

EASTERN MICHIGAN UNIVERSITY

Legal Assistant (Paralegal) Studies Program

Application for Program Admission

Pursuant to Program policy, students who want to major in Legal Assistant (Paralegal) Studies must apply for admission to the Program. The Admission Policy is reproduced below. Students will be admitted to the Program in the Fall and Winter terms. Applications for admission to the Program are due not later than **April 1** for admission effective the following Fall term, and not later than **December 1** for admission effective the following Winter term.

You may declare your intent to major in Legal Assistant (Paralegal) Studies at any time. However, even if you have declared your intent to be a Program major, you **must** apply for admission to the Program to be admitted. Admission to the Program is competitive; merely declaring your intent to be a Program major and satisfying the admission criteria do not constitute applying for admission to the Program, nor do they guarantee your admission to the Program.

Submit your Application to the Legal Assistant (Paralegal) Studies Program Coordinator, 122 Sill Hall. The student bears the burden of proving timely submission of his or her Application. Electronically submitted applications will not be accepted. Questions about Program admissions may be directed to the Program Coordinator.

Program Admission Policy

Secondary Admission and Retention Requirements

Students who wish to be Legal Assistant (Paralegal) Studies Program (Program) majors must apply for admission to the Program. Students may be admitted to the Program in the fall or winter terms. Applications for a winter term will be due by December 1 of the preceding fall term. Applications for a fall term will be due by April 1 of the preceding winter term. Admission to the Program is competitive. A limited number of admissions is available.

Program Admission Requirements

Program admission criteria are: (1) admission to the University as an undergraduate or second bachelor's degree candidate; (2) completion of ENGL 121 with a grade of "B" or higher*; (3) completion of LEGL 211, Introduction to Paralegalism and Legal Terminology, with a grade of "B-" or higher; (4) completion of LEGL 304, Legal Writing, Research, and Analysis I, with a grade of "C+" or higher; and (5) a cumulative EMU GPA of at least 2.5 on a 4.0 scale.

Program Retention Requirements

In addition to secondary admission requirements, Program majors will be required to: (1) complete each Program core course (*e.g.*, all courses having an LEGL prefix [except LEGL 211 and LEGL 304 – see above], as well as BEDU 220) with a minimum grade of “C”; (2) maintain a cumulative GPA of at least 2.5 on a 4.0 scale; and (3) maintain a cumulative major GPA of at least 2.5 on a 4.0 scale. A student whose cumulative GPA or cumulative major GPA falls below 2.5 will be placed on Program probation for the next succeeding term. If the student fails to raise his or her cumulative GPA or cumulative major GPA, or both, as the case may be, to 2.5 or higher with the grades earned during the probationary term, the student will be dismissed from the Program. For purposes of this policy, a student who is placed on Program probation as the result of a deficient GPA at the close of a winter term will have until the close of the next fall term to raise his or her GPA to 2.5 or higher. If a student earns lower than a “C” in any Program core course (except LEGL 211 and LEGL 304 – see above), the student will be allowed to repeat the course two times. If the student fails to earn a “C” or better in the repeat course, the student will be dismissed from the Program.

* Students applying for admission to the Program as Second Bachelor’s Degree candidates must present evidence of having completed an acceptable college-level English composition course with a grade of “B” or higher. A remedial English composition or writing course is NOT an acceptable college-level English composition course.

Legal Assistant (Paralegal) Studies Admission Application

Name: _____ Student ID: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Email: _____

Have you completed ENGL 121	_____ Yes	_____ No	Course Grade: _____
LEGL 211	_____ Yes	_____ No	Course Grade: _____
LEGL 304	_____ Yes	_____ No	Course Grade: _____

Cumulative EMU GPA: _____

I understand that the information submitted with this Application will be verified by the Program Coordinator of the Legal Assistant (Paralegal) Studies Program. I further understand that admission to the Program is competitive, and that simply meeting the prerequisites for admission to the Program does not guarantee my admission. If I am not granted admission to the Program with this Application, I may re-apply for admission to the Program at a later date. I understand that the information submitted on this Application is subject to the provisions of the Student Conduct Code.

Signature

Date