

EASTERN MICHIGAN UNIVERSITY

ARTICULATION GUIDE

February 2005

**Delta College – Associate in Business Studies – Legal Support Professional
Eastern Michigan University – Bachelor of Science in Legal Assistant-Paralegal Studies**

Purpose:

Bring a copy of this articulation agreement to all advising sessions.

This 3 + 1 agreement was developed to provide a smooth curriculum transition for students who want to complete the Legal Support Professional Program at Delta College and transfer to EMU to earn a Bachelor of Science in Legal Assistant-Paralegal Studies. The agreement is designed to minimize loss of credits and duplication of coursework in transferring.

Requirements:

1. Complete the Legal Support Professional program at Delta and the coordinated program of study for the Bachelor of Science in Legal Assistant-Paralegal Studies at EMU, as indicated on the attached articulation guide.
2. Students whose transcripts are endorsed as “MACRAO Satisfied” by the community college will only be required to meet EMU’s additional four general education requirements:
 - a) A course in advanced composition, speech, or a foreign language [LAS 120 at Delta] or [LEGL 304 at EMU]
 - b) A course in mathematical reasoning [MTH 120, 160, 161, 162, 208 at Delta].
 - c) A cross-cultural course [LIT 260, 269, 274, 277, 278, 285; HIS 214, 215, 217; SOCL 215 at Delta].
 - d) A course in computer literacy [CST 133, 134 at Delta].

All four requirements are noted on the attached guide with a “1”. Substitutions for these courses must be from the EMU list of approved general education courses and must be approved by the EMU Legal Assistant program advisor.

3. An official transcript, stamped “MACRAO Satisfied”, should be sent to EMU’s Office of Records and Registration. Students should request a MACRAO evaluation in the Delta College Records and Registration Office. Students who do not satisfy MACRAO will have to complete all of EMU’s general education requirements as listed in the Undergraduate Catalog.
4. Only courses with a grade of “C” or better (2.0 on a 4.0 scale) will be accepted for transfer to EMU. A course completed with a grade less than 2.0, which is counted toward graduation at Delta College, may be used to satisfy MACRAO, however, the course will not transfer and will have to be repeated if it is a requirement of the Legal Assistant-Paralegal Studies Program.
5. Under this agreement, EMU will waive the 60-hour rule and require only that a minimum of 30 credit hours must be taken at EMU, 21 hours of which must be in the major with 15 hours at the 300/400 level. Of the last 30 semester hours prior to graduation, at least 10 hours must be completed in courses offered by EMU. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation.
6. Admission to the Legal Assistant (Paralegal Studies) program is limited to students who meet 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 112 at Delta] with a grade of "B" or higher;
 - (3) Completion of LEGL 211, Intro. to Paralegalism & Legal Term. [LAS 115 at Delta] with a grade of “B-” or higher;
 - (4) Completion of LEGL 304, Legal Writing, Research, & Analysis I [LAS 120 at Delta], with a grade of “C+” or higher;
 - (5) A cumulative GPA of at least 2.5 on a 4.0 scale.
7. Students must meet all other admission requirements at the time of admission to EMU. Delta students will be given equal consideration with other students for application to the program and financial aid. Transcripts from all previously attended colleges must be submitted.
8. Students should see the Legal Assistant-Paralegal Studies Program Coordinator at EMU, before completing an admission application to EMU. To facilitate the evaluation of transcripts, students should include a copy of this articulation guide in their application and bring a copy of the articulation guide to all advising sessions.

Effective Dates: February 15, 2005 until February 15, 2008. If this agreement is not renewed, students who began this program agreement before its termination will have four years beyond the initial three years to be admitted to EMU under the terms of the agreement. Students should check with an advisor each semester to find out if there are changes to the curriculum at either school.

