

PARALEGAL STUDIES (LEGAL ASSISTING) ARTICULATION AGREEMENT GUIDE

Oakland Community College – Associate in Applied Science in Paralegal

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

Oakland Community College Courses:	Transfer to Eastern Michigan University as:
Michigan Transfer Agreement (MTA) Requirements (30 credits)	
Students with the MTA endorsement on their community college transcript have satisfied EMU's General Education Core Requirements and will be required to complete only the EMU General Education Application Requirements of one Perspectives on a Diverse World course, one Learning Beyond the Classroom experience, and one writing intensive course in the major. <u>Courses listed below for the MTA will also satisfy requirements for the major at MCCC and/or EMU.</u> Students who started before Fall 2014 may continue to follow the MACRAO Agreement until the end of summer 2019. For a MACRAO version of this guide go to http://www.emich.edu/ccr/archartguide_macrao.php . For courses approved to satisfy the MTA go to the OCC catalog at http://catalog.oaklandcc.edu/graduation-requirements/michigan-transfer-agreement/	
1. A Course in English Composition	
ENG 1510 English Composition I..... 3	WRTG 120 Composition I (University Elective)..... 3
2. A Second Course in English Composition or Communication	
**ENG 1520 Composition II..... 3	ENGL 121 Composition II: Researching Pub Exp 3
3. A Course in Mathematics	
Choose from the approved MTA list 3-4	One course 3-4
4. Two Courses in Natural Sciences from different disciplines (one lab required)	
Choose two courses from the approved MTA list 6-10	Two courses 6-10
5. Two Courses in Humanities from different disciplines	
Choose two courses from the approved MTA list 6-8	Two courses 6-8
6. Two Courses in Social Science from different disciplines	
POL 1510 American Government 3	University Elective 3
* Complete the first course in a sequence: 3	One course 3
ECO 2610 Economics I OR SOC 2510 Sociology	ECON 201 OR SOCL 105
7. If needed, complete an additional course from any category above to satisfy the 30 credit minimum for the MTA.	
EMU's Perspectives on a Diverse World requirement: Complete <u>one</u> course from the following list: Courses on this list will satisfy an MTA area above: Communication: COM 2290; Natural Science: BIO 1500; Humanities: ENG 2530, 2540; HIS 1520; MUS 1585; Social Sciences: ANT 1540, 2510; GEO 1520; HIS 1520, 1550, 2620; POL 2530, 2610; SOC 2620	
OCC Paralegal Program Requirements (38-40 credits)	
** 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
1 PLG 2120 Legal Research II 4	LEGL 000 (Restricted Elective)..... 4
1 PLG 2130 Substantive Law..... 4	LEGL 000 (Restricted Elective)..... 4
* PLG 2140 Trial Preparation 3	LEGL 406 Civil Litigation, Investigation & Procedure II..... 3
1 PLG 2160 Legal Ethics..... 2	LEGL 000 (Restricted Elective)..... 2
1 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
1 BUS 2030 Business Law I 3	LAW 293 Legal Environmt of Business (Restricted Elec) 3
1 BUS 2040 Business Law II 3	LAW 000 (Restricted Elective)..... 3
Complete one course: SPE 1290 or SPE 1610 3	University Elective 3
Physical Education course (OCC graduation requirement)..... 1-3	University Elective 1-3
EMU Requirements that may be taken at OCC or EMU (21-23 credits)	
* ACC 1810 Principles of Financial Accounting 4	ACC 240 Principles of Financial Accounting (3)+1..... 4
1 AST 1300 Document Processing and Production..... 4	BMMT 220 or other approved course (Restricted Elective)..... 4
* Complete the second course in a sequence 3	One course: ECON 202 OR SOCL 202 3
ECO 2620 OR SOC 2520	
Open Electives (not to exceed 91 credits at OCC) 10-12	University Electives..... 10-12
Maximum Credits at OCC:.....91	Credits that transfer to EMU.....91

* 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 Applies to the 21 credit hours of Restricted Electives required for EMU's Paralegal (Legal Assisting) program.

