

PARALEGAL STUDIES A.A.S.

Admission Requirements

Complete the following admission requirements:

- Complete WRTG F111X with a grade of C or better prior to admission to the program.

Program Requirements

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

Note: The 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.

Students must earn a C- grade or better in each course.

Code	Title	Credits
General University Requirements		
Complete the general university requirements. (https://catalog.uaf.edu/associates/#gurassociatedegreeextent)		
A.A.S. Degree Requirements		
Complete the A.A.S. degree requirements. (https://catalog.uaf.edu/associates/#AASrequirementstext)		15
Paralegal Program Requirements		
Complete the following:		
JUST F110X or PS F101X	Introduction to Justice Introduction to American Government and Politics	3
PLS F102	Introduction to Paralegal Studies	3
PLS F105	Ethics for Paralegals	3
PLS F201	Practical Paralegal Skills	3
PLS F210	Civil Procedure	3
PLS F240	Family Law	3
PLS F260	Legal Technology	3
PLS F270	Constitutional Law for Paralegals	3
PLS F280	Legal Research and Writing for Paralegals	3
PLS F285	Advanced Legal Writing	3
PLS F299	Paralegal Studies Internship	3
Complete four of the following:		12
PLS F203	Torts	
PLS F213	Criminal Law for Paralegals	
PLS F215	Contracts/Real Property	
PLS F241	Applied Business Law I	
PLS F242	Employment and Administrative Law	
PLS F250	Probate Law	
Elective	Any F200-level or higher JUST course	
Total Credits		60

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.

Road Maps

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Road Maps are recommended semester-by-semester plans of study for programs and assume full-time enrollment unless otherwise noted.

Some courses and milestones must be completed in the semester listed to ensure timely graduation. Transfer credit may change the road map.

This road map should be used in conjunction with regular academic advising appointments. All students are encouraged to meet with their advisor or mentor each semester. Requirements, course availability and sequencing are subject to change.

Course	Title	Credits
First Year		
Fall		
ABUS F154	Human Relations (or department-approved Human Relations course)	3
ABUS F155	Business Math (or MATH F105 or higher)	3
JUST F110X or PS F101X	Introduction to Justice or Introduction to American Government and Politics	3
PLS F102	Introduction to Paralegal Studies	3
WRTG F111X	Writing Across Contexts	3
Credits		15
Spring		
COM F121X or COM F131X or COM F141X	Introduction to Interpersonal Communication or Fundamentals of Oral Communication: Group Context or Fundamentals of Oral Communication: Public Context	3
PLS F105	Ethics for Paralegals	3
PLS F201	Practical Paralegal Skills	3
PLS F215	Contracts/Real Property (or department-approved elective)	3
PLS F241	Business Law (or department-approved elective)	3
Credits		15
Second Year		
Fall		
PLS F210	Civil Procedure	3
PLS F240	Family Law	3
PLS F260	Legal Technology	3
PLS F270	Constitutional Law for Paralegals	3
PLS F280	Legal Research and Writing for Paralegals	3
Credits		15

Spring

PLS F203	Torts (or department-approved elective)	3
PLS F250	Probate Law (or department-approved elective)	3
PLS F285	Advanced Legal Writing	3
PLS F299	Paralegal Studies Internship	3
WRTG F212X	Writing and the Professions	3
	Credits	15
	Total Credits	60

Program Learning Outcomes

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Program learning outcomes are measurable statements that describe knowledge or skills achieved by students upon completion of the program.

Students graduating with this program will be able to demonstrate:

- Perform legal research using both print and computer-assisted methods.
- Produce professional-quality documents, including letters, fact memorandum, pleadings, contracts, wills and similar documents.
- Conduct client and witness interviews.
- Engage in basic fact-finding and investigation.
- Assist in case management, discovery, and trial preparation.
- Apply substantive and procedural law to a reasoned analysis of the matter.
- Demonstrate proficiency in use of legal technology, including electronic filing, case management and billing software.
- Recognize the ethical obligations of a paralegal and comply with the applicable rules of professional responsibility.