Contacts:

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**Delta College – Legal Support Professional (ABS)
Eastern Michigan University – Legal Assistant Paralegal Studies (BS)**

Delta College

Eastern Michigan University

MACRAO Requirements: (31 credits)	(31 credits)
<p>1. English Writing Requirement (6 credits) ENG 111 College Composition I..... 3 ENG 112 College Composition II..... 3</p> <p>2. Math/Science Requirement (minimum of 8 credits) ^{1,2}Choose one course: 3-4 MTH 120 Finite Mathematics (3) MTH 160 Calculus for the Social & Man Scien (4) MTH 208 Elementary Statistics (3) Choose a minimum of 4 credits from the following: ... 4-5 AST 111&111L; BIO 110, 111, 131, 132, 152, 153, 160, 171, 172, 199, 203, 240, 241; CHM 101, 111, 112, 210 & 210L, 220 & 220L; GLG 111, 112, 115, 130; PHY 111, 112, 211, 212; PSC 101</p> <p>3. Humanities Requirement (9 credits) Choose one course: 3 SPH 112 Fund. of Oral Communication (3) SPH 114 Interpersonal Communications (3) ¹Choose one course: 3 LIT 228, 229, 260, 269, 274, 277, 278, or 285 Choose one course: 3 ART 105, 111, 115, 151, 152; LIT 220, 221, 222, 223, 224, 226, 227, 241, 242, 245, 246, 251, 271, 272, 276, 283; FR/SPA 211, 212; MUS 100, 111, 112; PHL 203, 205, 211, 213, 214, 221, 230, 240, 250, 255, 260</p> <p>4. Social Science Requirement (8 credits) PSY 211 Introductory Psychology 4 POL 111 American Government & Politics..... 4</p>	<p style="text-align: right;">(6 credits)</p> <p>ENGL 120 English Composition I 3 ENGL 121 English Composition II 3</p> <p style="text-align: right;">(minimum of 8 credits)</p> <p>One course:..... 3-4 MATH 118 Linear Models and Probability (3) MATH 119 Applied Calculus (3) MATH 170 Elementary Statistics (3) One course:..... 3-4 Courses will transfer as equivalent courses, General Transfer Credit (000), or General Education Transfer Credit (BAS).</p> <p style="text-align: right;">(9 credits)</p> <p>One course:..... 3 CTAS 121 Fundamentals of Speech (2) +1 CTAC 227 Interpersonal Communication (3) One course:..... 3 LITR BASX General Education Cross-cultural One course:..... 3 Courses will transfer as equivalent courses, General Transfer Credit (000), or General Education Transfer Credit (BAS).</p> <p style="text-align: right;">(8 credits)</p> <p>PSY 101 General Psychology (3) +1 4 PLSC 112 American Government (3) +1..... 4</p>
Graduation Requirement (2 credits)	(2 credits)
LW 220 Lifetime Wellness + any approved LW course . 2	PEGN 210 Lifetime Wellness & Fitness..... 2
Business Courses (51 credits)	(51 credits)
<p>LAS 110 Legal Ethics/Responsibilities of Legal Ass. 3 LAS 115 Principles of Substantive Law 3 ¹LAS 120 Legal Writing and Research 1 3 LAS 125 Civil Litigation 3 LAS 240 Domestic Relations 2 LAS 245 Personal Injury 3 OAT 152 Business Communication II..... 3 OAT 171 Document Processing: Beginning 3 ¹CST 133 Computer Concepts & Compet (Bus Elec) 4 MGT 251 Business Law I (Business Elec) 3 LAS 235 Criminal Law & Procedure (LAS Elective) 3 LAS 253 Survey of Bankruptcy Law (LAS Elective) 3 The following courses will transfer as university electives: LAS 130, 150, 210, 250; OAT 151, 172 15</p>	<p>LEGL 000 Transfer Credit (University Elective)..... 3 LEGL 211 Intro to Paralegalism/Legal Terminology..... 3 LEGL 304 Legal Writing, Research, & Analysis I 3 LEGL 405 Civil Litigation & Procedure I 3 LEGL 313 Family Law (3) -1 2 LEGL 406 Civil Litigation & Procedure II 3 MGMT 202 Business Communications..... 3 BEDU 123 Word Processing/Keyboarding Apps (2) +1 3 BEDU 201 Microcomputers for Business Apps (3) +1 4 LAW 293 Legal Environment of Bus (Restricted Elec) 3 LEGL 479 Criminal Procedure (Restricted Elective) 3 LEGL 415 Bankruptcy Law (Restricted Elective)..... 3 University Electives 15</p>
Courses May be Taken at Delta or EMU (9-10 credits)	(9-10 credits)
<p>ACC 211 Principles of Accounting I 4 Choose one course: 3-4 ECN 221 Principles of Economics (4) SOC 211 Principles of Sociology (3) Open Electives (credits to bring the total at Delta to 94 . 2-3</p>	<p>ACC 240 Principles of Financial Accounting (3) +1 4 One course:..... 3-4 ECON 201 Principles of Economics I (3) +1 SOCL 105 Introductory Sociology (3) University Electives (credits to bring the total at EMU to 94)2-3</p>
Maximum Credits at Delta College 94	Maximum Credits that transfer to EMU 94