NOTE: EMU accepts substitutions 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

PARALEGAL STUDIES (LEGAL ASSISTING) ARTICULATION AGREEMENT GUIDE
 Oakland Community College – **Associate in Applied Science in Paralegal**
 Eastern Michigan University – **Bachelor of Science in Paralegal Studies (Legal Assisting)**

<p><u>Completion of Paralegal Studies (Legal Assisting) Program at EMU</u></p> <p>Major Requirements (33 credits)</p> <p>Required LEGL Courses (24 credits)</p> <p>LEGL 212 Law Office Administration & Technology3</p> <p>¹ LEGL 304W Legal Writing, Research & Analysis I3</p> <p>LEGL 305 Adv Legal Writing, Research & Anal II.....3</p> <p>LEGL 311 Probate, Estates, and Wills.....3</p> <p>LEGL 313 Family Law.....3</p> <p>LEGL 400 Adv Legal Writing, Research & Anal III.....3</p> <p>LEGL 404 Court Rules, Forms & Drafting Contracts3</p> <p>² LEGL 416L Legal Assistant Internship (LBC)3</p> <p>Business & Information Processing Core (9 credits)</p> <p>BMMT 396 Information & Media Administration3</p> <p>BMMT 496 Records Administration Using a Database3</p> <p>LEGL 213 Advanced Spreadsheet Applications3</p> <p>Credits at EMU: 33</p> <p>Transfer Credits: 91</p> <p>Minimum Credits to Graduate: 124</p> <p><i>Note: If sufficient credits are not transferred, additional credits must be completed at EMU to satisfy the minimum of 124 credits to graduate.</i></p>	<p>Suggested Sequence for completing the program:</p> <p><i>Courses may not be offered every semester. Consult the program coordinator to develop a plan of study to complete the program.</i></p> <p>Fall Semester (6 credits)</p> <p>¹ LEGL 304W Legal Writing, Research and Analysis I3</p> <p>LEGL 213 Advanced Spreadsheet Applications3</p> <p>Winter Semester (9 credits)</p> <p>LEGL 212 Law Office Administration & Technology3</p> <p>LEGL 305 Adv Legal Writing, Research & Anal II3</p> <p>LEGL 311 Probate, Estates, and Wills3</p> <p>Summer Semester (3-6 credits)</p> <p>BMMT 396 Information & Media Administration3</p> <p>BMMT 496 Records Admin/Database Sys (also offered winter) .3</p> <p>Fall Semester (9 credits)</p> <p>LEGL 313 Family Law3</p> <p>LEGL 400 Adv Legal Writing, Research, & Analysis III3</p> <p>LEGL 404 Court Rules, Forms, and Drafting Contracts3</p> <p>Winter Semester (3 credits)</p> <p>² LEGL 416L Legal Assistant Internship3</p>
--	--

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.

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.

PARALEGAL STUDIES (LEGAL ASSISTING) ARTICULATION AGREEMENT GUIDE

Oakland Community College – Associate in Applied Science in Paralegal

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

Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. For the purpose of this articulation agreement, both institutions agree to accept transferrable courses from each other and from other institutions. OCC courses indicated with an * are required for EMU's Paralegal Studies Program. Substitutions for these courses must be approved by the EMU program coordinator.
2. Students with the MTA endorsement on their community college transcript have satisfied EMU's General Education Core Requirements and will be required to complete only the General Education Application Requirements of one "Perspectives on a Diverse World" course, one "Learning beyond the Classroom" experience, and a "Writing Intensive" course in the major. The Perspectives on a Diverse World requirement may be transferred to EMU.

To use the Michigan Transfer Agreement (MTA), students must have an official community college transcript, with the "MTA Satisfied" endorsement sent to EMU's Admissions Office. Students who do not have "MTA Satisfied" on their community college transcript, will be required to satisfy EMU's general education requirements as applied to transfer students. The MTA may be completed after admission to EMU, however, students should inform their advisors or they may be advised to complete additional courses for the general education program. Students who enrolled in college prior to September 2014 will have until the end of August 2019 to complete the MACRAO agreement. If already on the transcript, the MACRAO designation will be accepted at EMU after August 2019.

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. OCC courses listed in this guide may be completed 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 before applying to EMU. To facilitate advising and the evaluation of transcripts, sign up for this articulation agreement at this link www.emich.edu/ccr/trackingsystem/Enter.php, and bring a copy of this articulation guide to all advising sessions.

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:

Oakland Community College

Douglas Kolly, Paralegal Program Coordinator
248.522.3627, dpkolly@oaklandcc.edu

Eastern Michigan University

Darcelle White, Paralegal Program Coordinator
128 Sill Hall, 734.487.1477, dwhite@emich.edu