

# EASTERN MICHIGAN UNIVERSITY

## ARTICULATION GUIDE

August 2003

**Oakland Community College – Associate in Applied Science in Paralegal  
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 earn an associate degree in Paralegal from OCC 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 Paralegal program at OCC and the coordinated program of study for the Bachelor's degree in Legal Assistant-Paralegal Studies at Eastern Michigan University, as specified on the following pages. Any course substitutions should be made with the guidance of an advisor or counselor to assure that all requirements are met.
2. Satisfy the requirements of the MACRAO agreement as indicated on the attached articulation guide. 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, advanced speech, or a foreign language [PLG 2100 at OCC]
  - b) A course in mathematical reasoning [MAT 1500, 1580 or 1600 at OCC]
  - c) A cross-cultural course [ENG 1610 at OCC]
  - d) A course in computer literacy [CIS 1050 at OCC].

All four requirements are noted in this 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. Students who do not satisfy MACRAO will have to complete all of EMU's general education requirements as listed in the Undergraduate Catalog.

3. When applying to EMU, an official transcript, stamped "MACRAO Satisfied", must be sent to EMU's Office of Records and Registration. Students should request this in the Oakland Community College Student Records Office. Transcripts from all previously attended colleges also must be submitted.
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 the community college, may be used to satisfy MACRAO requirements. 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, students may transfer additional courses beyond the total for the associate degree. 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. As of Winter 2005, admission to the Legal Assistant (Paralegal Studies) program will be 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 1520 at OCC] with a grade of "B" or higher\*;
  - (3) Completion of LEGL 211 [PLG 2110 at OCC] with a grade of "B-" or higher;
  - (4) Completion of LEGL 304 [PLG 2100 at OCC], 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, including submitting transcripts from all previously attended colleges. OCC students will be given equal consideration with other students for application to the program and financial aid.
8. Students interested in transferring to EMU should see the Legal Assistant-Paralegal Studies program advisor at EMU, early in the program, before completing an admission application to EMU. To facilitate the evaluation of transcripts, students should include a copy of this articulation guide in their EMU application and bring a copy of the articulation guide to all advising sessions at EMU.

**Effective Dates:** August 1, 2004 until August 1, 2007. If this agreement is not renewed, students who designated 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:

**Oakland Community College**  
Douglas Kolly, Paralegal Program Faculty Advisor  
248-522-3627, dpkolly@oaklandcc.edu

**Eastern Michigan University**  
Daniel Ray, Legal Asst.-Paralegal Studies Faculty Advisor  
14 Sill Hall, 734-487-4330, daniel.ray@emich.edu

**EASTERN MICHIGAN UNIVERSITY  
ARTICULATION GUIDE**

August 2003

**OCC/EMU - Legal Assistant-Paralegal Studies**

**Oakland Community College Courses:**

**MACRAO Requirements (32 credits)**

- 1. English Writing Requirement (6 credits)**  
 ENG 1510 Composition I ..... 3  
 ENG 1520 Composition II ..... 3
- 2. Math/Science Requirement (8 credits)**  
<sup>1</sup>Choose one course: ..... 4  
     MAT 1500 Finite Mathematics (4)  
     MAT 1580 Statistics (4)  
     MAT 1600 Applied Calculus (4)  
 Choose one course: ..... 4  
     BIO 1500, 1511, 1530, 1540, 1550, 1570; CHE 1000,  
     1320, 1510, 1520; FSN 1500; GSC 1530, 1580, 1620;  
     PHY 1610, 1620, 2400, 2500; PSC 1560;
- 3. Humanities Requirement (9 credits)**  
 Choose one course: ..... 3  
     SPE 1290 Interpersonal Communication (3)  
     SPE 1610 Fundamentals of Speech (3)  
<sup>1</sup>ENG 1610 Women in Literature ..... 3  
 Choose one course: ..... 3  
     ART 1510, 1520, 1560; ENG 1710, 1720, 2510, 2520,  
     2530, 2540, 2550, 2560; GER 1510, 1530;  
     HUM 1510, 1520, 1710; ITA 1510, 1530;  
     JPN 1510, 1530; MUS 1560; PHI 1510, 1610, 1710;  
     SPA 1510, 1530; THE 1561, 1571, 1900
- 4. Social Science Requirement (9 credits)**  
 POL 1510 American Government ..... 3  
 Choose one sequence from the following: ..... 6  
     ECO 2610 Economics I (3) and  
     ECO 2620 Economics II (3), or  
     SOC 2510 Sociology (3) and  
     SOC 2520 Analysis of Social Problems (3)

