

**PARALEGAL STUDIES ARTICULATION AGREEMENT GUIDE**

Henry Ford College – Associate in Business in Paralegal

Eastern Michigan University – Bachelor of Science in Paralegal Studies

Henry Ford College Courses:	Transfer to Eastern Michigan University as:
<b>Michigan Transfer Agreement (MTA) Requirements (30 credits)</b>	
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 Paralegal major at HFC and/or EMU.</u> Students who started before Fall 2014 may continue to follow the MACRAO Agreement until the end of August 2019.	
1. <b>A course in English Composition</b> ENG 131 Introduction to College Writing .....3	University Elective ..... 3
2. <b>A course in English Composition or Communication</b> ** ENG 132 College Writing and Research (grade of B req'd).....3	ENGL 121 English Composition II..... 3
3. <b>A course in Mathematics</b> Choose from approved MTA list .....4	University Elective ..... 4
4. <b>Two courses in Natural Sciences from different disciplines (one lab required)</b> Complete two courses from the approved MTA list .....8	University Electives ..... 8
5. <b>Two courses in Humanities from different disciplines</b> Complete one course from the following: .....3 ART 224, 225, 226, 227; ENG 243, 248; WR 233, 236 Choose a second course from the approved MTA list.....3	Any Perspectives on a Diverse World Course ..... 3 University Elective ..... 3
6. <b>Two courses in Social Sciences from different disciplines</b> CRJ 131 Intro Law Enfrcm/Crim Justice (prereq to CRJ 251) ...3 *Complete the first course in a two course sequence .....3 SOC 131 or BEC 151	University Elective ..... 3 One course below ..... 3 SOCL 105 or ECON 201
7. <b>If needed, complete an additional course in the above categories to meet the 30 credit minimum for the MTA.</b>	
<b>HFC Paralegal Program Requirements (49 credits)</b>	
* CIS 100 Intro to Information Technology .....3	<u>Sub for BMMT 201</u> (IS 215) ..... 3
<sup>1</sup> BLW 253 Business Law & the Legal Environment .....4	LAW 293 Legal Envir of Bus (Restricted Elective) (3) +1 ..... 4
<sup>1</sup> CRJ 251 Criminal Law (HFC Req Support Course) .....4	PLSC 456 Criminal Law (Restricted Elective) (3)+1 ..... 4
**PLGL 100 Essential paralegal Skills (2) <b>AND</b>	
**PLGL 120 Legal Research I (3) (B- or higher reqd in both) .....5	LEGL 211 Intro to Paralegalism and Legal Terminology (3)+2 ... 5
<sup>1</sup> PLGL 110 Legal Ethics .....2	LEGL 000 (Restricted Elective) ..... 2
<sup>1</sup> PLGL 115 Property Law.....3	LEGL 000 (Restricted Elective) ..... 3
<sup>1</sup> PLGL 125 Legal Research II.....3	LEGL 000 (Restricted Elective) ..... 3
* PLGL 200 Civil Litigation I (4) <b>AND</b>	
* PLGL 220 Personal Injury Litigation (3) .....7	LEGL 406 Civil Litigation, Investigation & Procedure II (4)+3..... 7
<sup>1</sup> PLGL 225 Legal Writing.....3	LEGL 000 (Restricted Elective) ..... 3
<sup>1</sup> PLGL 235 Commercial Transactions .....3	LEGL 000 (Restricted Elective) ..... 3
* PLGL 240 Family Law.....3	LEGL 313 Family Law ..... 3
* PLGL 245 Estate planning & Probate .....3	LEGL 311 Probate, Estates & Wills..... 3
<sup>1</sup> PLGL 250 Business Organizations .....3	LEGL 000 (Restricted Elective) ..... 3
SPC 131 Fund of Speaking (HFC Req Support Course) .....3	University Elective ..... 3
<b>EMU Requirements that may be taken at HFC or EMU (12-15 credits) <i>To be full time at EMU take these courses at EMU.</i></b>	
* BAC 131 Principles of Accounting .....4	ACC 240 Principles of Financial Accounting (3)+1 ..... 4
* Complete the second course in sequence started above:.....3 SOC 151 or BEC 152	One course..... 3 SOCL 202 or ECON 202
Electives (not to exceed a total of 94 credits at HFC).....5-8	University Electives ..... 5-8
<b>Maximum Credits at HFC: ..... 91-94</b>	<b>Credits that transfer to EMU ..... 91-94</b>

\* Required for EMU's Paralegal Studies (Legal Assisting) program. If not transferred, must be completed at EMU

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

<sup>1</sup> Applies to the requirement for 21 credit hours of Restricted Electives for EMU's Paralegal Studies (Legal Assisting) program.

