

ABA Standing Committee on Paralegals Approval Commission

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Holly Sayne, Program Director
Paralegal Studies Program
Pellissippi State Community College
PO Box 22990
Knoxville, TN 37933

Dear Ms. Sayne:

At its Annual Meeting in August 2017, the American Bar Association House of Delegates granted reapproval to the Paralegal Studies Program at Pellissippi State Community College. Congratulations!

As you may know, the term of approval is for a period of seven years, beginning August 2016 and ending August 2023.

The next report to be submitted to the ABA will be the Interim Report, which is due during the third year of the program's approval; the report will be due on **August 15, 2019**. Once again, the Interim Report will be submitted using the new electronic reporting system which you used to submit your application for reapproval. You will receive a reminder message concerning the deadline for submission of the Interim Report about six months before it is due.

The application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed no later than **November 15, 2022**. Failure to submit the application for reapproval and the accompanying fee will result in the assessment of a \$250.00 late fee. Your institution will receive an invoice for the reapproval fee. You will again use the electronic reporting system to submit the application for reapproval.

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. 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, and the reporting forms are posted on our web site. 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, and thank you for your support of the ABA Approval process. If you find that you have any questions, please do not hesitate to call me.

Yours truly,



Mattie F. Evans, Approval Process Manager