**Major Requirements (22 credits)**

- <sup>1</sup>PLG 2100 Legal Research I ..... 3
- PLG 2110 Litigation ..... 4
- PLG 2120 Legal Research II ..... 4
- PLG 2130 Substantive Law ..... 4
- PLG 2140 Trial Preparation ..... 3
- PLG 2150 Preparation of Evidence ..... 2
- Choose one course from the following: ..... 2  
     PLG 2601-9 Special Topics  
     PLG 2611-2 Special Topics

**Additional Requirements (10 credits)**

- <sup>1</sup>CIS 1050 Personal Computer Applications ..... 4
- BUS 2030 Business Law I ..... 3
- BUS 2040 Business Law II ..... 3

**Additional Courses that can be taken at OCC or EMU**

- |   |                                  |   |  |
|---|----------------------------------|---|--|
| ACC 2510 Principles of Accounting I ..... 3 | BIS 1070 Word Processing ..... 3 | BUS 1100 Introduction to Business ..... 4 | PER 1590 Physical well being in a modern society ..... 2 |
|---|----------------------------------|---|--|

**Elective Courses: (11 credits)**

- Open Electives (May be taken at OCC or EMU) ..... 11

**Maximum credits at OCC: .....87**

**Transfer to EMU as:**

**(32 credits)**

- |  |   |
|--|---|
| ENGL 120 English Composition II ..... 3        | ENGL 121 Eng Comp: Researching the Public Exp ..... 3   |
| One course: ..... 4                            | MATH 118 Linear Models and Probability (3) +1   |
|  | MATH 170 Elementary Statistics (3) +1   |
|  | MATH 119 Applied Calculus (3) +1  |
| One course: ..... 4                            | Courses will transfer as equivalent courses,<br>Basic Studies transfer credit (BAS 000), or<br>general transfer credit  |
| One Course: ..... 3                            | CTAC 227 Interpersonal Communication (3)  |
|  | CTAS 121 Fundamentals of Speech (2) +1  |
| LITR BASX Basic Studies Cross Cultural ..... 3 |   |
| One Course: ..... 3                            | Courses will transfer as equivalent courses,<br>general education transfer credit (BAS), or<br>general transfer credit (000)  |
| PLSC 112 American Government ..... 3           |   |
| Two Courses: ..... 6                           | ECON 201 Principles of Macroeconomics (3) and<br>ECON 202 Principles of Microeconomics (3), or<br>SOCL 105 Introductory Sociology (3) and<br>SOCL 202 Social Problems (3) |

**(22 credits)**

- |  |  |
|--|--|
| LEGL 304 Legal Writing, Research & Analysis I ..... 3          | LEGL 211 Intro to Paralegalism and Legal Term (3) +1 ... 4 |
| LEGL 000 Transfer Credit (Elective) ..... 4                    | LEGL 000 Transfer Credit (Elective) ..... 4                |
| LEGL 405 Civil Litigation, Investigation & Procedure I ..... 3 | LEGL 000 Transfer Credit (Restricted Elective) ..... 2     |
| One Course: ..... 2  | LEGL 000 Transfer credit (Elective)                        |
|  | LEGL 000 Transfer credit (Elective)                        |

**(10 credits)**

- |   |   |
|---|---|
| BEDU 201 Microcomputers for Business App (3) +1 ..... 4 | LAW 293 Legal Environment of Business ..... 3 |
| LAW 000 Transfer Credit (Elective) ..... 3              |   |

**(12 credits)**

- |   |   |
|---|---|
| ACC 240 Principles of Accounting ..... 3      | BEDU 123 Word Processing/Keyboarding Apps (2) +1... 3 |
| BEDU 100 Contemporary Business (3) +1 ..... 4 | PEGN 210 Lifetime Wellness& Fitness ..... 2           |

**(11 credits)**

- University Electives ..... 11

**Maximum credits that transfer to EMU ..... 87**

<sup>1</sup> Satisfies one of EMU's four additional general education requirements for MACRAO, see Article II, #2 for more information.

