ARTICULATION AGREEMENT
RENEWAL

between

Henry Ford College

AB in Paralegal Studies

and

Eastern Michigan University
College of Technology
School of Technology & Professional Services
Management

BS in Paralegal

January 2018
ARTICULATION AGREEMENT RENEWAL BETWEEN

Henry Ford College
Paralegal Studies
and
Eastern Michigan University
Paralegal

Article I
Agreement on Principle

Eastern Michigan University (EMU) and Henry Ford College (HFC) agree that students who choose to begin their studies at a community college and transfer to a university to earn a bachelor’s degree should be provided with a smooth curriculum transition that minimizes loss of credit and duplication of coursework. Therefore, EMU and HFC agree to enter into this articulation agreement to facilitate the completion of the Paralegal Studies program at HFC and the BS in Paralegal at EMU. Both parties enter into this agreement as cooperating, equal partners who shall maintain the integrity of their separate programs.

Article II
Agreement on Program Specifics

EMU and HFC agree that interested students may transfer the course credits indicated on the attached articulation guide toward a BS in Paralegal at EMU. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 30 credit hours must be completed in courses offered by EMU, of which 15 hours must be in major/program requirements at the 300-level or above. If equivalent courses are not identified for some of the transferrable program requirements, additional credit hours may need to be completed at EMU. A minimum of 124 total credits is required to graduate.

To use this agreement students must apply and be admitted to EMU and to the Paralegal program. HFC students will receive equal consideration with other students seeking admission and financial aid.

The Michigan Transfer Agreement (MTA) requirements may be completed at the most appropriate time for the student whether before or after admission to EMU. Students who enrolled in college prior to fall semester 2014 may use the MACRAO agreement and have until the end of summer semester 2019 to have MACRAO requirements evaluated by the community college. If already on the transcript, the MACRAO designation will be accepted at EMU after summer semester 2019. Students who have not satisfied the MTA or MACRAO agreement must complete EMU’s General Education Requirements as applied to transfer students. All other EMU graduation and program requirements must be satisfied whether by transferred courses, EMU courses, or approved substitutions or waivers.

For the purpose of this articulation agreement, both HFC and EMU agree to accept transferrable courses from each other and from other regionally accredited institutions. Articulation guides will be provided to assist students in completing the articulated program of study. Each institution will determine the satisfaction of their individual program and degree requirements. HFC courses indicated with an * on the articulation guide are required for EMU’s program. Any substitutions for these courses must be approved by the EMU program coordinator if not already stated in the agreement. In the case of a student who has accumulated credits before declaring this program, every effort will be made to
maximize the use of credits already completed. All students using this agreement will be encouraged to complete an associate degree.

**Article III**

**Agreement on Communication**

EMU and HFC agree to cooperate in communicating with each other and with their common and respective publics concerning the established relationship between the two institutions. Communication may include the development of various kinds of publications to inform those who might benefit personally or professionally from the opportunities provided by this agreement. Faculty and staff at both institutions will share the information in this agreement with interested and qualified students and both institutions will provide counseling and advising to students and prospective students. EMU will provide transfer student performance data to HFC officials annually through the Community College Transfer Student Report.

**Article IV**

**Maintenance and Review Procedures**

At least one administrative or faculty member from each institution will be appointed to act as agents for the implementation of this agreement, to speak for the institutions and to communicate changes to respective faculty members, advisors, counselors, and others to whom the information is pertinent. Responsibility for oversight of this agreement rests with the Paralegal Studies Program Director at HFC and the Director of the School of Technology and Professional Services Management at EMU. Both parties agree to communicate annually any changes in their respective programs that may affect this articulation agreement.

**Effective Dates: January 1, 2018 until January 1, 2021.**  
This is a renewal of an agreement made in June 2004 and renewed in September of 2007, 2010, and 2014. This agreement is consistent with the 2017-2018 catalog. Students have until summer 2025 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.
ARTICULATION AGREEMENT RENEWAL BETWEEN
Henry Ford College – AB in Paralegal Studies
Eastern Michigan University- BS in Paralegal

Henry Ford College and Eastern Michigan University agree to the terms of this agreement, which will be in effect from January 1, 2018 until January 1, 2021.