NOTE: A university elective is any college level course.

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<p><b><u>Completion of the Paralegal Program at EMU</u></b></p> <p><b>Major Requirements (30-33 credits)</b></p> <p><b>Required LEGL Courses (21-24 credits)</b></p> <p>LEGL 212 Law Office Administration &amp; Technology ..... 3</p> <p>** LEGL 304W Legal Writing, Research &amp; Analysis I..... 3</p> <p>LEGL 305 Adv Legal Writing, Research, &amp; Analysis II ... 3</p> <p>LEGL 400 Adv Legal Writ, Research and Analysis III..... 3</p> <p>LEGL 404 Court Rules, Forms, and Draft Contracts ..... 3</p> <p>LEGL 405 Civil Litigation, Investigation &amp; Procedure I ... 3</p> <p><sup>1</sup>LEGL 416L Paralegal Internship..... 3-6</p> <p><b>Business &amp; Information Processing Core (9 credits)</b></p> <p>BMMT 396 Information &amp; Media Administration ..... 3</p> <p>BMMT 496 Records Administration/Database Systems .. 3</p> <p>LEGL 213 Adv. Spreadsheet Applications..... 3</p> <p><b>Credits at EMU..... 30</b></p> <p><b>Minimum Credits to Graduate ..... 124</b></p>	<p><b>Suggested Sequence for completing the program:</b></p> <p><i>Consult the program coordinator to develop a plan of study to complete this program.</i></p> <p><b>Fall Semester(May dual-register at HFC &amp; EMU) (6 credits)</b></p> <p>** LEGL 304W Legal Writing, Research and Analysis I ..... 3</p> <p>LEGL 213 Adv. Spreadsheet Applications ..... 3</p> <p><b>Winter (6 credits)</b></p> <p>LEGL 212 Law Office Administration &amp; Technology ..... 3</p> <p>LEGL 305 Adv Legal Writing, Research, &amp; Analysis II ..... 3</p> <p><b>Summer (3 credits)</b></p> <p>BMMT 396 Information &amp; Media Admin (or winter) ..... 3</p> <p><b>Fall Semester (9 credits)</b></p> <p>LEGL 400 Adv Legal Writ, Research and Analysis III ..... 3</p> <p>LEGL 404 Court Rules, Forms, and Drafting Contracts ..... 3</p> <p>LEGL 405 Civil Litigation, Investigation &amp; Procedure I ..... 3</p> <p><b>Winter Semester (6-9 credits)</b></p> <p>BMMT 496 Records Admin/DB Systems (or summer)..... 3</p> <p><sup>1</sup>LEGL 416L Paralegal Internship..... 3-6</p>
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\*\* Required for Admission to EMU's Paralegal program. Must be completed with a "C+" or higher before enrolling in program courses. Satisfies the Writing Intensive requirement.

<sup>1</sup> Satisfies EMU's "Learning beyond the Classroom" requirement.

NOTE: Students may register concurrently at HFC 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 HFC 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.

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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. Each institution will determine the satisfaction of their individual program and degree requirements. HFC courses indicated with an \* are required for EMU's Paralegal Program.
2. Students whose transcripts have the "MTA Satisfied" endorsement have satisfied the General Education Core Requirement and will only be required to complete the General Education Application requirements of one "Perspectives on a Diverse World" course, one "Learning Beyond the Classroom" (LBC) area, and a writing intensive course in the major. The Perspectives on a Diverse World course may be transferred from the community college.

*To use the MTA students must have an official community college transcript, with "MTA Satisfied", sent to EMU's Admissions Office. Students, who do not have this on their community college transcript, will be required to satisfy EMU's general education requirements as listed in the Undergraduate Catalog. MTA requirements may be completed after admission to EMU, however, students should inform advisors at EMU that they intend to complete the MTA 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 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 EMU's 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 ENGL 121 [ENG 132 at HFC] with a grade of "B" or higher;
  - 3) Completion of LEGL 211, Introduction to Paralegalism & Legal Terminology [PLGL 100 and PLGL 120 at HFC] 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 and a GPA within the major of at least 2.5 on a 4.0 scale.

6. Students must satisfy all admission requirements at the time of application for admission to EMU, including submitting transcripts from all previously attended colleges. HFC students will receive equal consideration with other students for course registration and financial aid.
7. Students are encouraged to contact the EMU Paralegal Program Coordinator 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: September 1, 2014 until August 31, 2017.** This is a renewal of an agreement made in June 2004 and renewed in September 2007 and September 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:****Eastern Michigan University**

Community College Relations

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