

PARALEGAL ARTICULATION AGREEMENT GUIDE

Henry Ford College – **AB in Paralegal Studies**
 Eastern Michigan University – **BS in Paralegal**

Henry Ford 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 HFC. For HFC 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 131 Introduction to College Writing..... 3 WRTG 120 Composition I..... 3

2. A course in English Composition or Communication

*ENG 132 College Writing and Research..... 3 WRTG 121 Composition II (need B or higher)..... 3

3. A course in Mathematics

Choose one: MATH 115, 131, 141, 150, 175, 180, 183, 280..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 General Transfer Credit..... 7

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 from: BEC 151 or SOC 131 (sequence)..... 3 ECON 201 or SOCL 105 3

¹ Choose one from CRJ 251 or CRJ 252..... 4 PLSC 302 or CRM 460 (3)+1 (Group II Rest Elec)..... 4

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: Natural Science: BIO 138 (non-lab); **Humanities:** ART 224, 225, 226, 227; ENG 243, 248; PHIL 201; WR 233, 236, 241; **Social Science:** ANTH 131, 151, 152, 154; EDU 296; GEOG 132; HIST 113, 243, 252, 261; POLS 152; PSY 296; SOC 152, 251. **This course applies, but does not satisfy the MTA:** ART 229, BBA 250; LGL 248; PLGL 248

HFC Program Requirements (43 credits)

¹BLW 253 Business Law and the Legal Environment..... 4 LAW 293 Legal Env of Business (Group II Elect) (3)+1 4

*LGL 100 Essential Paralegal Skills (2) and

*LGL 110 Legal Ethics (2) (need B- or higher in courses) 4 LEGL 000 sub for LEGL 211 (3)+1 4

LGL 126 Legal Research 3 LEGL 000 General Transfer Credit 3

LGL 115 Property Law 3 LEGL 000 General Transfer Credit 3

LGL 200 Civil Litigation 4 LEGL 000 General Transfer Credit 4

LGL 226 Legal Writing..... 4 LEGL 000 General Transfer Credit 4

LGL 235 Contracts 3 LEGL 000 General Transfer Credit 3

BBA 110 Business Grammar and Punctuation 3 BMMT 000 General Transfer Credit 3

CIS 100 Introduction to Information Technology 3 IS 215 Information Systems for Business 3

Choice courses

*LGL 228 Technology in the Law..... 3 LEGL 212 Law Office Administration & Technology 3

*LGL 240 Family Law 3 LEGL 313 Family Law..... 3

*LGL 245 Estate Planning and Probate..... 3 LEGL 311 Probate, Estates, and Wills..... 3

EMU Requirements and Electives that may be Taken at HFC or EMU (11 credits)

*BAC 131 Principles of Accounting 4 ACC 240 Principles of Financial Accounting (3)+1..... 4

*Choose one from: BEC 152 or SOC 151(sequence)..... 3 ECON 202 or SOCL 202 3

If BEC 151 for first course, choose BEC 152 for second course. If SOC 131 for first course, choose SOC 151 for second course.

¹ Choose one from CRJ 251 or CRJ 252..... 4 PLSC 302 or CRM 460 (3)+1 (Group II Rest Elec)..... 4

Credits at HFC:.....84 Credits that transfer to EMU..... 84

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

1 Applies toward the Paralegal Group II Restricted Electives. Additional options are available at EMU.

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Completion of the BS in Paralegal

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 132) with a grade of “B” or higher.
- Completion of LEGL 211 (LGL 100 + LGL 110) 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 (36-39 credits)

Required Courses: (21 credits)

¹ LEGL 304W Legal Writing, Research, & Analysis	3
LEGL 305 Adv Legal Writing, Research, & Analysis	3
LEGL 400 Adv Legal Writing, Research, & Analysis	3
LEGL 404 Transactional Law	3
LEGL 405 Civil Litigation, Investigation, & Procedure I	3
LEGL 406 Civil Litigation, Investigation, & Procedure II ...	3
² LEGL 488L4 Legal Internship	3

Business & Info Processing Courses (6-9 credits)

³ BMMT 201 Microcomputers for Business	0-3
BMMT 213 Advanced Spreadsheet Applications	3
BMMT 496 Advanced Database Management	3
LEGL 396 Electronically Stored Info & eDiscovery	3

Restricted Elective Courses (9 credits)

Group I – Paralegal Electives

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)	
LEGL 416L4 Paralegal Capstone (3)	
LEGL 479 Special Topics (3)	

Credits at EMU: 36-39

Transfer Credits: 84

Total Credits: 120-123

Note: This agreement is intended for HFC 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 HFC 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.

¹ Satisfies EMU's Writing Intensive requirement.

² Satisfies EMU's Perspectives on a Diverse World requirement.

³ Students must complete BMMT 201 at EMU if they did not successfully test out of the course. It must be completed before enrolling for BMMT 496.

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Additional Information:

- 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. HFC courses indicated with an * are required for EMU's BS in Paralegal. Substitutions for these courses must be approved by the EMU program coordinator.
- 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.
- Only courses with a grade of "C" or better (2.0 on a 4.0 scale) will be accepted for transfer to either institution.
- Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 36 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.
- 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.
- Students may be admitted to the program in the fall or winter terms. 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.
- Program admission criteria are:
 - Completion of WRTG 121 (ENG 132) with a grade of "B" or higher.
 - Completion of LEGL 211 (LGL 100 + 110) Intro 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 are encouraged to contact EMU's Undergraduate Admissions 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, 2023 until August 31, 2026.

This is a renewal of an agreement made in June 2004 and renewed in September 2007, September 2010, September 2014 and January 2018. This agreement is consistent with the 2023-2024 catalog. Students have until summer 2031 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
EMU Undergraduate Admissions
Student Center, Suite 220
734.487.6453; transfer_admissions@emich.edu
[Schedule an appointment](#)

HFC Advising
313.317.6845; advising@hfcc.edu