



THE UNIVERSITY
OF THE
WEST INDIES
GLOBAL CAMPUS

ASc PARALEGAL STUDIES (PALS) Pre-U PolyTech

ACADEMIC YEAR
2026-2028



Online Programmes Delivery Department (OPDD)

For further information after careful review of this document,
please contact the Programme Manager (PM).

Disclaimer: The Online Programmes Delivery Department (OPDD), UWI Global Campus reserves the right to revise this document during the Academic Year 2026/2027. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly



IMPORTANT INFORMATION TO GUIDE COURSE SELECTION & REGISTRATION

Kindly review this document at the start of each semester for any adjustments to the schedule.

New Students

Students who enrolled as of Academic Year 2026/2027 must follow the prescribed course of study and sequence given for their programme.

Continuing Students

Students are required to successfully complete all courses in Year 1 before they can proceed to undertake courses in Year 2. Please continue to follow the prescribed course of study given.

Advice For Managing Course Load

Your course load is 5 courses in Semester 1 and 5 in Semester 2.

IMPORTANT NOTE for New Students

Orientation is the first step to achieving academic and personal success at the UWI Open Campus. It supports you by assisting with your transition to the online environment. It will equip you with the needed navigational skills to function successfully online and provide pertinent information about the available services, go to persons and responsibilities as an online student. It is imperative that you attend the online sessions offered by the Online Programmes Delivery Department (OPDD) as well as any sessions offered by the Pre-University.

The **ASC Paralegal Studies (PALS)** is designed to provide a sound academic foundation and exposure to legal practice and procedure in Caribbean Jurisdictions to enable paralegals to function effectively in contemporary law offices. Students build skills in areas such as law office management and information technology. The **ASc in Paralegal Studies** programme is delivered online, with some face-to-face components. The **ASc. in Paralegal Studies** provides normal matriculation for the Bachelors of Law Degree (LLB) at the University of the West Indies.

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The **ASc in Paralegal Studies** operates under a semester system.

- Semester 1 and 2 each, have thirteen (13) weeks of instruction plus an assessment period.
- Summer session has seven (7) weeks of instruction plus the assessment period.

Requirements for an Award: To be eligible for the award of the **Associate Degree in Paralegal Studies** a student must successfully complete the equivalent of sixty (60) credits distributed as follows:

- Six (6) Compulsory General Education Courses (18 credits)
- Fourteen (14) compulsory Core Courses (42 credits)

Duration of the programme: Students must complete the programme in a maximum of nine (9) semesters (3 years), from date of registration. Each course is 39 contact hours.

Assessment Methods: The work of students will be assessed and evaluated on a continuous basis through assignments, class-work, tests and quizzes. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Prerequisites for Matriculation into the Associate Degree programme:

- **Mathematics Requirements:** minimum Mathematics requirement is a pass at CSEC or the equivalent. Candidates who do not meet this requirement must successfully complete an approved remedial Mathematics course.
- **English Language Requirements:** The English Language Proficiency Test (ELPT) is used to assess whether applicants to the ASc possess a satisfactory level of writing and reading proficiency in English for university academic purposes. ELPT, ACRS0003, or equivalent is a prerequisite for FOUN1001: English for Academic Purposes.
- **Technology Requirement:** Students will need to have access to a computer with Internet access.

Leave of Absence (LOA): If you are unable to take a course, you need to inform your Pre-U tutor or Pre -U Coordinator

Plagiarism: Is a form of cheating, and is a very serious offence. Please refer to the notes in the Student Handbooks.

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The ASc Paralegal Studies (PALS) Programme Prerequisites for Matriculation			
COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
Semester 1 26/27			
MGMT1000	Introduction to Computers (Information Literacy & IT)	1& Summer	Students who do not have Grade I-3 in CXC/CSEC Maths will be required to do MATH0900, and do MGMT1000 in the Summer semester instead. Assessment: Continuous 100%, No Final Examination
FOUN1101	Caribbean Civilization	1 & Summer	Students who do not have Grade I in CXC/CSEC English or the ELPT will be required to do ACRS 0003 Communication and use of English, and do FOUN 1101 in the Summer semester instead. Assessment: Continuous 100%, No Final Examination Assessment: Continuous 100%, No Final Examination Only to be taken by students who do not have a Math CSEC Pass (Grade 1-3) Assessment: Continuous 100%, No Final Examination. Assessment: Continuous 100%, No Final Examination Only to be taken by students who do not have a grade 1 English CSEC, not passed the ELPT, or do not have an approved equivalent. Assessment: Continuous 100%, No Final Examination
LAW1900	Introduction to Caribbean Legal Systems & Methods	1	
*MATH0900	Mathematics	1	
SOCI1002	Introduction to Sociology	1	
*ACRS0003	Communication and use of English	1	
SPAN0900	Introductory Spanish	1	Assessment: Continuous 100%, No Final Examination
Semester 2 26/27			
FOUN1001	English for Academic Purposes	2	ELPT – English Language Proficiency Test, ACRS0003 Communication and use of English or an approved equivalent. Assessment: Continuous 100%, No Final Examination
ENGL0901	Business Communication	2	Assessment: Continuous 100%, No Final Examination
ECON1003	Mathematics for Social Sciences	2	Pass grade in Math CSEC, or an approved equivalent. Assessment: Continuous 100%, No Final Examination

LAW1901	Law Office Management	2	Assessment: Continuous 100%, No Final Examination
LAW1900	Introduction to Legal Research and Writing	2	Assessment: Continuous 100%, No Final Examination

The ASc Paralegal Studies (PALS) Programme Prerequisites for Matriculation

COURSE CODE	COURSE NAME	SEMESTER	PREREQUISITES & TIPS
Summer 26/27			
FOUN1101	Caribbean Civilization	Summer	This is only for students who did ACR0003 Communication and use of English in Semester 1 Assessment: Continuous 100%, No Final Examination
MGMT1000	Introduction to Computers	Summer	This is only for students who did MATH0900 Mathematics in Semester 1. Assessment: Continuous 100%, No Final Examination
Semester 1 27/28			
LAW1911	The Law of Associations 1	1	Assessment: Continuous 100%, No Final Examination
LAW1903	Civil Practice & Procedures 1	1	Assessment: Continuous 100%, No Final Examination
LAW1906	Introduction to Criminal Law	1	Assessment: Continuous 100%, No Final Examination
LAW1907	Introduction to Contract Law	1	Assessment: Continuous 100%, No Final Examination
LAW1909	Introduction to Property Law & Practice	1	Assessment: Continuous 100%, No Final Examination
LAW1908	Introduction to Tort Law 2	Semester 2, 27/28	Assessment: Continuous 100%, No Final Examination

LAW1904	Civil Practices and Procedures II	2	Assessment: Continuous 100%, No Final Examination
LAW1910	Introduction to Constitutional & Administrative Law	2	Assessment: Continuous 100%, No Final Examination
LAW1905	Criminal Practices and Procedures	2	Assessment: Continuous 100%, No Final Examination
LAW1912	Introduction to Administration of Trusts & Estates	2	Assessment: Continuous 100%, No Final Examination.

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