

ABA Standing Committee on Paralegals Approval Commission

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Tracy Timby, Program Director
Bucks County Community College
Paralegal Studies Program
275 Swamp Road
Newtown, PA 18940

Dear Ms. Timby:

At its Midyear Meeting in February 2012, the American Bar Association House of Delegates granted reapproval to the Paralegal Studies Program at Bucks County Community College. Congratulations!

As you may know, the term of approval is for a period of seven years, beginning August 2009 and ending August 2016. The application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed by **October 15, 2015**.

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 is due on **July 15, 2012**. 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 an annual fee, which will be billed in February and is due by May 1 each year. Current information about the fee schedule is available on our website.

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 reapproval. If you find that you have any questions, please do not hesitate to call me.

Yours truly,



Mattie F. Evans, Approval Process Manager