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## **Paralegal Studies Articulation Agreement Henry Ford Community College & Madonna University**

Henry Ford Community College and Madonna University have developed this articulation agreement designed to facilitate the educational mobility and transfer of students from Henry Ford Community College to Madonna University.

By completing the courses listed below, students will fulfill program requirements for the Associate in Business at Henry Ford Community College. A maximum of **73** credits with a letter grade of "C" or better will transfer to Madonna; "C-" grades will not transfer.

**Eligibility for this articulation requires students to apply for BOTH their Associate Degree and MACRAO certification through the HFCC Registrar's office. BOTH designations (Associate Degree and MACRAO) must appear on the final Henry Ford Community College transcript prior to transferring to Madonna University.**

### **Article I**

Madonna University and Henry Ford Community College enter into this agreement as cooperating, equal partners who shall maintain the integrity of their separate programs while working to ensure a smooth curriculum transition for interested students.

### **Article II**

Madonna University and Henry Ford Community College agree that any student who has earned an Associate in Business in Paralegal Studies (formerly Legal Assistant) may transfer the identified credits toward a Bachelor of Science degree at Madonna University in Paralegal Studies. The bachelor degree graduation requirements for students who follow this articulation agreement are as follows:

- A. An Associate in Business degree in Paralegal Studies (formerly Legal Assistant) along with MACRAO certification is required from Henry Ford Community College.
- B. The student must complete a program of study at Madonna University as noted in **Appendix III** of this agreement, which is coordinated with the program completed at Henry Ford Community College, as noted in **Appendix I & II**.
- C. A grade of "C" or better is required for courses to be transferable to Madonna University. A "C-" grade is ineligible for transfer credit.

This agreement is effective as of August 1, 2009.

(Revision Date: 07-13-09)

- D. Under this agreement, Henry Ford Community College students are required to complete a minimum of **13** semester hours in General Education Requirements at Madonna University. Students are also required to take a minimum of **20** semester hours in Paralegal Studies at Madonna University.

A minimum of **120** credits are required for graduation to obtain a Bachelor of Science in Paralegal Studies from Madonna University.

- E. Students who have successfully completed this articulation agreement will meet the requirements under the MACRAO transfer agreement.

### **Article III**

A student must comply with the individual program requirements that are in effect at the time the specific program is selected.

Graduates under this agreement receive equal consideration with others seeking admission or financial aid. It is understood that courses with less than a "C" grade, including "C-" grades, will not transfer for credit or placement.

### **Article IV**

Madonna University and Henry Ford Community College agree that a person who completes an Associate in Business degree in Paralegal Studies (previously Legal Assistant) and successfully completes this articulation agreement may graduate from Madonna University with a baccalaureate degree without duplicative study.

### **Article V**

Madonna University and Henry Ford Community College agree to communicate annually any curriculum changes or policies that affect the agreed-upon relationship. Both parties reserve the right to amend or revise by mutual consent and in writing this agreement or to change curriculum, whenever feasible.

Henry Ford Community College will designate an official(s) who will be responsible for all aspects of the articulation program at Henry Ford Community College. Madonna University will designate an individual(s) responsible for all aspects of this articulation agreement at Madonna University.

Madonna University and Henry Ford Community College will review this agreement every three years and make adjustments or amendments as deemed appropriate to maintain the integrity of each institution as well as for the improvement of the transfer process and student articulation. If agreed-upon, pending review, a renewal of the agreement will be signed.

**Article VI**

The two institutions further agree to communicate to respective publics of the established relationships.

**Article VII**

Either Madonna University or Henry Ford Community College may terminate the agreement by notifying the other party in writing 90 days in advance. Should the agreement be terminated, any Henry Ford Community College student who has designated and selected this articulation program prior to termination will be allowed to complete the program within a five-year period of time.

**Appendix I**  
**Associate in Business – Paralegal Studies (formerly Legal Assistant)**  
**Requirements that must be completed at Henry Ford Community College**

<b>Required Courses</b>	<b>Credit Hours</b>
American Society, Events, Institutions, and Cultures (such as POLS 131 – Intro to American Government and Political Science*	3
BBA 110 – Business Language Skills	3
BCA 140 – Software Applications	3
BLW 253 – Business Law and the Legal Environment	4
CRJ 251 – Criminal Law	4
ENG 131 – Introduction to College Writing	3
ENG 132 – College Writing and Research	3
LGA 120 – Introduction to the Law and Paralegalism	2
LGA 121 – Legal Writing and Research I	2
LGA 122 – Legal Writing and Research II	3
LGA 125 – Legal Ethics	1
LGA 130 – Trial Practice and Appeals, Civil and Criminal	3
LGA 133 – Wills, Trusts	2
LGA 135 – Family Law	3
LGA 136 – Probate Administration (Administration of Decedents’ Estates)	3
LGA 137 – Property Law	2
LGA 138 – Corporate and Tax Law	3
LGA 139 – Commercial Law and Collection	2
LGA 141 – Personal Injury and Torts	3
SPC 131 – Fundamentals of Speaking	3
Electives**	5
<b>Total Credits for Associate Degree</b>	<b>60</b>

\* To transfer to Madonna University under this articulation agreement, students must take POLS 131 – Intro to American Government and Political Science.