¹Satisfies one of EMU's four additional general education requirements for MACRAO, see page 1, #2 for more information.

²MTH 119 may be completed for the MACRAO requirement, but an additional approved math course will need to be taken to meet EMU's math requirement.

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**Delta College – Legal Support Professional (ABS)
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**Completion of the Legal Assistant-
Paralegal Studies Program at EMU**

Major Requirements (30 credits)

Required Courses (18 credits)

LEGL 212 Law Office Administration & Technology	3
LEGL 305 Legal Writ, Research and Analysis II	3
LEGL 306 Legal Writing, Research and Analysis III	3
LEGL 311 Probate Estates, & Wills	3
LEGL 404 Court Rules, Forms & Drafting Contracts	3
LEGL 416 Legal Assistant Internship	3

Business & Information Processing Core (6 credits)

BEDU 224 Computer Based Business Math	3
BEDU 496 Records Administration Using Database	3

Restricted Program Electives (6 Credits)

Choose 12 hours from the following courses:

BEDU 396 Information & Media Administration (Req'd)	3
CTAC 357 Interviewing as Communication	3
LAW 393 Law of Business Enterprises	3
LAW 403 Employment Law	3
LAW 455 International Law	3
LEGL 413 Cyberspace Law	3
LEGL 479 Juvenile Law	3
LEGL 479 Environmental Law	3
LEGL 479 Agency Practice for Paralegals	3
LEGL 479 Real Estate Law for Paralegals	3
LEGL 497/498/499 Independent Study	1/2/3
PLSC 301 The American Legal System	3
PLSC 341 International Law	3
PLSC 456 Criminal Law	3

Minimum Credits at EMU:..... 30

Minimum Credits to Graduate:..... 124

The Program Coordinator is available to help students plan their course schedules. However, it is each student's responsibility to conform his or her course scheduling to the Program Schedule. Failure to do so will result in scheduling difficulties and delays in graduation. Program Course Scheduling is available on the web at:
<http://cot.emich.edu/legalassistant/scheduling.htm>

Example full-time sequence for completing program:

Winter Semester (12 Credits)	
*ACC 240 Principles in Accounting.....	3
LEGL 212 Law Office Administration & Technology	3
LEGL 305 Legal Writing, Research and Analysis II	3
Restricted Program Elective	3

Fall Semester (12-13 Credits)	
BEDU 396 Info & Media Admin. (Required Restricted Elec)	3
LEGL 306 Legal Writing, Research and Analysis III	3
LEGL 404 Court Rules, Forms & Drafting Contracts	3
* University Electives.....	3-4

Winter Semester (12 Credits)	
LEGL 311 Probate Estates and Wills.....	3
LEGL 416 Legal Assistant Internship.....	3
BEDU 224 Computer Based Business Math	3
BEDU 496 Records Administration Using Database	3

Example part-time sequence for completing program:

Fall Semester (6 Credits)	
*ACC 240 Principles in Accounting.....	3
LEGL 404 Court Rules, Forms & Drafting Contracts	3

Winter Semester (9 Credits)	
BEDU 396 Information and Media Administration	3
LEGL 212 Law Office Administration & Technology	3
LEGL 305 Legal Writ, Research and Analysis II	3

Fall Semester (9 Credits)	
LEGL 306 Legal Writing, Research and Analysis III	3
BEDU 496 Records Administration Using Database	3
Restricted Program Elective	3

Winter Semester (9 Credits)	
BEDU 224 Computer Based Business Math	3
LEGL 311 Probate Estates and Wills.....	3
LEGL 416 Legal Assistant Internship.....	3

**May be taken at Delta or EMU.*