

ALERT!

Students who begin college in September 2014 must follow the Michigan Transfer Agreement (MTA) requirements rather than the MACRAO requirements listed here. New MTA articulation guides will be posted to the EMU Community College Relations website soon. In the meantime, please see a community college counselor for more information about the MTA or look for more information at <http://www.macrao.org/mcm.asp?floor=4>

May 2012

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

Delta College Courses:

Transfer to Eastern Michigan University as:

MACRAO Requirements (32-34 credits)	(32-34 credits)
1. English Writing Requirement (6 credits)	(6 credits)
ENG 111 College Composition I3	ENGL 120 English Composition I (University Elective) 3
**ENG 112 College Composition II (must have a "B" or higher)3	ENGL 121 English Composition II 3
2. Math/Science Requirement (8 credits)	(8 credits)
¹ MATH 118 Mathematical Explorations4	MATH 110 Mathematical Reasoning (3)+ 1..... 4
Complete one lab science course approved by Delta to satisfy the MACRAO lab science requirement.....4	Course may transfer as an equivalent course, General Education transfer credit, or general transfer credit 4
3. Humanities Requirement (9 credits)	(9 credits)
Complete COM 112 or COM 114.....3	CTAC 124 or CTAC 2273
² Complete one course:.....3	Satisfies the Perspectives on a Diverse World requirement 3
COM 245, IHU 120, 202, 234, 268, 280, 281; LIT 228, 229, 260, 269, 274, 277, 278, 285, MUS 120; SSI 234	
Complete one additional course3	One course 3
Choose from courses approved by Delta to satisfy the MACRAO humanities requirement	Course may transfer as an equivalent course or as General Education transfer credit, or general transfer credit
4. Social Science Requirement (9-11credits)	(9-11 credits)
Complete one course: PSY 101 (3) or PSY 211 (4)3-4	One course:PSY 000 or PSY 101 General Psychology 3-4
Complete one course:.....3-4	One course:..... 3-4
POL 103, 104, 212, 215, 220, 221, 223, 225, or 228	Courses may transfer as general transfer credit.
* Complete the first course in a sequence:3-4	One course:..... 3-4
SOC 211 (3) or ECN 221 (4)	SOCL 105 (3) or ECON 201 (3)+1
See the Delta MACRAO Transfer Guide http://it.emich.edu/service/online/tranequiv/index.cfm?fuseaction=guides&college=1816	
Delta Program Requirements (46-49 credits)	(46-49 credits)
*ACC 211 Principles of Accounting I4	ACC 240 Principles of Financial Accounting (3)+1 4
³ LSP 110 Legal Ethics/Responsibilities of Legal Assistant3	Restricted Elective (LEGL 000) 3
**LSP 115 Principles of Substantive Law3	LEGL 211 Intro to Paralegalism/Legal Terminology 3
*LSP 230 Civil Litigation3	LEGL 406 Civil Litigation, Investigation & Procedure II 3
LSP 260/261/262 Legal Support Internship I, II, or III..... 1-3	LEGL 000 General Transfer Credit..... 1-3
³ LSP 280 Legal Research & Writing3	Restricted Elective (LEGL 000) 3
*LSP 210 Estate and Trust Administration (Law Elective)3	LEGL 311 Probate Estates and Wills 3
*LSP 240 Domestic Relations (Law Elective).....2	LEGL 313 Family Law (3)-1 2
³ MGT 251 Business Law I3	Restricted Elec (LAW 293 Legal Environment of Business) 3
³ MGT 252 Business Law II3	Restricted Elective (LAW 000) 3
³ OAT 151 Business Communication I3	Restricted Elective (AACR GEN) 3
OAT 171 Document Processing: Beginning.....3	University Elective (BMMT 000) 3
*OAT 172 Document Processing: Intermediate (3) and	
*CST 151 Spreadsheet Fund (2) or CST 155 EXCEL (3) 5-6	BMMT 000 (Substitute for BMMT 201) 5-6
CST 106 Internet Foundations 1	University Elective (AACR GEN)..... 1
CST 110 Web Page Development w/HTML..... 1	University Elective (CMT 421)..... 1
³ Approved Electives: LSP150, 220, 235, 245, 250, 253; MGT2563	Restricted Elective..... 3
LW 220 + any approved LWA OR LW 2212	University Elective (PEGN 210) 2
EMU Requirements that May be Taken at Delta or EMU (8-13 credits)	(8-13 credits)
* Complete the second course in a sequence..... 3-4	One course:..... 3-4
SOC 212 (3) or ECN 222 (4)	SOCL 202 (3) or ECON 202 (3)+1
Open Electives (not to exceed 91 credits at Delta)..... 4-10	University Electives 4-10
Maximum Credits at Delta:.....91	Maximum Credits that transfer to EMU..... 91

* Required for EMU's Paralegal Studies program.

** Required for admission to EMU's Paralegal Studies program. See page 3 for minimum grade requirements.

¹ Satisfies EMU's quantitative reasoning requirement. If completed at Delta, MTH 120, 122, 160, 161, or 207 will also satisfy EMU's QR requirement.

² Satisfies EMU's Perspectives on a Diverse World requirement.

³ Satisfies a Restricted Elective in EMU's Paralegal Studies program.

Note: EMU will accept substitutions for courses that transfer as general transfer credit or university electives.

