

Articulation Agreement with Macomb Community College

**Macomb Community College – Associate in Applied Science Degree in Legal Assistant
Eastern Michigan University – Bachelor’s 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 choose to earn an Associate in Applied Science Degree in Legal Assistant from MCC and transfer to EMU to earn a Bachelor’s of Science Degree in Legal Assistant (Paralegal) Studies. The agreement is designed to minimize loss of credit and duplication of coursework.

Requirements:

1. Complete the Legal Assistant program at Macomb Community College and the coordinated program for EMU’s Bachelor’s degree in Legal Assistant (Paralegal) Studies as indicated in the attached articulation guide.
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 written composition, advanced speech, or a foreign language [BCOM 2050 at MCC]
 - b) a course in mathematical reasoning [MATH 1360 at MCC]
 - c) a cross-cultural course [approved course taken at EMU]
 - d) a course in computer literacy [ITCS 1010 at MCC]

All four requirements are footnoted with a “1” on the following Articulation Guide. To avoid losing the benefits of the MACRAO agreement, any substitutions for required courses should be made with the guidance of a program advisor or counselor. Students who do not satisfy MACRAO may use this agreement but will be required 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 a MACRAO evaluation of their transcript in the Macomb Community College Student Records Office.
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 basic 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. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation.
6. Students must meet all admission requirements at the time of admission to EMU, including submitting transcripts from all previously attended colleges.
7. Students interested in transferring to EMU should contact an EMU advisor listed below early, before completing an admission application to EMU. **To facilitate the evaluation of transcript(s), students should bring a copy of this articulation agreement to all advising sessions.**

Effective Dates: This agreement is effective as of June 1, 2003 until June 1, 2006. If the agreement is not renewed, students who designated this program agreement before its termination will have three additional years beyond the initial three 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:

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Bachelor's of Science in Legal Assistant - Paralegal Studies

Macomb Community College Courses:

***MACRAO Requirements (32-35 Credits)**

- 1. English Writing Requirement (6-8 credits)**
Choose a two-course sequence from the following: 6-8
ENGL 1210 and 1220 Composition I & II (6)
ENGL 1180 & 1190 Communication I & II (8)
- 2. Math/Science Requirement (8 credits)**
¹ MATH 1360 Finite Mathematics..... 4
Choose one course from the following:..... 4
BIO 100 General Biology I (4)
CHEM 1050 Intro. to General Chemistry (4)
CHEM 1170 General Chemistry 1 (4)
NATS 1200 Natural Science (4)
NATS 1210 Earth Science (4)
PHYS 1160 Introduction to Physics (4)
- 3. Social Science Requirement (10 credits)**
ECON 1160 Principles of Economics 1..... 3
ECON 1170 Principles of Economics 2..... 3
POLS 1000 Introduction to American Politics 4
- 4. Humanities Requirement (8-9 credits)** *Courses must be from at least two disciplines, except when a foreign language is taken.*
Choose two or three courses (at least one course marked with an asterisk) to total a minimum of 8 credits: 8-9
ENGL 1730, 2600, 2610, 2610, 2710, 2720, 2730, 2800, 2810;
FREN/GRMN/ITAL/ SPAN 2360, 2370; PHIL 2010, 2100, 2200;
HUMN 1210, 1700, 2000; THEA 1100*, 1350; ARTT 1060, 1360, 1610, 2610*, 2620*, MUSC 1030*, 2710*, or 2720*

Additional Graduation Requirement (2 Credits)

PHED 2000 Wellness-Focus Fitness..... 2

Career Preparation & Related Courses (46 Credits)

- ² ACCT 1080 Principles of Accounting 1 4
 - ¹ BCOM 2050 Business Communications 4
 - BUSN 1010 Business Enterprise (restricted elective) 3
 - BUSN 1080 Business Law 1..... 4
 - BUSN 1090 Business Law 2..... 4
 - ¹ ITCS 1010 Computer and Information Processing 4
 - LEGA 2080 Legal Research..... 4
 - LEGA 2010 Michigan Legal System & Ethics (2), and
 - LEGA 2180 Business Associations (2) 4
 - LEGA 2100 Mechanics of Real Estate Law 3
 - LEGA 2110 Principles of Family Law 2
 - LEGA 2120 Administration of Estates 2
 - LEGA 2090 Legal Procedure 4
 - ³ LEGA 2190 Legal Writing (if LEGA 2080 is also completed) 2
- Choose two credit hours from the following: 2
- LEGA 2130 Proceedings Under Fed Bankruptcy (2)
 - LEGA 2170 Criminal Law and Procedure (2)
 - LEGA 2160 Proceedings Under Admin Agency (2)
 - WKBL 2531 Business Cooperative Education (2)
 - WKBL 2541 Business Cooperative Education (2)

