

PARALEGAL ARTICULATION AGREEMENT GUIDE

Washtenaw Community College – AA in Paralegal Studies/Pre-Law
Eastern Michigan University – BS in Paralegal

Washtenaw Community College Courses:

Transfer to Eastern Michigan University:

Michigan Transfer Agreement (MTA) Requirements (30-31 credits)

Students with an 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. Courses listed below for the MTA will also satisfy major requirements at WCC and/or EMU. Students who started before Fall 2014 may continue to follow the MACRAO Agreement until August 2019. MACRAO versions of articulation guides are available at http://www.emich.edu/ccr/archartguide_macrao.php. For courses approved to satisfy the MTA go to <http://www.wccnet.edu/services/transferresources/mta/>

1. A Course in English Composition

** ENG 111 Composition I (with a "B" or higher).....4 WRTG 121 Composition II: Res. Pub. Exp. (3)+1 4

2. A Course in English Composition or Communication

ENG 226 Composition II3 University Elective (WRTG 225)..... 3

3. A Course in Mathematics

MTH 160 Basic Statistics (WCC requirement).....4 MATH 170 Elementary Statistics (3)+1..... 4

4. Two Natural Science courses from different disciplines:

Choose from approved MTA list7-8 University Electives 7-8

5. Two Humanities courses from different disciplines

COM 102 Interpersonal Communication (WCC requirement)3 University Elective (CTAC 227)..... 3

PHL 123 Critical Thinking (WCC requirement)3 University Elective (PHIL 120)..... 3

6. Two Social Science courses from different disciplines

HST 200 Michigan History (WCC requirement)3 University Elective (HIST 000) 3

¹ SOC 100 Principles of Sociology (WCC requirement).....3 SOCL 105 Introductory Sociology 3

7. If needed, complete an additional course in any of the above categories to meet the 30 credit minimum for the MTA.

EMU's Perspectives on a Diverse World requirement: Complete one course from the following list: Courses on this list will satisfy an MTA area above: **Communication:** COM 225; **Natural Science:** ENV 101; **Humanities:** ART 143, 150; COM 225; DAN 180; ENG 181, 213, 214, 224, 242; HUM 150, 175; MUS 180; **Social Science:** ANT 201; ECO 280; GEO 101; HST 123, 150, 210, 230, 235, 240, 270; PLS 211; PSY 107, 251; SOC 205

WCC Paralegal Studies/Pre-Law Major Requirements (32 credits)

** CJT 130 Introduction to Paralegal Studies (with "B-" or higher) ...3 LEGL 211 Intro to Paralegalism and Legal Term 3

² BOS 206 Personal Mgmt Application & Internet Resources.....2 Restricted LEGL Elective 2

* ACC 111 Principles of Accounting3 ACC 240 Principles of Financial Accounting 3

² BMG 111 Business Law I3 Restricted LEGL Elective (LAW 293) 3

² CJT 120 Criminal Justice Ethics3 Restricted LEGL Elective (CRM 362) 3

² CJT 154 Everyday Law I: Law & Civil Liberties3 Restricted LEGL Elective 3

² CJT 155 Everyday Law: Civil Law, Liabilities and You3 Restricted LEGL Elective 3

² CJT 208 Criminal Evidence and Procedure3 Restricted LEGL Elective (CRM 460) 3

² CJT 209 Criminal Law3 Restricted LEGL Elective 3

MUS 147 Arts, Media and Entertainment Law3 University Elective 3

PHL 250 Logic3 University Elective (PHIL 130) 3

EMU Requirements that May be Taken at WCC or EMU (17-21 credits)

³ BOS 106 or CIS 1003 BMMT 201 Microcomputers for Business Applications 3

¹ SOC 207 Social Problems3 SOCL 202 Social Problems 3

Open Electives (not to exceed 82 credits at WCC) 11-14 University Elective 11-14

Students who want a full-time schedule at EMU should save some university electives to take at EMU.

Credits at WCC.....79-82

Credits that transfer to EMU..... 79-82

* Required for EMU's Paralegal program.

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

¹ ECO 211 and 222 may be used instead of SOC 100 and SOC 207 for EMU's Paralegal program.

² Applies to the requirement for 21 hours of Restricted Electives for EMU's Paralegal program.

³ Pre-requisite for EMU's LEGL 212, 213, 305, and 400.

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

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Completion of the Paralegal Program**Major Requirements (42-45 credits)****Required Paralegal Courses (30-33 credits)**

LEGL 212	Law Office Administration & Technology	3
**LEGL 304W	Legal Writing, Research & Analysis I	3
LEGL 305	Adv Legal Writing, Research, & Analysis II	3
LEGL 311	Probate, Estates and Wills	3
LEGL 313	Family Law	3
LEGL 400	Adv Legal Writ, Research and Analysis III	3
LEGL 404	Court Rules, Forms, and Drafting Contracts	3
LEGL 405	Civil Litigation, Investigation & Procedure I	3
LEGL 406	Civil Litigation, Investigation & Procedure II	3
¹ LEGL 416L	Paralegal Internship	3-6

Business & Information Processing Core (9 credits)

