

Get Inside The Law



EASTERN MICHIGAN UNIVERSITY PARALEGAL STUDIES PROGRAM *An ABA-Approved Program*

PROGRAM ADMISSION CRITERIA

Students who wish to major in Legal Assistant (Paralegal) Studies must apply for admission to the Program. The Program maintains a Secondary Admissions Policy, which is stated below. Applications for admission to the Program will be accepted and reviewed by the Program Coordinator after a student has completed the Program pre-requisites, including LEGL 211 and LEGL 304W, according to the Secondary Admissions Policy.

You may declare your *Intent to Major* in Paralegal (Legal Assisting) Studies at any time. However, even if you have declared your intent to be a Program major, you **must** apply for admission to the Program to be admitted. Admission to the Program is competitive; merely declaring your intent to be a Program major and satisfying the admission criteria do not constitute applying for admission to the Program, nor do they guarantee your admission to the Program. Submit your Application to the Paralegal (Legal Assisting) Studies Program Coordinator, 21 Sill Hall. *Questions about Program admissions should be directed to the Program Coordinator.*

SECONDARY ADMISSION & RETENTION REUIRMENTS

Students wishing to be Paralegal Studies (Legal Assisting) Program majors, must *apply for admission* to the Program *and* comply with all *Secondary Admission and Retention Requirements* during the student's course of study. Program Admission criteria are:

1. Admission to the University as an undergraduate or second bachelor's degree candidate;
2. Completion of English 121 with a grade of "B" or higher; *
3. Completion of LEGL 211, *Introduction to Paralegalism and Legal Terminology*, with a grade of "B-" or higher;
4. Completion of LEGL 304W,** *Legal Writing, Research & Analysis I*, with a grade of "C+" or better; and
5. A cumulative EMU GPA of at least a 2.5 on a 4.0 scale.** (*LEGL304W counts as a "writing intensive course in the major," for degree requirement purposes.*)

In addition to secondary admission requirements, Program majors are required to:

- 1. Complete each Program (LEGL) Core Course (except LEGL 211 and LEGL 304W –see above) and BMMT 220 with a minimum grade of “C”;**
- 2. Maintain a cumulative GPA of at least a 2.5 on a 4.0 scale;**
- 3. Maintain a cumulative Major GPA of at least a 2.5 on a 4.0 scale.**

* Students applying for admission to the Program as Second Bachelor’s Degree candidates must present evidence of having completed an acceptable college-level English composition course with a grade of “B” or higher. A remedial English composition or writing course is NOT an acceptable college-level English composition course.

PROGRAM PROBATION POLICY

A student whose cumulative GPA or cumulative major GPA falls below 2.5 will be placed on Program probation for the next succeeding term. If the student fails to raise his or her cumulative GPA or cumulative major GPA, or both, to 2.5 or higher with the grades earned during the probationary term, the student will be dismissed from the Program. For purposes of this policy, a student who is placed on Program probation as the result of a deficient GPA at the close of a Winter term will have until the close of the next Fall term to raise his or her GPA to 2.5 or higher. If a student earns lower than a “C” in any Program core course (except LEGL 211 and LEGL 304 – see above), the student will be allowed to repeat the course two times. If the student fails to earn a “C” or better in the repeat course, the student will be dismissed from the Program.

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APPLICATION FOR ADMISSION

B.S. Candidate _____ Second Bachelor's Candidate _____

Name: _____

Student E#: _____

Permanent (home) Address: _____

(Please include City and Zip Code)

Alternate (school) Address: _____

Phone Number: (____) _____

Cell Number: (____) _____

E-Mail Address(es): _____

Have you completed ENGL 121? Yes ___ No ___ Grade: _____

Completed LEGL 211? Yes ___ No ___ Grade: _____
Currently taking LEGL 211?

Completed LEGL 304W Yes ___ No ___ Grade: _____
Currently taking LEGL 304W?

If a transfer student, please name former institutions of study:

My signature below indicates that: I understand that I am entering a professional program; I have read and understand both the Program's Secondary Admissions Policy and the EMU Student Judicial Code and agree to be bound by them as a Program Major; this application will be reviewed and verified by the Program Coordinator.

Signature

Print Name

Date