

## PARALEGAL ARTICULATION AGREEMENT GUIDE

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

<b>Washtenaw Community College Courses:</b>	<b>Transfer to Eastern Michigan University as:</b>
<b>Michigan Transfer Agreement (MTA) Requirements (30-31 credits)</b>	
Students with an 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 major requirements at WCC and/or EMU. Students who started before Fall 2014 may continue to follow the MACRAO Agreement until August 2019. MACRAO versions of articulation guides are available at <a href="http://www.emich.edu/ccr">www.emich.edu/ccr</a> . For courses approved to satisfy the MTA, go to <a href="http://www.wccnet.edu/services/transferresources/mta/">http://www.wccnet.edu/services/transferresources/mta/</a>	
<b>1. A Course in English Composition</b>	
** ENG 111 Composition I (with a "B" or higher) .....4	WRTG 121 Composition II: Res. Pub. Exp. (3)+1 ..... 4
<b>2. A Course in English Composition or Communication</b>	
Choose from the approved MTA list .....3	University Elective ..... 3
<b>3. A Course in Mathematics</b>	
Choose from the approved MTA list .....4	University Elective ..... 4
<b>4. Two Natural Science courses from different disciplines:</b>	
Choose from the approved MTA list .....7-8	University Electives ..... 7-8
<b>5. Two Humanities courses from different disciplines</b>	
COM 101 Fundamentals of Speaking (WCC requirement) .....3	University Elective ..... 3
Complete a second course from the approved MTA list .....3	University Elective ..... 3
<b>6. Two Social Science courses from different disciplines:</b>	
*Choose one: ECO 211 OR SOC 100 .....3	ECO 201 OR SOCL 105 ..... 3
Complete a second course from the approved MTA list .....3	University Elective ..... 3
<b>7. If needed, complete an additional course from the above categories to meet the 30 credit minimum for the MTA.</b>	
<b>EMU's Perspectives on a Diverse World requirement:</b> Complete <u>one</u> course from the following list: Courses on this list will satisfy an MTA area above: <b>Communication:</b> COM 225; <b>Natural Science:</b> ENV 101; <b>Humanities:</b> ART 143, 150; COM 225; DAN 180; ENG 181, 213, 214, 224, 242; HUM 150, 175; MUS 180; <b>Social Science:</b> ANT 201; ECO 280; GEO 101; HST 123, 150, 210, 230, 235, 240, 270; PLS 211; PSY 107, 251; SOC 205	
<b>WCC Business Office Administration – Law Office Administration Option Major Requirements (45 credits)</b>	
*ACC 111 Principles of Accounting .....3	ACC 240 Principles of Financial Accounting ..... 3
BMG 155 Business on the Internet .....3	University Elective ..... 3
BMG 207 Business Communication.....3	University Elective (MGMT 202)..... 3
BOS 101C Advanced Keyboarding .....1	University Elective ..... 1
*1 BOS 106 Electronic Planning, Sharing & Organization .....3	BMMT 201 Microcomputers for Business Applications..... 3
2 BOS 157 Word Processing & Document Formatting.....3	Restricted LEGL Elective (BMMT 123) ..... 3
BOS 182 Database Software Applications .....3	University Elective ..... 3
BOS 184 Spreadsheet Software Applications I .....3	University Elective ..... 3
2 BOS 206 Personal Mgmt Application & Internet Resources.....2	Restricted LEGL Elective ..... 2
BOS 207 Presentation Software Applications .....2	University Elective ..... 2
2 BOS 257 Word Processing & Document Formatting II.....3	Restricted LEGL Elective (BMMT 220) ..... 3
BOS 284 Spreadsheet Software Applications II .....3	University Elective ..... 3
2 BMG 111 Business Law I .....3	Restricted LEGL Elective (LAW 293) ..... 3
** CJT 130 Introduction to Paralegal Studies (with "B-" or higher) ...3	LEGL 211 Intro to Paralegalism and Legal Term ..... 3
2 BOS 250 Office Administration II .....4	Restricted LEGL Elective (BMMT 395) ..... 4
2 CJT 154 Everyday Law I: Law & Civil Liberties .....3	Restricted LEGL Elective ..... 3
<b>EMU Requirements that May be Taken at WCC or EMU (6-7 credits)</b>	
* Complete the sequence started above: ECO 222 OR SOC 207 ..3	ECON 202 OR SOCL 202 ..... 3
Open Electives (not to exceed 82 credits at WCC) .....3-4	University Elective ..... 3-4
<b>Credits at WCC:..... 81-82</b>	<b>Credits that transfer to EMU ..... 81-82</b>

