### Eastern Michigan University – Bachelor of Science in Paralegal Studies (Legal Assisting)

**Oakland Community College – Associate in Applied Science in Paralegal Studies**

**ARTICULATION GUIDE**

January 2014

This guide can only be used for students that started at a community college prior to Fall 2014.

### Oakland Community College Courses:  
Transfer to Eastern Michigan University as:

#### MACRAO Requirements
1. **English Writing Requirement** (6 credits)
   - ENG 1510 Composition I ........................................3
   - ENG 1520 Composition II .....................................3
   - **ENGL 120 Composition I (University Elective) ..........3**
   - **ENGL 121 Composition I (University Elective) ..........3**
2. **Math/Science Requirement** (8 credits)
   - MAT 1150 Intermediate Algebra ..................................4
   - Complete a lab science course from a discipline below ...4
     - BIO, CHE, GSC, PHY, PSC
   - MATH 104 Intermediate Algebra (University Elective) .......4
3. **Humanities Requirement (See note below)** (9 credits)
   - Complete one course from the following: ....................3
     - ENG 1610, 2530, 2540; HIS 1520; HUM 1710; MUS 1585
   - Complete two courses from at least one more discipline:6
   - Choose from courses on the Fine Arts/ Humanities
     - Gen Ed Distribution list. (see back of OCC catalog).
   - **ENGL 121 Composition I: Researching Pub Exp ..........3**
   - **LEGL 211 Intro to Paralegalism and Legal Term (3)+2 .......5**
4. **Social Science Requirement** (9 credits)
   - Complete one sequence of 2 courses below: ..............6
     - **POL 1510 American Government ....................3**
     - **SOC 2510 Sociology and SOC 2520 Anal Social Problems SOCL 105 and SOCL 202**
     - **PLSC 112 American Government (Univ Elective) .......3**
     - **ECO 2610 and ECO 2620 Economics I & II OR ECON 201 and ECON 202**
     - **PLG 2100 Legal Research I (3) ........................................ 5**
     - **LEGL 211 Intro to Paralegalism and Legal Term (3)+2 .......5**
   - **POL 1520 Legal Research II ..................................4**
   - **LEGL 405 Civil Litigation, Investig & Procedure I (3)+1 .......4**
   - **PLG 2130 Substantive Law .................................... 4**
   - **LEGL 406 Civil Litigation, Investigation & Procedure II .......3**
   - **PLG 2140 Trial Preparation .....................................3**
   - **LEGL 000 (Restricted Elective) ........................................... 2**
   - **PLG 2601-09 or 2611-19 Special Topics ..................2**
   - **LEGL 000 (Restricted Elective) ........................................... 2**
   - **CIS 1050 Personal Computer Applications ..............4**
   - **BMMT 201 Microcomputers for Business App (3)+1 .......4**
   - **BUS 2030 Business Law I .......................................3**
   - **LAW 293 Legal Environmnt of Business (Restricted Elec) ....3**
   - **BUS 2040 Business Law II .......................................3**
   - **LAW 000 (Restricted Elective) ........................................... 3**
   - **Complete one course: .............................................3**
   - **University Elective .............................................3**
   - **COM 1290 or COM 1600 ...........................................2**
   - **CTAC 227 or CTAC 124 ...........................................1-3**
   - **Physical Education course (OCC graduation requirement)1-3**
   - **University Elective .............................................3**
   - **Social Science Sequence: .......................................6**
   - **ECON 201 and ECON 202 .............................................6**
   - **SOC 2510 Sociology and SOC 2520 Anal Social Problems SOCL 105 and SOCL 202**

#### OCC Program Requirements:
- **AST 1090 Legal Office Environment & Doc (2) (elective) and**
- **PLG 2100 Legal Research I (3) .......................5**
- **LEGL 211 Intro to Paralegalism and Legal Term (3)+2 .......5**
- **PLG 2110 Litigation................................................4**
- **LEGL 405 Civil Litigation, Investig & Procedure I (3)+1 .......4**
- **PLG 2120 Legal Research II ..................................4**
- **LEGL 000 (Restricted Elective) ........................................... 4**
- **PLG 2130 Substantive Law .................................... 4**
- **LEGL 000 (Restricted Elective) ........................................... 4**
- **PLG 2140 Trial Preparation .....................................3**
- **LEGL 406 Civil Litigation, Investigation & Procedure II .......3**
- **PLG 2160 Legal Ethics ............................................2**
- **LEGL 000 (Restricted Elective) ........................................... 2**
- **PLG 2601-09 or 2611-19 Special Topics ..................2**
- **LEGL 000 (Restricted Elective) ........................................... 2**
- **CIS 1050 Personal Computer Applications ..............4**
- **BMMT 201 Microcomputers for Business App (3)+1 .......4**
- **BUS 2030 Business Law I .......................................3**
- **LAW 293 Legal Environmnt of Business (Restricted Elec) ....3**
- **BUS 2040 Business Law II .......................................3**
- **LAW 000 (Restricted Elective) ........................................... 3**
- **Complete one course: .............................................3**
- **University Elective .............................................3**
- **COM 1290 or COM 1600 ...........................................2**
- **CTAC 227 or CTAC 124 ...........................................1-3**
- **Physical Education course (OCC graduation requirement)1-3**
- **University Elective .............................................3**

