** Program admission requirement: WRTG 121 (ENG 111) “B” or higher; LEGL 211 (CJT 130) “B-” or higher.

** Eastern Michigan University Requirements and Electives that may be Taken at WCC or EMU (3-5 credits)

** Washtenaw Community College Program Requirements (40 credits)

** 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 the community college’s website. Students without an MTA or MACRAO endorsement must complete EMU’s general education program.

1. A course in English Composition
   ** ENG 111 College Composition I .................................................. 4
   WRTG 121 Comp II (3)+1 (pre-req for LEGL 304W) .............. 4

2. A course in Composition or Communication
   COM 101 Fundamentals of Speaking ........................................... 3
   COMM 124 General Transfer Credit ............................................ 3

3. A course in Mathematics
   ** Choose one from the approved MTA list .................................. 4
   General Transfer Credit ......................................................... 4

4. Two courses in Natural Sciences from different disciplines (one lab required)
   ** Choose two from the approved MTA list .................................. 7-8
   General Transfer Credit ......................................................... 7-8

5. Two courses in Humanities and Fine Arts from different disciplines
   ** Choose two from the approved MTA list .................................. 6
   General Transfer Credit ......................................................... 6

6. Two courses in Social Sciences from different disciplines
   ** Choose one: ECO 211 or SOC 100 ............................................. 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; FLM 150; HUM 175; 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: EDC 240

** WCC Program Requirements (40 credits)

** Eastern Michigan University Courses:

** 1. A course in Accounting
   ** ACC 111 Principles of Accounting I ....................................... 3
   ACC 240 Principles of Financial Accounting ....................... 3

** 2. A course in Business Law
   ** BMG 111 Business Law I .................................................. 3
   BMG 155 Business on the Internet ......................................... 3
   BMG 207 Business Communication ......................................... 3

** 3. A course in Business Communication
   ** BOS 101C Advanced Keyboarding ..................................... 1
   BOS 157 Word Processing & Document Formatting I ............... 3

** 4. A course in Electronics
   ** BOS 106 Electronic Planning, Sharing & Organization .......... 3
   BOS 157 Word Processing & Document Formatting I ............... 3

** 5. A course in Microsoft Excel
   ** BOS 184 Spreadsheet Software Applications I ..................... 3
   BOS 206 Personal Mgmt Application & Internet Resources .... 2
   BOS 207 Presentation Software Applications ......................... 2
   BOS 209 Office Administration ............................................. 4
   ** BOS 284 Spreadsheet Software Applications II ................... 3
   BOS 250 Office Administration ............................................. 4

** 6. A course in Communications
   ** CJT 130 Introduction to Paralegal Studies ......................... 3
   CJT 156 Everyday Law ...................................................... 4

** EMU Requirements and Electives that may be Taken at WCC or EMU (3-5 credits)

** Eastern Michigan University Courses:

** 2nd course in combination: ECO 222 or SOC 207 ...................... 3
   2nd course in sequence: ECON 202 or SOCL 202 ..................... 3

** General Elective Credit ........................................................ 0-2
   General Transfer Credit ....................................................... 0-2

** Credits at WCC: ............................................................... 73-75

Credits that transfer to EMU ............................................ 73-75

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

** Program admission requirement: WRTG 121 (ENG 111) “B” or higher; LEGL 211 (CJT 130) “B-” or higher.
ARTICULATION AGREEMENT GUIDE
Washtenaw Community College – AAS in Business Office Administration – Law Office
Eastern Michigan University – BS in Paralegal

Completion of the BS in Paralegal at EMU

Admission to the Paralegal Program
Students who wish to pursue this major must apply for admission to the program. Applications for a winter term are due by Dec. 1 of the preceding fall term. Applications for a fall term are due by April 1 of the preceding winter term.
- Completion of WRTG 121 (ENG 111) with a grade of “B” or higher.
- Completion of LEGL 211 (CJT 130) Introduction to the Legal System with a grade of “B-” or higher
- Completion of LEGL 304W - Legal Writing, Research and Analysis I with a grade of “C+” or higher.
- A cumulative GPA of at least 2.5 on a 4.0 scale.

Students satisfying these criteria are eligible to apply for admission to the program, but admission is not guaranteed.
Visit the Paralegal program at EMU for more information on applying, program policies, and course schedule information.

