

## PARALEGAL ARTICULATION AGREEMENT GUIDE

Oakland Community College – AAS in Paralegal  
 Eastern Michigan University – BS in Paralegal

### Michigan Transfer Agreement (MTA) Requirements (30 credits)

Completing the MTA prior to transferring to EMU is strongly recommended. The MTA endorsement satisfies EMU's General Education Core Requirements. General Education Application Requirements are not satisfied by the MTA, but are included in this guide. Students who started at OCC before fall 2014 may continue to follow the MACRAO Agreement until the end of summer 2019. For courses approved by OCC to satisfy the MTA go to: <http://catalog.oaklandcc.edu/graduation-requirements/michigan-transfer-agreement/>.

#### Oakland Community College Courses:

#### Transfer to Eastern Michigan University as:

|   |  |
|---|--|
| <p>1. A Course in English Composition<br/>                 ENG 1510 Composition I .....3</p> <p>2. A Second Course in English Composition or a Course in Communication<br/>                 ** ENG 1520 Composition II .....3</p> <p>3. A Course in Mathematics<br/>                 Choose from the approved MTA list: MAT 1500 or higher ..... 3-4</p> <p>4. Two Courses in Natural Science from different disciplines (one lab required)<br/>                 Choose from the approved MTA list..... 7-8</p> <p>5. Two Courses in Fine Arts/Humanities from different disciplines<br/>                 Choose two courses from the approved MTA list .....6-7</p> <p>6. Two Courses in Social Sciences from different disciplines<br/>                 Choose one course from the approved MTA list .....3<br/>                 * Complete the first course in a sequence: .....3<br/>                 ECO 2610 Economics I OR SOC 2510 Sociology</p> <p>7. If needed, complete additional courses in any category above to satisfy the 30 credit minimum for the MTA.</p> | <p>University Elective ..... 3</p> <p>WRTG 121 Composition II: Researching the Public Exper ..... 3</p> <p>University Elective ..... 3-4</p> <p>University Elective ..... 7-8</p> <p>University Electives ..... 6-7</p> <p>University Elective ..... 3<br/>                 Foundational Courses (ECON or SOCL Sequence) ..... 3<br/>                 ECON 201 OR SOCL 105</p> |
|---|--|

#### EMU's Perspectives on a Diverse World requirement: Complete *one* course from the following list:

These courses will also satisfy an MTA area: **Communication:** COM 2290; **Natural Science:** BIO 1500; **Humanities:** ENG 1610, 2530, 2540; HIS 1520; MUS 1585; **Social Sciences:** ANT 1540; GEO 1520; HIS 1520, 1550, 2620; POL 2530, 2610; SOC 2620

These additional courses do not satisfy any MTA area: BUS 2150; PSY 2730; SOC 2530; BIO 1512; SOC 2560

#### OCC Paralegal Program (35 credits)

|   |  |
|---|--|
| <p>2** BUS 2030 Business Law I (Elective) (3) and</p> <p>2** PLG 2160 Legal Ethics (2).....5</p> <p>* PLG 2110 Litigation .....4</p> <p>* PLG 2140 Trial Preparation .....3</p> <p>* CIS 1050 Personal Computer Productivity Tools .....4</p> <p>1* Choose 1 course from PLG 2601-2619 .....2<br/>                 Choose 1 course from COM 1290 or COM 1600 .....3</p> <p>1* Additional Paralegal Program Requirements<br/>                 PLG 2100, 2120, 2130; BUS 2040 .....14</p> | <p>Sub for LEGL 211 Introduction to the Legal System (3)+2..... 5</p> <p>LEGL 405 Civil Litigation, Investigation and Procedure I..... 4</p> <p>LEGL 406 Civil Litigation, Investigation and Procedure II..... 3</p> <p>BMMT 201 Microcomputers for Business Applications (3)+1 .... 4</p> <p>LEGL 000 Restricted Electives ..... 2</p> <p>University Elective ..... 3</p> <p>LEGL 000 Restricted Electives ..... 14</p> |
|---|--|

#### EMU Requirements and Electives that may be taken at OCC or EMU (23 credits)

|   |  |
|---|--|
| <p>* ACC 1810 Principles of Financial Accounting ..... 4</p> <p>1* Choose a second course from PLG 2601-2619 .....2</p> <p>* Complete the second course in a sequence.....3<br/>                 ECO 2620 OR SOC 2520</p> <p>Open Electives (not to exceed 88 credits at OCC) .....14</p> | <p>ACC 240 Principles of Financial Accounting (3)+1 ..... 3</p> <p>LEGL 000 Restricted Electives..... 2</p> <p>Foundational Courses (ECON or SOCL Sequence) ..... 3<br/>                 ECON 202 OR SOCL 202</p> <p>University Electives ..... 14</p> |
|---|--|

**Credits at OCC:.....88      Credits that apply to EMU's program..... 88**

\* Required for EMU's Paralegal program.

