

## PARALEGAL ARTICULATION AGREEMENT GUIDE

Washtenaw CC– AA in Business Office Administration - Law Office Administration Option  
Eastern Michigan University – BS in Paralegal

### Washtenaw Community College Courses:

### Eastern Michigan University Courses:

#### 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 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 also satisfy program requirements at EMU and/or WCC. For WCC approved MTA courses go to [Washtenaw's website](#).

#### 1. A course in English Composition

\*\* ENG 111 College Composition I .....4      WRTG 121 Composition II (3)+1 (pre-req for LEGL 304W) .. 4

#### 2. A course in Composition or Communication

COM 101 Fundamentals of Speaking .....3      CTAC 124 University Elective ..... 3

#### 3. A course in Mathematics

Choose one from the approved MTA list .....4      University Elective ..... 4

#### 4. Two courses in Natural Sciences from different disciplines (one lab required)

Choose one from the approved MTA list .....7-8      University Elective ..... 7-8

#### 5. Two courses in Humanities and Fine Arts from different disciplines

Choose two from the approved MTA list .....6      University Elective ..... 6

#### 6. Two courses in Social Sciences from different disciplines

<sup>1</sup> Choose one: ECO 211 or SOC 100 (1<sup>st</sup> course in combination) ..3      ECO 201 or SOCL 105..... 3

**If needed, complete additional credits 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:**

**These courses also satisfy an MTA area: Communication:** COM 225; **Natural Science:** ENV 101, 105; **Humanities:** ART 143, 150; COM 225; DAN 180; DRA 180; ENG 181, 213, 214, 242; HUM 150; MUS 180; **Social Science:** ANT 201; ECO 280; GEO 101; HST 108, 109, 123, 150, 230; PSY 251; SOC 205. **These courses apply, but do not satisfy the MTA:** CCP 251

#### WCC Business Office Administration (Law Office Admin) Requirements (45 credits)

* ACC 111 Principles of Accounting I .....3	ACC 240 Principles of Financial Accounting..... 3
<sup>2</sup> BMG 111 Business Law I .....3	LAW 293 Legal Env of Business (Interdisciplinary Elective) .... 3
BMG 155 Business on the Internet .....3	AACR Gen University Elective ..... 3
BMG 207 Business Communication.....3	MGTM 202 University Elective ..... 3
BOS 101C Advanced Keyboarding .....1	BMMT 000 University Elective ..... 1
BOS 106 Electronic Planning, Sharing & Organization .....3	BMMT 101 University Elective ..... 3
BOS 157 Word Processing & Document Formatting I.....3	BMMT 123 Document Creation and Communication..... 3
BOS 182 Database Software Applications .....3	BMMT 000 University Elective ..... 3
BOS 184 Spreadsheet Software Applications I .....3	BMMT 000 University Elective ..... 3
BOS 206 Personal Mgmt Application & Internet Resources.....2	BMMT 000 University Elective ..... 2
BOS 207 Presentation Software Applications .....2	BMMT 000 University Elective ..... 2
<sup>2</sup> BOS 257 Word Processing & Document Formatting II.....3	BMMT 220 Adv Document Creation (Interdisciplinary Elective) . 3
* BOS 284 Spreadsheet Software Applications II .....3	BMMT 213 Advanced Spreadsheet Applications..... 3
** CJT 130 Introduction to Paralegal Studies .....3	LEGL 211 Introduction to the Legal System ..... 3
<sup>2</sup> BOS 250 Office Administration .....4	BMMT 395 Workplace Training & Tech (Interdisciplinary Elect) . 4
<sup>2</sup> CJT 154 Everyday Law I: Law & Civil Liberties.....3	PLSC 000 sub for Interdisciplinary Elective ..... 3

#### EMU Requirements and Electives that May be Taken at WCC or EMU (9 credits)

* CIS 100 Introduction to Computer Productivity Apps (3) and	
* CIS 110 Introduction to Computer Information Systems (3).....6	BMMT 201 Microcomputers for Business Applications (3)+3 ... 6
<sup>1</sup> 2 <sup>nd</sup> course in combination: ECO 222 or SOC 207.....3	<sup>2</sup> 2 <sup>nd</sup> course in sequence: ECON 202 or SOCL 202..... 3

**Credits at WCC: .....84      Credits that transfer to EMU ..... 84**

\*Required for EMU's BS in Paralegal program. If not transferred, must be completed at EMU.