Major Requirements (45-48 credits)

<table>
<thead>
<tr>
<th>Required Courses (30 credits)</th>
<th>Business &amp; Information Processing (6-9 credits)</th>
<th>Restricted Electives (9 credits)</th>
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<tbody>
<tr>
<td>LEGL 212 Law Office Administration and Technology ........................................... 3</td>
<td>3 BMMT 201 Microcomputers for Business Applications .............................. 0-3</td>
<td>LEGL 300 Marijuana Law (3)</td>
</tr>
<tr>
<td>LEGL 304W Legal Writing, Research and Analysis I ........................................... 3</td>
<td>BMMT 496 Records Administration Using Database ........................................... 3</td>
<td>LEGL 315 Land Transaction and Real Estate (3)</td>
</tr>
<tr>
<td>LEGL 305 Adv Legal Writing, Research, and Analysis II ..................................... 3</td>
<td>LEGL 396 Electronically Stored Info &amp; eDiscovery ......................................... 3</td>
<td>LEGL 318 Women and the Law (3)</td>
</tr>
<tr>
<td>LEGL 311 Probate, Estates and Wills ................................................................. 3</td>
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<td>LEGL 320 Cyber Law and Compliance (3)</td>
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<tr>
<td>LEGL 313 Family Law ......................................................................................... 3</td>
<td></td>
<td>LEGL 379 Special Topics (3)</td>
</tr>
<tr>
<td>LEGL 400 Adv Legal Writing, Research &amp; Analysis III .......................................... 3</td>
<td></td>
<td>LEGL 415 Bankruptcy Law (3)</td>
</tr>
<tr>
<td>LEGL 404 Court Rules, Forms and Drafting Contracts ........................................... 3</td>
<td></td>
<td>2 LEGL 416L4 Paralegal Capstone (3-6)</td>
</tr>
<tr>
<td>LEGL 405 Civil Litigation, Investigation and Procedure I .................................. 3</td>
<td></td>
<td>LEGL 479 Special Topics (3)</td>
</tr>
<tr>
<td>LEGL 406 Civil Litigation, Investigation and Procedure II ................................ 3</td>
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</tr>
<tr>
<td>2 LEGL 488L4 Legal Internship ............................................................................. 3</td>
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</tr>
</tbody>
</table>

Credits at EMU: ........................................................ 45-48
Transfer Credits: ...................................................... 72-75
Minimum Credits to Graduate: ................................ 120

1 Satisfies EMU’s Writing Intensive Requirement
2 Satisfies EMU’s Learning Beyond the Classroom
3 Students who have earned credit for BMMT 201 will not have to complete this course.

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.
ARTICULATION AGREEMENT GUIDE
Washtenaw Community College – AAS in Business Office Administration – Law Office
Eastern Michigan University – BS in Paralegal

Additional Information:
1. Each institution will determine the satisfaction of their individual program and degree requirements. Both institutions agree to accept transferable 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 45 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, 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 Paralegal Program
Students who wish to pursue this major must apply for admission to the program.
Applications for a winter term are due by Dec. 1 of the preceding fall term. Applications for a fall term are due by April 1 of the preceding winter term.
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- Completion of LEGL 211 - Introduction to the Legal System with a grade of “B-” or higher (CJT 130).
- Completion of LEGL 304W - Legal Writing, Research and Analysis I with a grade of “C+” or higher.
- A cumulative GPA of at least 2.5 on a 4.0 scale.

Students satisfying these criteria are eligible to apply for admission to the program, but admission is not guaranteed.

7. Students are encouraged to contact EMU’s advising office (information below) before applying to EMU. To facilitate advising and the evaluation of transcripts, bring a copy of this articulation guide to all advising sessions.

Effective Date: September 1, 2022 until August 31, 2023.
This is an extension of an agreement made in September 2012 and renewed in September 2016 and September 2019. This guide is consistent with the 2022-2023 catalog. Students have until summer 2030 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:

Washtenaw Community College
Joyce Jenkins, Business Office Systems
734.477.8983
jenkins@wccnet.edu

Eastern Michigan University
Undergraduate Admissions
220 Student Center
734.487.6453; transfer_admissions@emich.edu
Schedule an appointment