Transfers to EMU as:

(32-35 Credits)

- One Course: 6-8
ENGL 120 and 121 (6)
ENGL 120 and 121 English Composition I & II (6) + 2
- MATH 118 Math Analysis for Soc Science I..... 4
One Course: 4
BIOL 110 Introductory Biology I
CHEM 117/118 Fundamentals of Chemistry with Lab
CHEM 121/122 Gen Chemistry I with Lab
BIOL BAS Basic Studies Transfer Credit
PHY BAS Basic Studies Transfer Credit
PHY 221 Mechanics, Sound & Heat
- ECON 201 Principles of Economics I 3
ECON 202 Principles of Economics II 3
PLSC 112 American Government (3) +1 4
- Two or three courses..... 8-9
- Courses will transfer as equivalent courses or Basic Studies transfer credit (BAS 000), or general transfer

(2 Credits)

PEGN 210 Lifetime Wellness & Fitness 2

(46 Credits)

- ACCT 240 Principles of Accounting (3) +1 4
MGMT 202 Business Comm. (meets Req. for ENGL 324) 4
BEDU 100 Contemporary Business 3
LAW 293 Legal Environment of Business (3) +1 4
LAW 000 Transfer Credit (3) +1 (Elective)..... 4
COSC BAS (substitute for BEDU 201) (3) +1 4
LEGL 304 Legal Research & Writing I (3) +1 4
- LEGL 211 Intro. To Paralegalism & Legal Term (3) +1 4
LEGL 479 Special Topics: Real Estate Law..... 3
LEGL 000 Transfer Credit (Elective) 2
LEGL 000 Transfer Credit (Elective) 2
LEGL 405 Civil Litigation I (3) +1 4
LEGL 306 Adv Legal Writing, Research & Analysis (3) 2
- One course: (Elective) 2
LEGL 000 Transfer Credit (2)
LEGL 000 Transfer Credit (2)
LEGL 000 Transfer Credit (2)
NOCR No Credit (0)
NOCR No credit (0)

Maximum Credits at Macomb: 80-83

Credits that transfer to EMU 80-83

*Courses used to satisfy MACRAO must be included on the community college transcript.

¹Satisfies one of EMU's four additional general education requirements for MACRAO. See page 1, #2 for more information.

² Students transferring to EMU may not use ACCT 1070 to satisfy EMU requirements. Students must select ACCT 1080.

³Students will receive credit for LEGL 306, if both LEGA 2080 & 2190 are completed with a grade of "C" or better.

NOTE: If a Macomb CC course has more credits than the EMU equivalent course, the additional credits will be included in the program total as general transfer credit.

Completion of the Legal Assistant-Paralegal Studies Program at EMU

Required Courses (21 Credits)

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

Restricted University Elective (3 Credits)

Choose one course (at least 3 credits) from the following:

CTAC 357	Interviewing as Communication.....	3
LEGL 415	Bankruptcy Law.....	3
BEDU 496	Records Administration using Database Sys.....	3
LEGL 497/498/499	Independent Study.....	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

Business & Information Processing Core (11 Credits)

BEDU 123	Word Proc./Keyboard Apps.....	2
BEDU 224	Computer Based Business Math.....	3
LEGL 212	Law Office Administration & Technology.....	3
BEDU 396	Information and Media Administration.....	3

Electives (6-9 Credits)

¹ Cross-Cultural Requirement (See EMU Catalog).....	3
Enough Credits to bring the program total to 124.....	2-6

Credits at EMU: 41-44

Minimum Credits to Graduate: 124

¹Satisfies one of EMU's four additional general education requirements for MACRAO, see page 1, #2 for more information. See a current EMU Undergraduate Catalog or an EMU advisor to select an approved course.

Suggested Sequence for Completing Program at EMU

Winter Semester (14 Credits)

BEDU 123	Word Proc./Keyboard Apps.....	2
BEDU 220	Word/Information Processing Operations.....	3
LEGL 212	Law Office Administration & Technology.....	3
LEGL 305	Advance Legal Writ, Research and Analysis II.....	3
¹ Cross-Cultural Course Requirement (See EMU Catalog).....	3	

Fall Semester (14-15 Credits)

BEDU 224	Computer Based Business Math.....	3
LEGL 313	Family Law.....	3
LEGL 404	Court Rules, Forms, and Draft Contracts.....	3
Restricted University Elective (choose from list above).....	3	
Open Elective.....	2-3	

Winter Semester (12-15 Credits)

BEDU 396	Information and Media Administration.....	3
LEGL 311	Probate, Estates, and Wills.....	3
LEGL 406	Civil Litigation, Investigation & Procedure II.....	3
LEGL 416	Legal Assistant Internship.....	3
Open Elective (Enough credits to bring the program total to 124).....	0-3	