

PARALEGAL ARTICULATION AGREEMENT GUIDE

Henry Ford College – Associate in Business in Paralegal Studies Eastern Michigan University – Bachelor of Science in Paralegal

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. Courses listed below for the MTA also satisfy program requirements at EMU and/or HFC. Students who started before fall semester 2014 may continue to follow the MACRAO Agreement until the end of summer semester 2019. HFC approved MTA courses can be found in [HFC's catalog](#).

Henry Ford College Courses:

Transfer to Eastern Michigan University as:

1. A course in English Composition		
ENG 131 Introduction to College Writing	3	WRTG 120 (University Elective).....
2. A Second course in English Composition or Communication		
** ENG 132 College Writing and Research	3	WRTG 121 Composition II: Researching the Public Experience ...
3. A course in Mathematics		
Choose from MATH 115, 131, 141, 150, 153, 175, 180, 183, 280. 4-5		University Elective
4. Two courses in Natural Sciences from different disciplines (one lab required)		
Choose from the approved MTA list.....	8	University Electives
5. Two courses in Humanities and Fine Arts from different disciplines		
Choose from the approved MTA list.....	6	University Elective
6. Two courses in Social Sciences from different disciplines		
* ² Choose one: (First part of two course sequence)	3	First course in two-course sequence.....
BEC 151 or SOC 131		ECON 201 or SOCL 105
Choose a second course from the approved MTA list	3	University Elective

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

EMU "Perspectives on a Diverse World" Requirement: These courses may be used to satisfy an MTA category above. *These courses also satisfy an MTA area:* Natural Science: BIO 138 (non-lab); Humanities: ART 224, 225, 226, 227; ENG 243, 248; PHIL 201; WR 233, 236; Social Science: ANTH 131, 151, 152, 154; GEOG 132; HIST 113, 243, 261; PHIL 201; POLS 152; PSY 296; SOC 152, 251; *This course applies, but does not satisfy the MTA:* BBA 250

HFC Paralegal Studies Program Requirements (44 credits)

BBA 110 Business Language Skills	3	University Elective	3
¹ BLW 253 Business Law and the Legal Environment.....	4	LAW 293 Legal Env of Business (3)+1 (Restricted Elective)	4
PLGL 100 Essential Paralegal Skills (2) and			
¹ PLGL 110 Legal Ethics (2)	4	Sub for LEGL 211 Introduction to the Legal System.....	2
¹ PLGL 115 Property Law	3	LEGL Restricted Elective	3
PLGL 126 Legal Research.....	4	LEGL Restricted Elective	4
* PLGL 200 Civil Litigation I (4) and			
* PLGL 220 Personal Injury Litigation [HFC Complete 3 option](3) .	7	LEGL 406 Civil Litigation, Investigation & Procedure II (4)+3	7
¹ PLGL 226 Legal Writing	4	LEGL Restricted Elective	4
¹ PLGL 235 Commercial Transactions	3	LEGL Restricted Elective	3
* PLGL 240 Family Law [HFC Complete 3 option]	3	LEGL 313 Family Law	3
* PLGL 245 Estate Planning & Probate [HFC Complete 3 option]	3	LEGL 311 Probate, Estates & Wills.....	3
* CIS 100 Introduction to Information Technology.....	3	BMMT 201 Microcomputers for Business Applications.....	3
SPC 131 Fundamentals of Speaking	3	CTAC 124 (University Elective).....	3

EMU Requirements that may be taken at HFC or EMU (20 credits)

* BAC 131 Principles of Accounting	4	ACC 240 Principles of Financial Accounting (3)+1	4
* ² Choose one: (Second part of two course sequence)	3	Second course in two-course sequence	3
BEC 152 or SOC 151		ECON 202 or SOCL 202	
PLGL 228 Technology in the Law.....	3	LEGL 212 Law Office Administration & Technology.....	3
Electives (not to exceed a total of 94 credits at HFC)	10	University Electives	10
<i>May include: PLGL 248, 250, or 299</i>			

Maximum Credits at HFC: 94 Credits that transfer to EMU..... 94

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

** Required for admission to EMU's Paralegal program. See page 3, #5 for grade requirements for these courses.

¹ Applies to the requirement for 18 credit hours of Paralegal Restricted Electives at EMU.

² EMU Paralegal Required Foundational Course Combination: Choose ECON 201 & 202 or SOCL 105 & 202 (HFC BEC 151 & 152 or SOC 131 & 151)

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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.

Completion of the Paralegal Program at EMU

Major Requirements (30 credits)

Required LEGL Courses (21 credits)

- * LEGL 304W Legal Writing, Research & Analysis I.....3
- LEGL 305 Adv Legal Writing, Research, & Analysis II.....3
- LEGL 400 Adv Legal Writ, Research and Analysis III.....3
- LEGL 404 Court Rules, Forms, & Drafting Contracts.....3
- LEGL 405 Civil Litigation, Investigation & Procedure I.....3
- ¹ LEGL 417L4 Legal Assistance Center Clinical Exper6

Business & Information Processing Core (9 credits)

- BMMT 396 Electronically Stored Info & eDiscovery3
- BMMT 496 Records Administration Using Database.....3
- LEGL 213 Advanced Spreadsheet Applications.....3

Credits at EMU:30

Transfer Credits:94

Minimum Credits to Graduate:124

Suggested Sequence for completing the program:

Consult the program coordinator to develop a plan of study to complete this program.

Fall (6 credits)

- *LEGL 304W Legal Writing, Research and Analysis I..... 3
- LEGL 213 Advanced Spreadsheet Applications..... 3

Winter (6 credits)

- LEGL 305 Adv Legal Writing, Research, & Analysis II..... 3
- BMMT 496 Records Admin/DB Systems..... 3

Summer (3 credits)

- BMMT 396 Information & Media Admin..... 3

Fall (9 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 (6 credits)

- ¹LEGL 417L4 Legal Assistance Center Clinical Experience..... 6

** 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.*

¹ 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 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. 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. HFC 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 fall semester 2014 will have until the end of summer semester 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 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 or (9 hours in the major and 6 hours in the minor), 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 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 the WRTG 121 [ENG 132 at HFC] with a grade of "B" or higher;
 - (3) Completion of LEGL 211 [PLGL 100 & 110 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.
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 EMU's 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 Dates: January 1, 2017 until January 1, 2021.

This is a renewal of an agreement made in June 2004 and renewed in September of 2007, 2010, and 2014. This agreement is consistent with the 2017-2018 catalog. Students have until summer 2025 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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