

This minor is a great choice for political science, justice or any Bachelor of Arts degree-seeking students who need to satisfy their minor requirement or Associate of Arts students who want to explore paralegal studies as an area of interest.

The minor is not designed to prepare students to work as paralegals and is not an American Bar Association-approved program of study.