Signatures
Henry Ford College

John S. Satkowski, J.D.
Interim President

3/21/18

Date

James M. Smith, PhD
President

Eastern Michigan University

Rhonda Kinney Longworth, PhD
Provost & Executive Vice President
Academic and Student Affairs

2/6/18

Date

Michael Nealon, PhD
Vice President of Academic Affairs

3/16/18

Date

Mohamad Qatu, PhD, Dean
College of Technology

Patricia Chatman, PhD, Dean
School of Business, Entrepreneurship
and Professional Development

3/12/18

Date

Susan Gregory, EdD, CNE
Interim Director, School of Technology
& Professional Services Management

1-17-18

Date

cc: Adam Cloutier, Director, Teaching & Learning Services

cc: Christina Shell, Registrar
Charlotte Stigler, Records Office
Konnie Kustron
Tracy Nothnagel

Eastern Michigan University
Community College Relations

January 15, 2018
Page 3 of 3
PARALEGAL ARTICULATION AGREEMENT GUIDE

Henry Ford College – Associate in Business in Paralegal Studies
Eastern Michigan University – Bachelor of Science in Paralegal

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 EMU General Education Application Requirements of one Perspectives on a Diverse World course, one Learning Beyond the Classroom experience, and one writing intensive course in the major. Courses listed below for the MTA also satisfy program requirements at EMU and/or HFC. Students who started before fall semester 2014 may continue to follow the MACRAO Agreement until the end of summer semester 2019. HFC approved MTA courses can be found in HFC's catalog.

Henry Ford College Courses:

1. A course in English Composition
   ENG 131 Introduction to College Writing ..........................3

2. A Second course in English Composition or Communication
   ENG 132 College Writing and Research ..........................3

3. A course in Mathematics
   Choose from MATH 115, 131, 141, 150, 153, 175, 180, 183, 280. 4.5

4. Two courses in Natural Sciences from different disciplines (one lab required)
   Choose from the approved MTA list. .................................8

5. Two courses in Humanities and Fine Arts from different disciplines
   Choose from the approved MTA list. .................................6

6. Two courses in Social Sciences from different disciplines
   Choose one: (First part of two course sequence) .................3
      BEC 151 or SOC 131
   Choose a second course from the approved MTA list  ............3

If needed, complete an additional course in the above categories to meet the 30 credit minimum for the MTA.

EMU “Perspectives on a Diverse World” Requirement: These courses may be used to satisfy an MTA category above. These courses also satisfy an MTA area: Natural Science: BIO 138 (non-lab); Humanities: ART 224, 225, 226, 227; ENG 243, 248; PHIL 201; WR 233, 236; Social Science: ANTH 131, 151, 152, 154; GEOG 132; HIST 113, 243, 281; PHIL 201; POLS 152; PSY 296; SOC 152, 251;

This course applies, but does not satisfy the MTA: BBA 250

HFC Paralegal Studies Program Requirements (44 credits)

BBA 110 Business Language Skills ........................................3
BLW 253 Business Law and the Legal Environment .................4
PLGL 100 Essential Paralegal Skills (2) and..........................4
PLGL 110 Legal Ethics (2) ..................................................4
PLGL 115 Property Law ....................................................3
PLGL 126 Legal Research ..................................................4
PLGL 200 Civil Litigation I (4) and ......................................4
PLGL 220 Personal Injury Litigation [HFC Complete 3 option](3) ..7
PLGL 226 Legal Writing ....................................................4
PLGL 235 Commercial Transactions .......................................3
PLGL 240 Family Law [HFC Complete 3 option] .....................3
PLGL 245 Estate Planning & Probate [HFC Complete 3 option] ...3
CIS 100 Introduction to Information Technology ......................3
SPE 131 Fundamentals of Speaking ......................................3

EMU Requirements that may be taken at HFC or EMU (20 credits)

* BAC 131 Principles of Accounting ....................................4
** Choose one: (Second part of two course sequence) ..........3
*** May include: PLGL 248, 250, or 299

BAC 240 Principles of Financial Accounting (3)+1 .................4
Second course in two-course sequence ................................3
ECON 202 or SOC 202 .....................................................3
PLGL 228 Technology in the Law .......................................3
LEGL 212 Law Office Administration & Technology ..............3
University Electives .......................................................3

Maximum Credits at HFC: ..............................................94
Credits that transfer to EMU ..............................................94

* Required for EMU’s Paralegal Studies program. If not transferred, must be completed at EMU.
** Required for admission to EMU’s Paralegal program. See page 5, #5 for grade requirements for these courses.
*** Applies to the requirement for 10 credit hours of Paralegal Restricted Electives at EMU.

EMU Paralegal Required Foundational Course Combination: Choose ECON 202 & 202 or SOC 105 & 202 (HFC BEC 151 &152 or SOC 131 & 135)

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.