\*\* To transfer to Madonna University under this articulation agreement, students must take the 18 credits listed in Appendix II; 6 to 8 of the 18 credits may be used to complete the Associate Degree from Henry Ford Community College.

**Appendix II**  
**Courses that may be taken at Henry Ford Community College**  
**Applied towards Bachelor of Science – Paralegal Studies**  
**Madonna University**

<b>Courses</b>	<b>Credit Hours</b>
BIO 131 – Introductory Biology	4
CRJ 252 – Criminal Procedure	4
HUM 101 – Introduction to Humanities	3
PHIL 131 or 133 or 135 – Philosophy	3
Physical Science (ASTR 131 and 133 or GEOL 131 or PSCI 131)	4
<b>Total Credits to Transfer towards Bachelor Degree</b>	<b>18</b>

**Henry Ford Community College Credit Summary**

<b>Courses</b>	<b>Credit Hours</b>
<b>General Education</b>	
Communications (BBA 110, ENG 131, and ENG 132)	9
Humanities (HUM 101, PHIL 131 or 133 or 135, and SPC 131)	9
Computer (BCA 140)	3
Sciences (BIO 131 and ASTR 131/133 or GEOL 131 or PSCI 131)	8
Social Science (CRJ 251, CRJ 252, and POLS 131)	11
<b>Total General Education</b>	<b>40</b>
<b>Required Core Courses</b>	
Business Law (BLW 253)	4
Legal Specialty Courses (LGA 120, 121, 122, 125, 130, 133, 135, 136, 137, 138, 139, AND 141)	29
<b>Total Required Core Courses</b>	<b>33</b>
<b>Total Transfer Hours from Henry Ford Community College</b>	<b>73</b>

**Appendix III**  
**Requirements to be completed at Madonna University**  
**Bachelor of Science – Paralegal Studies**

<b>Paralegal Studies Major (20 credit hours)</b>	<b>Credit Hours</b>
LAW 2570 – Litigation or LAW 4560 – Case Preparation and Trial	3
LAW 3210 – Legal Research and Writing II	3
LAW 3670 – Law Office Economics and Technology	3
LAW 4950 – Legal Seminar and Practicum/Cooperative Education	4-6
Major Electives (See Paralegal Studies academic advisor for recommended courses.)	5-7
<b>Total (minimum)</b>	<b>20</b>
<b>General Education (13 credit hours)</b>	
Religious Studies	6
English Literature – 3000/4000 level	4
MTH 1150 – Contemporary Math	3
<b>Total</b>	<b>13</b>
<b>General Electives (14 credit hours)</b>	
(See Paralegal Studies academic advisor for recommended courses.)	14
<b>Total</b>	<b>14</b>
<b>Total – Madonna University Credit Summary</b>	<b>47</b>

NOTE:

Effective January 1, 2008, all incoming undergraduate students are required to write an assessment essay created and scored by Madonna University's writing faculty. Based on writing assessment scores, some students may be required to take 1 – 3 credit hours in additional writing course work.

For more information on the writing assessment, please contact the Writing Center Coordinator at (734) 432-5304.

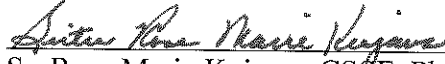
We approve this articulation agreement as described above:

**Henry Ford Community College:**

**Madonna University:**



Gail Mee, Ed.D.  
President



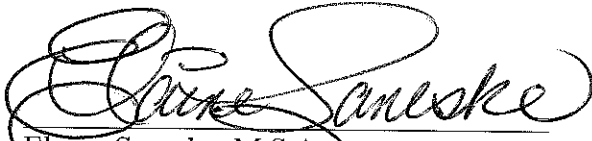
Sr. Rose Marie Kujawa, CSSF, Ph.D.  
President



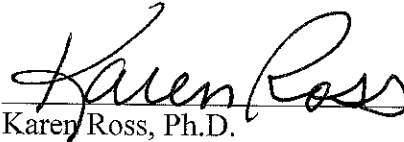
William Barber, Ph.D.  
Vice President of Academic Affairs for  
Career & Technical Programs



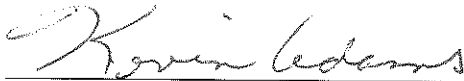
Ernest I. Nolan, Ph.D.  
Vice President for Academic  
Administration



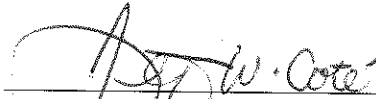
Elaine Saneske, M.S.A.  
Associate Dean of Business & Economics



Karen Ross, Ph.D.  
Dean, College of Social Science

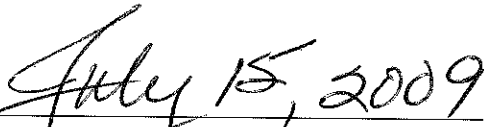


Kevin Adams, J.D., CPA  
Program Director, Paralegal Studies

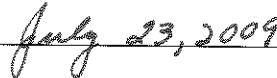


Jennifer Cote, J.D.  
Chair, Paralegal Studies

Date



Date



This agreement is effective as of August 1, 2009.

(Revision Date: 07-13-09)