

ARTICULATION AGREEMENT GUIDE

Washtenaw Community College – **AAS in Business Office Admin (Law Office Administration)**
 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

Choose one from the approved MTA list 3 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

¹ Choose first in sequence: ECO 211 or SOC 100 3 ECON 201 or SOCL 105 3

Choose one from the approved MTA list 3 General Transfer Credit 3

EMU's Perspectives on a Diverse World requirement: *Transfer students are required to complete one course that meets the diversity requirement. The course may also fulfill an MTA requirement at WCC. The following courses can be used to fulfill MTA requirements above. **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, 181; MUS 180; **Social Science:** ANT 201; ECO 280; GEO 101, 104; HST 108, 109, 123, 150, 230, 235, 241; PSY 251, 270; SOC 205. **These courses apply, but do not satisfy the MTA:** ECD 240*

WCC Business Office Administration (Law Office) Program Requirements (40 credits)

* ACC 111 Principles of Financial Accounting 3	ACC 240 Principles of Financial Accounting 3
² BMG 111 Business Law I 3	LAW 293 Legal Env of Business (Interdisc Elective) 3
BMG 155 Business on the Internet 3	AACR Gen General Transfer Credit 3
BMG 207 Business Communication 3	MGMT 202 Business Communication 3
BOS 101C Advanced Keyboarding 1	BMMT 000 General Transfer Credit 1
BOS 106 Electronic Planning, Sharing & Organization 3	BMMT 101 Computers and Technology 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
² BOS 250 Office Administration 4	BMMT 395 Workplace Training & Tech (Interd Elect) (3)+14
** CJT 130 Introduction to Paralegal Studies 3	LEGL 211 Introduction to the Legal System 3
² CJT 156 Everyday Law 4	PLSC 000 <u>sub for Interdisciplinary Elective</u> 4
* BOS 284 Spreadsheet Software Applications II 3	BMMT 213 Advanced Spreadsheet Applications 3

EMU Requirements and Electives that may be taken at WCC or EMU (3 credits)

¹ Second course in sequence: ECO 222 or SOC 207 3 ECON 202 or SOCL 202 3

Credits at WCC: 73 Credits that transfer to EMU 73

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

** Program admission: Completion of WRTG 121 (WCC ENG 111) with a grade of "B" or higher. Completion of LEGL 211 (WCC CJT 130) with a grade of "B-" or higher.

¹ One course combination of ECON 201 and 202 (WCC ECO 211 and 222) or SOCL 105 and 202 (WCC SOC 100 and 207) is required for the BS in Paralegal.

² Applies to the required Restricted Elective Courses – Interdisciplinary Electives.

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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. Program admission criteria are:

- 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.

Visit the [Paralegal program at EMU](#) for more information on applying, program policies, and course schedule information.

Major Requirements (48 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

Restricted Electives (9 credits)

Choose 3 courses from the following:

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)
² LEGL 416L4	Paralegal Capstone	(3-6)
LEGL 479	Special Topics	(3)

Business & Information Processing (9 credits)

³ BMMT 201	Microcomputers for Business Applications3
BMMT 496	Records Administration Using Database3
LEGL 396	Electronically Stored Info & eDiscovery3

Credits at EMU: 45-48

Transfer Credits: 73

Total Credits: 121

1 Satisfies EMU's Writing Intensive Requirement

2 Satisfies EMU's Learning Beyond the Classroom Requirement

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.

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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 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
 - 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 Undergraduate Admissions Office 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, 2024 until August 31, 2027.

This is a renewal of an agreement made in September 2012 and renewed in September 2016, September 2019, and September 2022. This agreement is consistent with the 2024-2025 catalog. Students have until summer 2032 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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Eastern Michigan University
Undergraduate Admissions
Student Center Suite 220
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[Schedule an appointment](#)