\* Required for EMU's Paralegal program.

\*\* Required for admission to EMU's Paralegal program. See page 3 for minimum grade requirements.

<sup>1</sup> Pre-requisite for EMU's LEGL 212, 213, 305, and 400.<sup>2</sup>

<sup>2</sup> Applies to the requirement for 21 hours of Restricted Electives for EMU's Paralegal program.

**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: [www.emich.edu/ccr/trackingsystem/Enter.php](http://www.emich.edu/ccr/trackingsystem/Enter.php)

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<b>Completion of the Paralegal Program</b>	
<p><b>Major Requirements (42-45 credits)</b></p> <p><b>Required Paralegal Courses (30-33 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 311 Probate, Estates and Wills..... 3</p> <p>LEGL 313 Family Law..... 3</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>LEGL 406 Civil Litigation, Investigation &amp; Procedure II ..... 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 Advanced Spreadsheet Applications..... 3</p> <p><b>Restricted Electives (3 credits)</b></p> <p>Complete three credit hours from the following:</p> <p style="padding-left: 20px;">BMMT 220 Word Information Processing Operations (3)</p> <p style="padding-left: 20px;">BMMT 497/498/499 Independent Study (1/2/3)</p> <p style="padding-left: 20px;">CTAC 357 Interviewing as Communication (3)</p> <p style="padding-left: 20px;">IA 210 Concepts of Network/Business Technology (3)</p> <p style="padding-left: 20px;">LAW 293 Legal Environment of Business (3)</p> <p style="padding-left: 20px;">LAW 393 Law of Business Enterprises (3)</p> <p style="padding-left: 20px;">LAW 403 Employment Law (3)</p> <p style="padding-left: 20px;">LEGL 278/279/379 Special Topics (1/2/3)</p> <p style="padding-left: 20px;">LEGL 315 Land Transaction &amp; Real Estate for Para (3)</p> <p style="padding-left: 20px;">LEGL 320 Cyber Law and Compliance (3)</p> <p style="padding-left: 20px;">LEGL 415 Bankruptcy Law (3)</p> <p style="padding-left: 20px;"><sup>1</sup>LEGL 417L Legal Assistance Center Clinical Experience (3)</p> <p style="padding-left: 20px;">LEGL 418 Women &amp; The Law (3)</p> <p style="padding-left: 20px;">LEGL 478/479 Special Topics (2-3)</p> <p style="padding-left: 20px;">PHIL 355W Philosophy of Law (3)</p> <p style="padding-left: 20px;">PLSC 301 American Legal System (3)</p> <p style="padding-left: 20px;">PLSC 302 Criminal Law and Politics (3)</p> <p style="padding-left: 20px;">PLSC 312 Constitutional Law: Institutions &amp; Process (3)</p> <p style="padding-left: 20px;">PLSC 313 American Constitutional Law II (3)</p> <p style="padding-left: 20px;">PLSC 341 International Law (3)</p> <p style="padding-left: 20px;">PLSC 385 Judicial Process and Behavior (3)</p> <p style="padding-left: 20px;">PLSC 412W Comparative Legal Systems (3)</p> <p><b>Credits at EMU:..... 42-45</b></p> <p><b>Credits that Transfer from WCC ..... 81-82</b></p> <p><b>Minimum Credits to Graduate: ..... 124</b></p>	<p><b>Sample sequences for completing the program:</b> (Students may register concurrently at WCC &amp; EMU)</p> <p><b>Winter Semester Start (9 credits)</b></p> <p>LEGL 212 Law Office Administration &amp; Technology..... 3</p> <p>LEGL 304W Legal Writing, Research and Analysis I..... 3</p> <p>LEGL 311 Probate, Estates and Wills ..... 3</p> <p><b>Summer (3 credits)</b></p> <p>BMMT 396 Information &amp; Media Administration ..... 3</p> <p><b>Fall (9 credits)</b></p> <p>LEGL 213 Advanced Spreadsheet Applications..... 3</p> <p>LEGL 313 Family Law ..... 3</p> <p>LEGL 404 Court Rules, Forms, and Drafting Contracts ..... 3</p> <p><b>Winter (9 credits)</b></p> <p>BMMT 496 Records Admin/Database Systems ..... 3</p> <p>LEGL 305 Adv Legal Writing, Research, &amp; Analysis II..... 3</p> <p>Restricted LEGL Elective..... 3</p> <p><b>Fall (6 credits)</b></p> <p>LEGL 400 Adv Legal Writ, Research and Analysis III ..... 3</p> <p>LEGL 405 Civil Litigation, Investigation &amp; Procedure I ..... 3</p> <p><b>Winter (6-9 credits)</b></p> <p>LEGL 406 Civil Litigation, Investigation &amp; Procedure II ..... 3</p> <p>LEGL 416L Paralegal Internship..... 3-6</p> <hr/> <p><b>Fall Semester Start (9 credits)</b></p> <p>LEGL 213 Advanced Spreadsheet Applications..... 3</p> <p>LEGL 304W Legal Writing, Research and Analysis I..... 3</p> <p>LEGL 313 Family Law ..... 3</p> <p><b>Winter (12 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>LEGL 311 Probate, Estates and Wills ..... 3</p> <p>Restricted LEGL Elective..... 3</p> <p><b>Summer (3 credits)</b></p> <p>BMMT 396 Information &amp; Media Administration ..... 3</p> <p><b>Fall (12 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 (9-12 credits)</b></p> <p>BMMT 496 Records Admin/Database Systems ..... 3</p> <p>LEGL 406 Civil Litigation, Investigation &amp; Procedure II ..... 3</p> <p>LEGL 416L Paralegal Internship..... 3-6</p>