**EASTERN MICHIGAN UNIVERSITY  
ARTICULATION GUIDE**

August 2003

**OCC/EMU - Legal Assistant-Paralegal Studies**

**Completion of the Legal Assistant-Paralegal Studies Program at EMU**

**Major Requirements (37 credits)**

**Required Courses (24 credits)**

BEDU 220 Word/Information Processing Operations.....	3
LEGL 305 Adv Legal Writ, Research and Analysis II.....	3
LEGL 306 Adv Legal Writing, Research and Analysis III.....	3
LEGL 311 Probate, Estates, and Wills .....	3
LEGL 313 Family Law .....	3
LEGL 404 Court Rules, Forms & Drafting Contracts .....	3
LEGL 406 Civil Litigation, Investigation & Procedure II .....	3
LEGL 416 Legal Assistant Internship .....	3

**Business & Information Processing Core (9 credits)**

BEDU 224 Computer Based Business Math .....	3
BEDU 396 Information and Media Administration .....	3
LEGL 212 Law Office Administration & Technology .....	3

**Restricted Program Electives (4 Credits)**

Choose six hours from the following courses:

CTAC 357 Interviewing as Communication .....	3
LEGL 415 Bankruptcy Law.....	3
BEDU 496 Records Administration using Database Sys3	
BEDU 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
LAW 393 Law of Business Enterprises.....	3
LAW 403 Employment Law.....	3

**Minimum Credits at EMU: .....37**

**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:**

**Fall Semester (15 Credits)**

*ACC 240 Principles in Accounting.....	3
*BEDU 123 Word Processing/Keyboarding Apps (2) +1.....	2-3
LEGL 313 Family Law .....	3
LEGL 404 Court Rules, Forms & Drafting Contracts .....	3
Restricted Program Elective.....	1
*University Electives .....	2

**Winter Semester (14 Credits)**

BEDU 396 Information and Media Administration.....	3
LEGL 212 Law Office Administration & Technology .....	3
LEGL 305 Advance Legal Writ, Research and Analysis II .....	3
LEGL 311 Probate, Estates, and Wills .....	3
*PEGN 210 Lifetime Wellness& Fitness.....	2

**Fall Semester (15 Credits)**

BEDU 220 Word/Information Processing Operations .....	3
LEGL 306 Adv Legal Writing, Research and Analysis III .....	3
*University Electives.....	9

**Winter Semester (12 Credits)**

LEGL 406 Civil Litigation, Investigation & Procedure II.....	3
LEGL 416 Legal Assistant Internship .....	3
BEDU 224 Computer Based Business Math.....	3
Restricted Program Elective.....	3

**Example part-time sequence for completing program:**

**Fall Semester (6 Credits)**

BEDU 220 Word/Information Processing Operations .....	3
LEGL 306 Adv Legal Writing, Research and Analysis III .....	3

**Winter Semester (6 Credits)**

LEGL 212 Law Office Administration & Technology .....	3
LEGL 305 Advance Legal Writ, Research and Analysis II .....	3

**Fall Semester (7 Credits)**

*ACC 240 Principles in Accounting.....	3
Restricted Program Elective.....	4

**Winter Semester (9 Credits)**

BEDU 224 Computer Based Business Math.....	3
BEDU 396 Information and Media Administration.....	3
LEGL 311 Probate, Estates, and Wills .....	3

**Fall Semester (6 Credits)**

LEGL 313 Family Law .....	3
LEGL 404 Court Rules, Forms & Drafting Contracts .....	3

**Winter Semester (6 Credits)**

LEGL 406 Civil Litigation, Investigation & Procedure II.....	3
LEGL 416 Legal Assistant Internship .....	3

\*May be taken at OCC or EMU. Students must complete a minimum of 10 of the final 30 credits before graduation in EMU courses.