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

<sup>1</sup> Applies to the 18 credit hours of Restrictive Electives required for EMU's Paralegal program.

<sup>2</sup> Both BUS 2030 and PLG 2160 must be taken to receive credit for LEGL 211.

Note: EMU accepts substitutions for courses that transfer as university electives or general transfer credit.

**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: <http://www.emich.edu/ccr/articulation-agreements/signup.php>

## PARALEGAL ARTICULATION AGREEMENT GUIDE

Oakland Community College – AAS in Paralegal  
Eastern Michigan University – BS in Paralegal

### Completion of the Paralegal Program at EMU

#### Major Requirements (36 credits)

##### Required LEGL Courses (27 credits)

|                         |  |   |
|-------------------------|--|---|
| LEGL 212                | Law Office Administration and Technology .....   | 3 |
| <sup>1</sup> LEGL 304W  | Legal Writing, Research and 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 Writing, Research & Analysis III ..... | 3 |
| LEGL 404                | Court Rules, Forms and Drafting Contracts.....   | 3 |
| <sup>2</sup> LEGL 417L4 | Legal Assistance Center Clinical Experience ..   | 6 |

##### Business & Information Processing Core (9 credits)

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

**Credits at EMU: ..... 36**

**Transfer Credits: ..... 88**

**Minimum Credits to Graduate: ..... 124**

### *Sample Sequences for completing the program:*

*Courses are not offered every semester, consult the program advisor to develop a program of study.*

#### **Fall Semester (6 credits)**

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

#### **Winter Semester (9 credits)**

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

#### **Summer Semester (6 credits)**

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

#### **Fall Semester (9 credits)**

|          |  |   |
|----------|--|---|
| LEGL 313 | Family Law.....                                  | 3 |
| LEGL 400 | Adv Legal Writing, Research & Analysis III ..... | 3 |
| LEGL 404 | Court Rules, Forms and Drafting Contracts.....   | 3 |

#### **Winter Semester (6 credits)**

|           |   |   |
|-----------|---|---|
| LEGL 417L | Legal Assistance Center Clinical Experience.. | 6 |
|-----------|---|---|

<sup>1</sup> Admission requirement for EMU's Paralegal program. Must be completed before enrolling in program courses.

<sup>2</sup> Satisfies EMU's Learning Beyond the Classroom requirement

*Note: Students may register concurrently at OCC and EMU while completing the program in order to take Paralegal courses in the appropriate sequence and graduate in a timely manner, however financial aid may not apply for both schools while enrolled concurrently.*

## PARALEGAL ARTICULATION AGREEMENT GUIDE

Oakland Community College – AAS in Paralegal

Eastern Michigan University – BS in Paralegal

Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. For the purpose of this articulation agreement, both institutions agree to accept transferrable courses from each other and from other institutions. OCC 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 listed in the Undergraduate Catalog. The MTA may be completed after admission to EMU, however, students should inform 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 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 summer semester 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, 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 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 1520 at OCC] with a grade of "B" or higher;
  - (3) Completion of LEGL 211 [BUS 2030 and PLG 2160 at OCC] 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. OCC 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 using this link <http://www.emich.edu/ccr/articulation-agreements/signup.php> and bring a copy of this articulation guide to all advising sessions.

**Effective Dates: January 1, 2018 until January 1, 2021.** This is a renewal of an agreement made in August 2004 and renewed in 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:

**Oakland Community College**

Douglas Kolly, Paralegal Program Coordinator  
248.522.3627, [dpkolly@oaklandcc.edu](mailto:dpkolly@oaklandcc.edu)

**Eastern Michigan University**

Tracy Nothnagel, Program Advisor  
122 Sill Hall, 734.487.1161  
[paralegal\\_emu@emich.edu](mailto:paralegal_emu@emich.edu)