

**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>.

January 2014

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

| Macomb Community College Courses:  | Transfer to Eastern Michigan University as:  |
|--|--|
| <b>MACRAO/Gen Ed Requirements</b>  |  |
| <b>Total: 31-35 credits</b>  |  |
| <b>1. English Writing Requirement (6-8 credits)</b>  | <b>(6-8 credits)</b>   |
| <sup>1</sup> Complete two courses: ..... 6-8<br>ENGL 1180 Communication I (4) or ENGL 1210 Comp I (3)<br><sup>1</sup> ENGL 1190 Communication II (4) or ENGL 1220 (3) Comp II (3)  | Two courses: ..... 6-8<br>ENGL 120 Composition I<br>ENGL 121 Composition II  |
| <b>2. Math/Science Requirement (min 8 credits)</b>   | <b>(8 credits)</b>   |
| <sup>2</sup> MATH 1000 Intermediate Algebra ..... 4<br>Complete one <u>lab</u> science course from a discipline below: ..... 4<br>BIOL, CHEM, GEOL, NATS, PHYS   | MATH 104 Intermediate Algebra (University Elective) ..... 4<br>One course : ..... 4<br>Courses may transfer as general transfer credit   |
| <b>3. Humanities Requirement (see notes below) (8-9 credits)</b>   | <b>(8-9 credits)</b>   |
| Choose from two disciplines below (except if foreign language) .. 8-9<br>ARTT, creative writing, foreign language, HUMN, literature,<br>MUSC, PHIL, theater arts   | Two or three courses: ..... 8-9<br>Courses may transfer as general transfer credit   |
| <b>4. Social Science Requirement (9-10 credits)</b>  | <b>Three courses: (9-10 credits)</b>   |
| * Complete one sequence of two courses below: ..... 6-7<br>SOCY 1010 (4) and SOCY 1100 (3) or<br>ECON 1160 (3) and ECON 1170 (3)<br>Complete one course from a second discipline: <b>(see notes below)</b> <sup>3</sup><br>ANTH, ECON, GEOG, HIST, POLS, PSYC, SOSC, SOCY  | Social Science Sequence: ..... 6-7<br>SOCL 105 (3) and SOCL 202 (3)<br>ECON 201 (3) and ECON 202 (3)<br>One course: ..... 3<br>Courses may transfer as general transfer credit   |
| <b>NOTE:</b> See Macomb CC counselor for approved MACRAO courses.  |  |
| <sup>3</sup> <b>EMU's Perspectives on a Diverse World requirement:</b> Complete <u>one</u> course from the following list: Course may be used to satisfy a MACRAO area above: <b>Humanities:</b> ENGL 2800, 2810; HUMN 1700, 1270, 2000; INTL 2000, 2300; <b>Social Sciences:</b> ANTH 1000; GEOG 2000; HIST 1260, 1270, 1700, 2420, 2520, 2650; INTL 2010, 2500, 2700; POLS 1600; SOSC 2010; <b>Lab Science:</b> BIOL 1310  |  |
| <b>MCC Requirements</b>  |  |
| <b>Total: 52 credits</b>   |  |
| * ACCT 1080 Principles of Accounting 1 ..... 4<br>BCOM 2050 Business Communication ..... 4<br><sup>4</sup> BLAW 1080 Business Law 1 ..... 4<br><sup>4</sup> BLAW 1090 Business Law 2 ..... 4<br>* ITCS 1010 Computer and Information Processing Principles ..... 4<br>* LEGA 2010 Michigan Legal System & Ethics (2), and<br><sup>*1</sup> LEGA 2180 Business Associations (2) (MCC Elective) ..... 4<br><sup>4</sup> LEGA 2030 Legal Research & Writing I ..... 3<br><sup>4</sup> LEGA 2100 Mechanics of Real Estate Law ..... 3<br><sup>4</sup> LEGA 2120 Administration of Estates ..... 2<br>BCOM 2060 Adv. Business Communication ..... 4<br><sup>4</sup> LEGA 2040 Legal Research & Writing II ..... 3<br>* LEGA 2090 Legal Procedure ..... 4<br><sup>4</sup> LEGA 2210 Electronic Evidence & Discovery ..... 4<br>* LEGA 2220 Computerized Litigation Support Concepts (Elective) ... 3<br>Any PHED Wellness course 2000 or above ..... 2 | ACCT 240 Principles of Accounting (3)+1 ..... 4<br>University Elective (MGMT 202) ..... 4<br>LAW 293 Legal Env't of Business (3)+1 (Restricted Elective) 4<br>LAW 000 (Restricted Elective) ..... 4<br>BMMT 201 Microcomputers for Business App (3)+1 ..... 4<br>LEGL 211 Intro to Paralegalism & Legal Term (3)+1 ..... 4<br>LEGL 000 (Restricted Elective) ..... 3<br>LEGL 315 Land Trans & Real Est f/ Paraleg (Restricted Elec) 3<br>LEGL 000 (Restricted Elective) ..... 2<br>University Elective ..... 4<br>LEGL 000 (Restricted Elective) ..... 3<br>LEGL 406 Civil Litigation II (3)+1 ..... 4<br>LEGL 000 (Restricted Elective) ..... 4<br>LEGL 212 Law Office Administration & Technology ..... 3<br>University Elective ..... 2 |
| <b>EMU Electives (May be Taken at MCC or EMU)</b>  |  |
| <b>Total: 4-8 credits</b>  |  |
| Students who wish to enroll full time at EMU should take these courses at EMU.   |  |
| Open Electives (not to exceed a total of 91 credits at MCC) ..... 4-8  | University Electives ..... 4-8   |
| <b>Maximum Credits at MCC: ..... 91</b>  | <b>Credits that transfer to EMU Program ..... 91</b>   |

\* Required course for EMU's Paralegal Studies (Legal Assisting) program.