**EASTERN MICHIGAN UNIVERSITY
ARTICULATION GUIDE**

May 2012

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

**Completion of the Paralegal Studies Program
at EMU**

Major Requirements (33 credits)

Required LEGL Courses (21 credits)

- * LEGL 212 Law Office Administration & Technology 3
- * LEGL 304W Legal Writing, Research, & Analysis I 3
- LEGL 305 Adv Legal Writing, Resrch, & Analysis II 3
- LEGL 400 Adv Legal Writ, Research & Analysis III 3
- LEGL 404 Court Rules, Forms, and Draft Contracts 3
- LEGL 405 Civil Litigation, Investigation & Procedure I 3
- ¹LEGL 416 Legal Assistant Internship (LBC) 3

Business & Information Processing Core (9 credits)

- BMMT 396 Information & Media Administration 3
- BMMT 496 Records Administration/Database Systems 3
- STS 224 Solving Quantitative Problems in Tech 3

Restricted Electives (3 credits)

Complete three credits from the following 3

- BMMT 497/498/499 Independent Study (1/2/3)
- CTAC 357 Interviewing as Communication (3)
- LAW 393 Law of Business Enterprises (3)
- LAW 403 Employment Law (3)
- LEGL 277/278/279 Special Topics (1/2/3)
- LEGL 377/378/379 Special Topics (1/2/3)
- LEGL 315 Land Transaction & Real Estate for Para (3)
- LEGL 413 The Law and the Internet (3)
- LEGL 414 Legal Assistance Center Clinical Exp. (3)
- LEGL 415 Bankruptcy Law (3)
- LEGL 418 Women and the Law (3)
- LEGL 478/479 Special Topics (2-3)
- IA 210 Concepts of Network/Business Technology (3)
- PHIL 355W Philosophy of Law (3)
- PLSC 301 The American Legal System (3)
- PLSC 312 American Constitutional Law I (3)
- PLSC 313 American Constitutional Law II (3)
- PLSC 341 International Law (3)
- PLSC 385 Judicial Process and Behavior (3)
- PLSC 412W Comparative Legal Systems (3)
- PLSC 456 Criminal Law I
- STS 202 Disabled in the USA (3)

²**Credits at EMU: 33**

Minimum Credits to Graduate: 124

Suggested Sequence for completing the program:

(May register concurrently at Delta & EMU)

May Take in Fall or Winter Semesters (6 credits)

- STS 224 Solving Quantitative Problems in Tech 3
- Restricted Elective 3

May Take in Winter or Summer Semesters (6 credits)

- BMMT 396 Information & Media Administration 3
- BMMT 496 Records Admin/Database Systems 3

Fall Semester (6 credits)

- LEGL 304W Legal Writing, Research, & Analysis I 3
- LEGL 404 Court Rules, Forms, and Draft Contracts 3

Winter Semester (6 credits)

- LEGL 212 Law Office Administration & Technology 3
- LEGL 305 Adv Legal Writing, Research, & Analysis II 3

Fall Semester (6 credits)

- LEGL 400 Adv Legal Writ, Research and Analysis III 3
- LEGL 405 Civil Litigation, Investigation & Procedure II 3

Winter Semester (3 credits)

- ¹LEGL 416 Legal Assistant Internship 3

* Required for admission to EMU's Paralegal Studies program. See page three, #5 for grade requirements for these courses.

¹ Meets EMU's Learning beyond the Classroom General Education requirement.

² A minimum of 30 hours must be completed in EMU courses. Students who transfer fewer than 91 credits will need to take additional credits at EMU.

NOTE: Students may register concurrently at Delta 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 Delta and EMU to ask about options for financial aid as a dual-registered student.

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Additional Information:

1. In completing the coordinated program of study for this articulation agreement, course substitutions should be made with the guidance of the advisors (indicated below) at both institutions to assure that all requirements are satisfied. Delta courses indicated with an * are required for EMU's Paralegal Studies Program.
2. Students whose transcripts are endorsed as "MACRAO Satisfied" will only be required to satisfy three of EMU's general education requirements, noted on the articulation 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 course in Quantitative Reasoning: [MATH 118, 120, 122, 160, 161, or 208 at Delta] or [MATH 110 at EMU]
 - b) An approved course in Global Awareness or US Diversity: [at Delta: **Math and Science** BIO 110; **Humanities** COM 245, IHU 120, 202, 234, 268, 280, 281; LIT 228, 229, 260, 268, 274, 269, 277, 278, 285 MUS 120, or SSI 234] or [at EMU: refer to the EMU online catalog]
 - c) an approved Learning Beyond the Classroom course or experience offered by EMU: [LSP 280 at Delta] or [LEGL 304W 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 in courses offered by 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.
5. Admission to the Paralegal Studies 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 112 at Delta] with a grade of "B" (3.0 on a 4.0 scale) or higher;
 - (3) Completion of LEGL 211, Introduction to Paralegalism and Legal Terminology, [LSP 115 at Delta] with a grade of "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. Delta students will receive equal consideration with other students for course registration and financial aid.
7. Students are encouraged to contact the Paralegal Studies Program Coordinator before applying to EMU. To facilitate the evaluation of transcripts, students should enclose a copy of this articulation guide with their EMU admission application and bring a copy to all advising sessions. Copies of the articulation guide are available on EMU's webpage at www.emich.edu/ccr/artguide.php.

Effective Dates: May 1, 2012 until April 30, 2015. This agreement replaces one that was made on February 15, 2005 and renewed in September 2008. Students who began this program prior to the new effective date 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 who already started the program will be given three additional years to be admitted to EMU under the terms of this agreement.

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