BMMT 396	Information & Media Administration	3
BMMT 496	Records Administration/Database Systems	3
LEGL 213	Advanced Spreadsheet Applications	3

Restricted Electives (3 credits)

Complete three credit hours from the following:

BMMT 220	Word Information Processing Operations	(3)
BMMT 497/498/499	Independent Study	(1/2/3)
CTAC 357	Interviewing as Communication	(3)
IA 210	Concepts of Network/Business Technology	(3)
LAW 293	Legal Environment of Business	(3)
LAW 393	Law of Business Enterprises	(3)
LAW 403	Employment Law	(3)
LEGL 278/279/379	Special Topics	(1/2/3)
LEGL 315	Land Transaction & Real Estate for Para	(3)
LEGL 320	Cyber Law and Compliance	(3)
LEGL 415	Bankruptcy Law	(3)
¹ LEGL 417L	Legal Assistance Center Clinical Experience	(3)
LEGL 418	Women & The Law	(3)
LEGL 478/479	Special Topics	(2-3)
PHIL 355W	Philosophy of Law	(3)
PLSC 301	American Legal System	(3)
PLSC 302	Criminal Law and Politics	(3)
PLSC 312	Constitutional Law: Institutions & Process	(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)

Credits at EMU: 42-45

Transfer Credits 79-82

Minimum Credits to Graduate: 124

Sample sequences for completing the program:

(Students may register concurrently at WCC & EMU)

Winter Semester Start (9 credits)

LEGL 212	Law Office Administration & Technology	3
LEGL 304W	Legal Writing, Research and Analysis I	3
LEGL 311	Probate, Estates and Wills	3

Summer (3 credits)

BMMT 396	Information & Media Administration	3
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Fall (9 credits)

LEGL 213	Advanced Spreadsheet Applications	3
LEGL 313	Family Law	3
LEGL 404	Court Rules, Forms, and Drafting Contracts	3

Winter (9 credits)

BMMT 496	Records Admin/Database Systems	3
LEGL 305	Adv Legal Writing, Research, & Analysis II	3
Restricted LEGL Elective		3

Fall (6 credits)

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

Winter (6-9 credits)

LEGL 406	Civil Litigation, Investigation & Procedure II	3
LEGL 416L	Paralegal Internship	3-6

Fall Semester Start (9 credits)

LEGL 213	Advanced Spreadsheet Applications	3
LEGL 304W	Legal Writing, Research and Analysis I	3
LEGL 313	Family Law	3

Winter (12 credits)

LEGL 212	Law Office Administration & Technology	3
LEGL 305	Adv Legal Writing, Research, & Analysis II	3
LEGL 311	Probate, Estates and Wills	3
Restricted LEGL Elective		3

Summer (3 credits)

BMMT 396	Information & Media Administration	3
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Fall (12 credits)

LEGL 400	Adv Legal Writ, Research and Analysis III	3
LEGL 404	Court Rules, Forms, and Drafting Contracts	3
LEGL 405	Civil Litigation, Investigation & Procedure I	3

Winter (9-12 credits)

BMMT 496	Records Admin/Database Systems	3
LEGL 406	Civil Litigation, Investigation & Procedure II	3
LEGL 416L	Paralegal Internship	3-6

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

¹ Satisfies EMU's "Learning beyond the Classroom" requirement.

NOTE: If sufficient credit hours are not transferred from WCC, additional credits must be completed at EMU to satisfy the 124 credit minimum.

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

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Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. Both WCC and EMU agree to accept transferable courses from each other and from other institutions. WCC courses indicated with an * are required for EMU's Paralegal 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. A grade of "C" or better (2.0 on a 4.0 scale) is required for courses to transfer to either institution.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 42-45 credit hours must be completed at the four-year college level with at least 30 credits at EMU, 15 hours of which must be in program requirements at the 300-level or above. Fewer than 46 credits may be completed at the four-year level, if waivers are awarded. 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 program requires the following minimum admission criteria:
 - (1) Admission to the University as an undergraduate or second bachelor's degree candidate;
 - (2) Completion of WRTG 121 [ENG 111 at WCC] with a grade of "B" or higher;
 - (3) Completion of LEGL 211 [CJT 130 at WCC] with a grade of "B-" or higher;
 - (4) Completion of LEGL 304W Legal Writing, Research, & Analysis I, 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 2.5 and a GPA within the major of at least 2.5.
6. Students must satisfy all admission requirements at the time of application for admission to EMU, including submitting transcripts from all previously attended colleges. WCC students will receive equal consideration with other students for course registration and financial aid.
7. Students are encouraged to contact the EMU Paralegal Program Advisor early, before completing an admission application to EMU, especially if approval is sought for waivers of required courses. To facilitate advising and the evaluation of transcripts, sign up for this articulation agreement using the link www.emich.edu/ccr/trackingsystem/Enter.php, and bring a copy to all advising sessions.

Effective Dates: September 1, 2016 until August 31, 2019

This is a renewal of an agreement made in September 2012. Students who began this program prior to the new effective date have the option of using this guide or may continue to follow the guide they started under for up to seven years. 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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