#### EMU Requirements that may be taken at OCC or EMU:
- **ACC 1810 Principles of Financial Accounting ............4**
- **ACC 240 Principles of Financial Accounting (3)+1 ..........4**
- **AST 1300 Document Processing and Production ............4**
- **BMMT 220 or other approved course (Restricted Elective) ..4**
- **Open Electives (not to exceed 89 credits at OCC) .........11-13**
- **University Electives .............................................11-13**

#### Maximum Credits at OCC: ........................................91

#### Credits that transfer to EMU: .........................................91

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* Required for EMU’s Paralegal Studies (Legal Assisting) program.
** Required for admission to EMU’s Paralegal Studies (Legal Assisting) program. See page three, #5 for grade requirements for these courses.
1. Must earn a “C” or better in Intermediate Algebra as prerequisite to taking STS 224 as a Quantitative Reasoning course at EMU.
2. Applies to the 21 credit hours of Restricted Electives required for EMU’s Paralegal (Legal Assisting) program.

**Sign up with us:** If you let us know you are using this articulation agreement we can stay in touch with you and provide information and advising to you while you are still at your community college. Sign up at: [www.emich.edu/ccr/trackingsystem/Enter.php](http://www.emich.edu/ccr/trackingsystem/Enter.php)
**Completion of Paralegal Studies (Legal Assisting) Program at EMU**

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>(33 credits)</th>
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</thead>
<tbody>
<tr>
<td>Required LEGL Courses</td>
<td>(24 credits)</td>
</tr>
<tr>
<td>LEGL 212 Law Office Administration &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 304W Legal Writing, Research &amp; Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 305 Adv Legal Writing, Research &amp; Anal II</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 311 Probate, Estates, and Wills</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 313 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 400 Adv Legal Writing, Research &amp; Anal III</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 404 Court Rules, Forms &amp; Drafting Contracts</td>
<td>3</td>
</tr>
<tr>
<td>2 LEGL 416L Legal Assistant Internship (LBC)</td>
<td>3</td>
</tr>
<tr>
<td>Business &amp; Information Processing Core</td>
<td>(9 credits)</td>
</tr>
<tr>
<td>BMMT 396 Information &amp; Media Administration</td>
<td>3</td>
</tr>
<tr>
<td>BMMT 496 Records Administration Using a Database</td>
<td>3</td>
</tr>
<tr>
<td>3STS 224 Solving Quantitative Problems in Tech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits at EMU:** ........................................... **33**

**Minimum Credits to Graduate:** ................. **124**

| Suggested Sequence for completing the program: |
| Consult the program coordinator do develop a plan of study to complete the program. |

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>6 credits</strong></td>
</tr>
<tr>
<td>LEGL 304W Legal Writing, Research and Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>STS 224 Solving Quantitative Problems in Tech</td>
<td>3</td>
</tr>
<tr>
<td><strong>Winter Semester</strong></td>
<td><strong>9 credits</strong></td>
</tr>
<tr>
<td>LEGL 212 Law Office Administration &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 305 Adv Legal Writing, Research &amp; Anal II</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 311 Probate, Estates, and Wills</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td><strong>3-6 credits</strong></td>
</tr>
<tr>
<td>BMMT 396 Information &amp; Media Administration</td>
<td>3</td>
</tr>
<tr>
<td>BMMT 496 Records Admin/Database Sys (also offered winter)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>9 credits</strong></td>
</tr>
<tr>
<td>LEGL 313 Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 400 Adv Legal Writing, Research, &amp; Analysis III</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 404 Court Rules, Forms, and Drafting Contracts</td>
<td>3</td>
</tr>
<tr>
<td><strong>Winter Semester</strong></td>
<td><strong>3 credits</strong></td>
</tr>
<tr>
<td>LEGL 416L Legal Assistant Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

1 Admission requirement for EMU’s Paralegal Studies (Legal Assisting) program. Must be completed before enrolling in program courses. See page 3, #5 for grade requirements.

