February 9, 2010

Nicole Lucy, Program Director
Paralegal Studies Program
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Dear Ms. Lucy:

At its Midyear Meeting in February 2010, the American Bar Association House of Delegates granted approval to the Paralegal Studies Program at College of the Canyons. Congratulations!

As you may know, the term of approval is for a period of seven years, beginning February 2010 and ending February 2017. The application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed by April 15, 2016.

During the approval period, the program is required to submit an Interim Report during the third year of the program's approval. The Interim Report will be due on January 15, 2013. Complete instructions for preparing these reports and the standardized forms are found on our web site:

http://www.abanet.org/legalservices/paralegals/forms.html

In addition to meeting the reporting requirements and remaining in compliance, approved programs must pay annual fees of $900, which will be billed in February and are due by May 1 each year.

Should any major changes be made to your program between reports, please report such changes to the ABA in writing. Also, please inform us of any change in personnel holding the position of program coordinator. In G-104.M of the ABA Guidelines for the Approval of Paralegal Education Programs, the major changes that must be reported are detailed. Also, please note G-501.A, which outlines the restrictions on advertising ABA approval and references to ABA approval in program literature. As required, please use the words "approval" or "approved" in describing your status; please refrain from using the ABA logo and from citing the language of the site team report in advertisements, brochures and other promotional literature.

Once again, congratulations on your ABA approval. If you find that you have any questions, please do not hesitate to call me.

Yours truly,

Mattie F. Evans, Approval Process Manager