<sup>1</sup> Required for admission to EMU's Paralegal Studies (Legal Assisting) program. See page three, #5 for grade requirements for these courses.

<sup>2</sup> Must earn a "C" or better in Intermediate Algebra to place into STS 224 to satisfy the QR requirement.

<sup>3</sup> Satisfies EMU's Perspectives on a Diverse World requirement

<sup>4</sup> Applies to the requirement for 21 credit hours of Restricted Electives for EMU's Paralegal Studies (Legal Assisting) program.

NOTE: substitutions may be used for courses that transfer as university electives or general transfer credit.

**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/trackingssystem/Enter.php](http://www.emich.edu/ccr/trackingssystem/Enter.php)

**EASTERN MICHIGAN UNIVERSITY  
ARTICULATION GUIDE**

January 2014

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

**Completion of the Paralegal Studies (Legal Assisting) Program at EMU**

**Major Requirements (33 credits)**

**Required LEGL Courses (24 credits)**

- <sup>1</sup>LEGL 304W Legal Writing, Research and Analysis I ..... 3
- LEGL 305 Adv Legal Writing, Research & Anal II..... 3
- LEGL 311 Probate, Estates, and Wills..... 3
- LEGL 313 Family Law..... 3
- LEGL 400 Adv Legal Writing, Research & Analysis III..... 3
- LEGL 404 Court Rules, Forms, and Drafting Contracts..... 3
- LEGL 405 Civil Litigation, Investigation & Procedure I..... 3
- <sup>2</sup>LEGL 416L Legal Assistant Internship (LBC requirement) .... 3

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

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

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

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

Suggested Sequence for completing the program:

*Consult the program coordinator to develop a plan of study to complete the program.*

**Fall Semester (6 credits)**

- <sup>1</sup>LEGL 304W Legal Writing, Research and Analysis I..... 3
- <sup>3</sup>STS 224 Solving Quantitative Problems in Tech..... 3

**Winter Semester (9 credits)**

- BMMT 396 Information & Media Admin (or summer)..... 3
- LEGL 305 Adv Legal Writing, Research & Anal II..... 3
- LEGL 311 Probate, Estates, and Wills ..... 3

**Summer (6 credits)**

- LEGL 404 Court Rules, Forms, and Drafting Contracts..... 3
- BMMT 496 Records Admin/Database Systems (or winter)..... 3

**Fall Semester (9 credits)**

- LEGL 313 Family Law ..... 3
- LEGL 400 Adv Legal Writing, Research, & Analysis III ..... 3
- LEGL 405 Civil Litigation, Investigation & Procedure I ..... 3

**Winter Semester (3 credits)**

- <sup>2</sup>LEGL 416 Legal Assistant Internship ..... 3

<sup>1</sup> 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.

<sup>2</sup> Satisfies EMU's Learning beyond the Classroom requirement.

<sup>3</sup> Satisfies EMU's Quantitative Reasoning requirement if Intermediate Algebra (MATH 1000 at MCC) was completed with a "C" or better. If not, student must also complete MATH 110.

NOTE: Students may register concurrently at MCC 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 MCC and EMU to ask about options for financial aid as a concurrently registered student. Students who wish to enroll as a fulltime student at EMU should save some classes from page one to complete at EMU.

# EASTERN MICHIGAN UNIVERSITY ARTICULATION GUIDE

January 2014

## Macomb Community College – Associate of Applied Science in Legal Assistant 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. Courses indicated with an \* are required for EMU's Paralegal Program. Each institution will determine the satisfaction of requirements for their own institution.
2. Students whose transcripts are endorsed as "MACRAO Satisfied" by the community college will only be required to satisfy three of EMU's general education requirements, noted on this 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 1340, 1360, 1370, 1410, or 1760 at MCC] or [STS 224 or MATH 110 at EMU]
  - b) an approved course in Global Awareness or US Diversity: [**Humanities:** ENGL 2800, 2810; HUMN 1700, 1270, 2000; INTL 2000, 2300; **Social Sciences:** ANTH 1000; GEOG 2000; HIST 1700, 2420, 2520, 2650; INTL 2010, 2500, 2700; POLS 1600; SOSOC 2010; **Lab Science:** NATS 1310 at MCC]
  - c) an approved Learning Beyond the Classroom course or experience offered by EMU. [MFG 387 at EMU]

*To use MACRAO, students must request 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 general education.*

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 33 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.
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 [ENGL 1190 or 1220 at MCC] with a grade of "B" (3.0 on a 4.0 scale) or higher;
  - (3) Completion of LEGL 211 Intro to Paralegalism & Legal Term, [LEGA 2180 at MCC] 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. MCC 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](http://www.emich.edu/ccr/artguide.php).

**Effective Dates: January 1, 2014 until December 31, 2017.** This is a renewal of an agreement made in June 2003 and renewed in 2007 and 2010. 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.

### Contacts:

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