Eastern Michigan University
Community College Relations

January 15, 2018
Page 1 of 3
PARALEGAL ARTICULATION AGREEMENT GUIDE
Henry Ford College – Associate in Business in Paralegal Studies
Eastern Michigan University – Bachelor of Science in Paralegal

Completion of the Paralegal Program at EMU

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>(30 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required LEGL Courses</td>
<td>(21 credits)</td>
</tr>
<tr>
<td>* LEGL 304W Legal Writing, Research &amp; Analysis I ........... 3</td>
<td></td>
</tr>
<tr>
<td>LEGL 305 Adv Legal Writing, Research, &amp; Analysis II .......... 3</td>
<td></td>
</tr>
<tr>
<td>LEGL 400 Adv Legal Wrt, Research and Analysis III ........... 3</td>
<td></td>
</tr>
<tr>
<td>LEGL 404 Court Rules, Forms, &amp; Drafting Contracts .......... 3</td>
<td></td>
</tr>
<tr>
<td>LEGL 405 Civil Litigation, Investigation &amp; Procedure I .......... 3</td>
<td></td>
</tr>
<tr>
<td>* LEGL 417L4 Legal Assistance Center Clinical Exp ................ 6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business &amp; Information Processing Core</th>
<th>(9 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMMT 396 Electronically Stored Info &amp; eDiscovery ........... 3</td>
<td></td>
</tr>
<tr>
<td>BMMT 496 Records Administration Using Database .......... 3</td>
<td></td>
</tr>
<tr>
<td>LEGL 213 Advanced Spreadsheet Applications ........... 3</td>
<td></td>
</tr>
</tbody>
</table>

Credits at EMU: .................................................. 30
Transfer Credits: ............................................... 94
Minimum Credits to Graduate: ................. 124

Suggested Sequence for completing the program:

Consult the program coordinator to develop a plan of study to complete this program.

Fall (6 credits)
* LEGL 304W Legal Writing, Research and Analysis I ........... 3
LEGL 213 Advanced Spreadsheet Applications ........... 3

Winter (6 credits)
LEGL 305 Adv Legal Writing, Research, & Analysis II .......... 3
BMMT 496 Records Admin/DB Systems ........... 3

Summer (3 credits)
BMMT 396 Information & Media Admin ........... 3

Fall (9 credits)
LEGL 400 Adv Legal Wrt, Research and Analysis III .......... 3
LEGL 404 Court Rules, Forms, and Drafting Contracts ........... 3
LEGL 405 Civil Litigation, Investigation & Procedure I .......... 3

Winter (6 credits)
* LEGL 417L4 Legal Assistance Center Clinical Experience ....... 6

* Required for Admission to EMU’s Paralegal program. Must be completed with a "C+" or higher before enrolling in program courses.
Satisfies the Writing Intensive requirement.

* Satisfies EMU's "Learning Beyond the Classroom" requirement.

NOTE: Students may register concurrently at HFC and EMU while completing the program in order to take paralegal courses in the appropriate sequence and graduate in a timely manner. Students who wish to enroll as a fulltime student at EMU should save some classes from page one to complete at EMU.
PARALEgal ARTICULATION AGREEMENT GUIDE

Henry Ford College – Associate in Business in Paralegal Studies
Eastern Michigan University – Bachelor of Science in Paralegal

Additional Information:

1. Each institution will determine the satisfaction of their individual program and degree requirements. Both institutions agree to accept transferrable courses from each other and from other regionally accredited institutions. HFC 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 fall semester 2014 will have until the end of summer semester 2019 to complete the MACRAO agreement. 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 or (9 hours in the major and 6 hours in the minor), 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 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 the WRTG 121 [ENG 132 at HFC] with a grade of "B" or higher;
   (3) Completion of LEGL 211 [PLGL 100 & 110 at HFC] 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.

6. Students must satisfy all admission requirements at the time of application for admission to EMU, including submitting transcripts from all previously attended colleges. HFC students will receive equal consideration with other students for course registration and financial aid.

7. Students are encouraged to contact EMU’s Paralegal program coordinator 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.

This is a renewal of an agreement made in June 2004 and renewed in September of 2007, 2010, and 2014. This agreement is consistent with the 2017-2018 catalog. Students have until summer 2025 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:
Henry Ford College
Shelly Loomus, JD, MSW
Program Director, Paralegal Studies
313.317.4158, rsloomus@hfcc.edu

Eastern Michigan University
Tracy Nothnagel, Program Advisor
122 Sill Hall, 734.487.1161
paralegal_emu@emich.edu

Eastern Michigan University
Community College Relations
January 15, 2018
Page 3 of 3