

ARTICULATION AGREEMENT GUIDE

Washtenaw Community College – **AAS in Business Office Administration – Law Office**
Eastern Michigan University – **BS in Paralegal**

Washtenaw Community College Courses:

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:** ECD 240

WCC Program Requirements (40 credits)

* ACC 111 Principles of Accounting I 3	ACC 240 Principles of Financial Accounting 3
* BMG 111 Business Law I 3	LAW 293 Legal Env of Business (Interdisciplinary Elective) 3
BMG 155 Business on the Internet 3	AACR Gen General Transfer Credit 3
BMG 207 Business Communication 3	MGTM 202 Business Communication 3
BOS 101C Advanced Keyboarding 1	BMMT 000 General Transfer Credit 1
BOS 106 Electronic Planning, Sharing & Organization 3	BMMT 101 General Transfer Credit 3
BOS 157 Word Processing & Document Formatting I 3	BMMT 123 Document Creation and Communication 3
BOS 184 Spreadsheet Software Applications I 3	BMMT 000 General Transfer Credit 3
BOS 206 Personal Mgmt Application & Internet Resources .. 2	BMMT 000 General Transfer Credit 2
BOS 207 Presentation Software Applications 2	BMMT 000 General Transfer Credit 2
* BOS 250 Office Administration 4	BMMT 395 Workplace Training & Tech (Interd Elect) (3)+1 ... 4
* BOS 284 Spreadsheet Software Applications II 3	BMMT 213 Advanced Spreadsheet Applications 3
** CJT 130 Introduction to Paralegal Studies 3	LEGL 211 Introduction to the Legal System 3
* CJT 156 Everyday Law 4	PLSC 000 <u>sub for Interdisciplinary Elective</u> 4

EMU Requirements and Electives that may be Taken at WCC or EMU (9 credits)

* CIS 100 Introduction to Computer Productivity Apps (3) and	
* CIS 110 Introduction to Computer Information Systems (3) . 6	BMMT 201 Microcomputers for Business Applications (3)+3 6
* 2 nd course in combination: ECO 222 or SOC 207 3	2 nd course in sequence: ECON 202 or SOCL 202 3

Credits at WCC: 79 Credits that transfer to EMU 79

* 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.

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.

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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 credits)

Required Courses (30 credits)

LEGL 212	Law Office Administration and Technology3
¹ LEGL 304W	Legal Writing, Research and Analysis I3
LEGL 305	Adv Legal Writing, Research, and Analysis II3
LEGL 311	Probate, Estates and Wills3
LEGL 313	Family Law3
LEGL 400	Adv Legal Writing, Research & Analysis III3
LEGL 404	Court Rules, Forms and Drafting Contracts3
LEGL 405	Civil Litigation, Investigation and Procedure I3
LEGL 406	Civil Litigation, Investigation and Procedure II3
² LEGL 488L4	Legal Internship3

Business & Information Processing (6 credits)

BMMT 496	Records Administration Using Database 3
LEGL 396	Electronically Stored Info & eDiscovery 3

Restricted Electives (9 credits)

LEGL 300	Marijuana Law (3)	
LEGL 315	Land Transaction and Real Estate (3)	
LEGL 318	Women and the Law (3)	
LEGL 320	Cyber Law and Compliance (3)	
LEGL 379	Special Topics (3)	
LEGL 415	Bankruptcy Law (3)	
³ LEGL 416L4	Paralegal Capstone (3-6)	
LEGL 479	Special Topics (3)	

Credits at EMU: 45
Transfer Credits: 79
Minimum Credits to Graduate: 120

¹ Satisfies EMU's Writing Intensive Requirement
² Satisfies EMU's Learning Beyond the Classroom

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.

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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 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 30 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.

- Completion of WRTG 121 (ENG 111) with a grade of "B" or higher.
- 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, [sign up for this articulation agreement](#) and 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:

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