\*\*Program admission: Completion of WRTG 121 (WCC ENG 111) with a grade of "B" or higher. Completion of LEGL 211 (WCC CJT 130) with a grade of "B-" or higher.

<sup>1</sup> One course combination of ECON 201 and 202 (WCC ECO 211 and 222) or SOCL 105 and 202 (WCC SOC 100 and 207) is required for the BS in Paralegal.

<sup>2</sup> Applies to the required Restricted Elective Courses – Interdisciplinary Electives.

**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.

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**Completion of the BS in Paralegal at EMU****Major Requirements (45 credits)****Required Courses (30 credits)**

	LEGL 212	Law Office Administration and Technology .....	3
1,2	LEGL 304W	Legal Writing, Research and Analysis I.....	3
	LEGL 305	Adv Legal Writing, Research, and Analysis 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 and Procedure I.....	3
	LEGL 406	Civil Litigation, Investigation and Procedure II.....	3
3	LEGL 488L4	Legal Internship .....	3

**Business & Information Processing (6 credits)**

	BMMT 496	Records Administration Using Database.....	3
	LEGL 396	Electronically Stored Info & eDiscovery.....	3

**Restricted Electives (9 credits)**

	LEGL 300	Marijuana Law (3)	
	LEGL 315	Land Transaction and Real Estate (3)	
	LEGL 318	Women and the Law (3)	
	LEGL 320	Cyber Law and Compliance (3)	
	LEGL 379	Special Topics (3)	
	LEGL 415	Bankruptcy Law (3)	
3	LEGL 416L4	Paralegal Capstone (3-6)	
	LEGL 479	Special Topics (3)	

**Credits at EMU:**..... **45**

**Transfer Credits:** ..... **84**

**Minimum Credits to Graduate:** ..... **120**

*1 Program admission requirement: Completion of LEGL 304W with a grade of "C+" or higher*

*2 Satisfies EMU's Writing Intensive requirement.*

*3 Satisfies EMU's Learning Beyond the Classroom requirement.*

**Note:** This agreement is intended for WCC students pursuing their first bachelor degree at EMU. Prospective post bachelor degree students for Paralegal at EMU should contact EMU before enrolling for courses at WCC to see which courses from their first degree may apply to the program at EMU.

**Note:** LEGL 488L4 is a 150-hour internship that must be completed at EMU Legal Resource Center.

## PARALEGAL ARTICULATION AGREEMENT GUIDE

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#### Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. Both institutions agree to accept transferrable courses from each other and from other regionally accredited institutions. WCC courses indicated with an \* are required for EMU’s BS in Paralegal. 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. 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 either institution.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 30 credit hours must be completed in EMU courses, with at least 15 hours in the program 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 120 credit hours (Fall 2022), completed in-residence or accepted in transfer, is required for graduation.
5. 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.
6. Admission to the BS in Paralegal requires the following minimum admission criteria:
  - (1) Admission to the University as an undergraduate or second bachelor’s degree candidate;
  - (2) Completion of the 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.
7. Students are encouraged to contact EMU’s BS in Paralegal program coordinator before applying to EMU. To facilitate advising and the evaluation of transcripts, [sign up for this articulation agreement](#) and bring a copy of this articulation guide to all advising sessions.

**Effective Date: September 1, 2019 until August 31, 2022.**

This is a renewal of an agreement made in September 2012 and renewed in September 2016. This agreement is consistent with the 2019-2020 catalog. Students have until summer 2027 to graduate from Eastern Michigan University following this agreement. In the event that a student does not complete the program within seven years, they may be required to have their credits reevaluated using the requirements of the current articulation guide.

#### Contacts:

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