2 Satisfies EMU’s Learning beyond the Classroom requirement.

3 Satisfies EMU’s Quantitative Reasoning requirement if Intermediate Algebra (MAT 1150 at OCC) was completed with a “C” or better. If not, student must also complete MATH 110.

NOTE: Students may register concurrently at OCC and EMU while completing the program in order to take paralegal courses in the appropriate sequence and graduate in a timely manner. Students receiving financial aid should contact the Financial Aid Offices at OCC and EMU to ask about options for financial aid as a concurrently registered student.
This guide can only be used for students that started at a community college prior to Fall 2014.

Oakland Community College – Associate in Applied Science in Paralegal
Eastern Michigan University – Bachelor of Science in Paralegal Studies (Legal Assisting)

Additional Information:
1. In completing the coordinated program of study for this articulation agreement, course substitutions may be made with the guidance of the advisors (indicated below) at both institutions to assure that all requirements are satisfied. Each institution will determine the satisfaction of their individual program and degree requirements. Courses indicated with an * are required for EMU’s Paralegal Studies (Legal Assisting) Major.
2. Students whose transcripts are endorsed as “MACRAO Satisfied” by the community college will be required to meet EMU’s three general education requirements, indicated on the guide and listed below. These requirements may be completed at the most appropriate time for the student whether before or after admission to EMU.
   a) an approved QR course: [STS 224 (required) at EMU]
   b) an approved Perspectives on a Diverse World course; Science: BIO 1500; Humanities: ART 1700; ENG 1610, 2530, 2540; HIS 1520; HUM 1710; MUS 1585; Social Science: ANT 1540; GEO 1520; HIS 1520, 1550, 2610, 2620; POL 2530, 2610; SOC 2530
   c) an approved Learning Beyond the Classroom experience/course offered by EMU. [LEGL 416 at EMU]

To use MACRAO, students must request that an official community college transcript, with the “MACRAO Satisfied” stamp, be sent to EMU’s Admissions Office. Students, who do not have “MACRAO Satisfied” on their community college transcript, will be required to satisfy EMU’s general education requirements as listed in the Undergraduate Catalog. The MACRAO stamp may be completed after admission to EMU, however, students should inform advisors at EMU that they intend to complete MACRAO, or they may be advised to complete additional courses for the general education program.
3. Only courses with a grade of “C” or better (2.0 on a 4.0 scale) will be accepted for transfer to EMU.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 30 credit hours must be completed at EMU, 15 hours of which must be in program requirements at the 300-level or above. Of the last 30 hours completed before graduating, a minimum of 10 credit hours must be in courses offered by EMU. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation. Courses listed in this guide may be completed at the most opportune time for students, whether before or after admission to EMU, as long as appropriate pre-requisites are satisfied.
5. Admission to the Paralegal Studies (Legal Assisting) program requires the following minimum admission criteria:
   (1) Admission to the University as an undergraduate or second bachelor’s degree candidate;
   (2) Completion of ENGL 121 [ENG 1520 at OCC] with a grade of "B" (3.0 on a 4.0 scale) or higher;
   (3) Completion of LEGL 211 Intro to Paralegalism & Legal Term, [PLG 2100 at OCC] with a “B-” or higher;
   (4) Completion of LEGL 304W, with a grade of “C+” or higher; and
   (5) A cumulative GPA of at least 2.5 on a 4.0 scale.

Additionally, students will be expected to receive a minimum grade of “C” in all remaining LEGL courses and maintain a cumulative GPA and a GPA within the major of at least 2.5.
6. Students must meet all admission requirements at the time of application for admission to EMU, including submitting transcripts from all previously attended colleges. OCC students will receive equal consideration with other students for course registration and financial aid.
7. Students are encouraged to contact the EMU Paralegal Studies (Legal Assisting) Program Coordinator early, before applying to EMU. To facilitate the evaluation of transcripts, students should indicate they are using this articulation agreement on their EMU application and bring a copy of this guide to all advising sessions. Copies of this articulation guide are available on EMU’s webpage at www.emich.edu/ccr/artguide.php

Effective Dates: January 1, 2014 to December 31, 2016. This is a renewal of an agreement made in August 2004 and renewed in 2007 and 2010. Students who began this program prior to the new effective dates have the option of using this agreement or continuing to follow the agreement they were using. If this agreement is not renewed at the end of the effective period, students already using the agreement will be given three additional years to be admitted to EMU under the terms of the agreement.

Contacts:
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