\*\* Required for admission to EMU's Paralegal program. A grade of "C+" or higher is required for this course.

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

NOTE: Students may register concurrently at WCC 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 WCC and EMU to ask about options for financial aid as a concurrently registered student.

NOTE: If sufficient credit hours are not transferred from WCC, additional credits must be completed at EMU to satisfy the 124 credit minimum.

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### Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. Both WCC and EMU agree to accept transferable courses from each other and from other institutions. WCC 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 September 2014 will have until the end of August 2019 to complete the MACRAO agreement. If already on the transcript, the MACRAO designation will be accepted at EMU after August 2019.*
3. A grade of "C" or better (2.0 on a 4.0 scale) is required for courses to transfer to either institution.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 42-45 credit hours must be completed at the four-year college level with at least 30 credits at EMU, 15 hours of which must be in program requirements at the 300-level or above. Fewer than 46 credits may be completed at the four-year level, if waivers are awarded. 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 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.

Additionally, students will be expected to receive a minimum grade of "C" in all remaining LEGL courses and maintain a cumulative GPA 2.5 and a GPA within the major of at least 2.5.
6. 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.
7. Students are encouraged to contact the EMU Paralegal Program Advisor early, before completing an admission application to EMU, especially if approval is sought for waivers of required courses. To facilitate advising and the evaluation of transcripts, sign up for this articulation agreement using the link [www.emich.edu/cc/trackingsystem/Enter.php](http://www.emich.edu/cc/trackingsystem/Enter.php), and bring a copy to all advising sessions.

### Effective Dates: September 1, 2016 until August 31, 2019

This is a renewal of an agreement made in September 2012. Students who began this program prior to the new effective date have the option of using this guide or may continue to follow the guide they started under for up to seven years. 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:

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