

**MINNESOTA STATE COLLEGES AND
UNIVERSITIES*
ARTICULATION AGREEMENT
BETWEEN**

**Alexandria Technical and Community College
AND
Minnesota State University Moorhead**

*The Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements and has delegated this authority to colleges and universities.

This Agreement is entered into between Alexandria Technical and Community College (hereinafter sending institution), and Minnesota State University Moorhead (hereinafter receiving institution). This Agreement and any amendments and supplements, shall be interpreted pursuant to the laws of the State of Minnesota.

The sending institution has established a PARALEGAL AAS (hereinafter sending program), and the receiving institution has established a PARALEGAL BS (hereinafter receiving program), and will facilitate credit transfer and provide a smooth transition from one related program to another. It is mutually agreed:

Admission and Graduation Requirements

- A. The receiving institution's admission and program admission requirements apply to both direct entry students and to students who transfer under this agreement.
- B. Students must fulfill the graduation requirements at both institutions.
- C. Students must complete the entire sending program and meet the receiving institution's admission requirements for the agreement to apply.

Transfer of Credits

- A. The receiving institution will accept 55 credits from the sending program. A total of 70 credits remain to complete the receiving program.
- B. Courses will transfer as described in the attached Program Articulation Table. For system institutions, once the courses are encoded, they will transfer as described in the Transferology Audit.

Implementation and Review

- A. The Chief Academic Officers or designees of the parties to this agreement will implement the terms of this agreement, including identifying and incorporating any changes into subsequent agreements, assuring compliance with system policy, procedure and guidelines, and conducting a periodic review of this agreement.
- B. This Articulation Agreement is effective on 05/01/2016 and shall remain in effect until the end date of 05/01/2021 or for five years, whichever occurs first, unless terminated or amended by either party with 90 days prior written notice.
- C. The college and university shall work with students to resolve the transfer of courses should changes to either program occur while the agreement is in effect.
- D. This Articulation Agreement will be reviewed by both parties beginning 11/01/2020 (within six months of the end date).
- E. When a student notifies the receiving institution of their intent to follow this agreement, the receiving institution will encode course waivers and substitutions.

PROGRAM ARTICULATION TABLE

	College (sending)	University (receiving)
Institution	Alexandria Technical and Community College	Minnesota State University Moorhead
Program name	Paralegal	Paralegal
Award Type (e.g., AS)	AAS	BS
Credit Length	63	120
CIP code (6-digit)	22.0302	22.030200
Describe program admission requirements (if any)		

Instructions

- List all required courses in both academic programs.
- MnTC goal areas transfer to the receiving institution according to the goal areas designated by the sending institution.
- Do not indicate a goal area for general education courses that are not part of the MnTC.
- For restricted or unrestricted electives, list number of credits.
- Credits applied: the receiving institution course credit amount may be more or less than the sending institution credit amount. Enter the number of credits that the receiving institution will apply toward degree completion.
- Show equivalent university-college courses on the same row to ensure accurate DARS encoding.
- Equiv/Sub/Wav column: If a course is to be encoded as equivalent, enter Equiv. If a course is to be accepted by the university as a "substitution" only for the purposes of this agreement, enter Sub. If a course requirement is waived by the receiving institution, enter Wav. If a course is to be accepted by the university as a MnTC goal area, restricted elective or unrestricted elective, leave the cell blank.

(To add rows, place cursor outside of the end of a row and press enter.)

SECTION A - Minnesota Transfer Curriculum-General Education

College (sending)			University (receiving)			
course prefix, number and name	Goal(s) ¹	Credits	course prefix, number and name	Goal(s) ¹	Credits Applied	Equiv Sub Wav
Minnesota Transfer Curriculum-General Education						
ENGL1410 Composition I	1	3	ENGL 101 English Composition I	1	3	Equiv
ENGL 1460 Technical Writing or Comp II	1, 2	3	MnTC Goal Area 1, 2	1, 2	3	
COMM 1435 Interpersonal Communication	1	3	MnTC Goal Area 1	1	3	
MATH 1415 Mathematical Reasoning	4	3	MATH 105 Contemporary Math	4	3	Equiv
SOCS 1405 Critical Thinking in Society	2, 7	3	Goal Area 2, 7	2, 7	3	
MnTC Elective (Goal areas 3 – 10)	3 - 10	3	Goal Area 3 - 10	3 - 10	3	
MnTC/General Education Total		18				

Special Notes, if any: MSUM will accept other MnTC credits and will transfer the same number of credits and goal areas ATCC awards.

SECTION B - Major, Emphasis, Restricted and Unrestricted Electives or Other

¹ MnTC goal areas transfer to the receiving MnSCU college/university according to the goal areas designated by the sending college/university

(pre-requisite courses, required core courses, required courses in an emphasis, or electives (restricted or general) within the major). **Restricted electives (in Major)** fulfill a specific requirement within a major. Example A: "Chose two of the following three courses;" Example B: A Biology degree may require 40 science credits (20 credits of required courses + 20 credits of listed related courses, such as botany, genetics, sociobiology, etc. which students can select).

Major, Emphasis, Restricted, Unrestricted Electives or Other Courses				
LEGL 2612 Paralegal Skills & Legal Writing	4	PARA 125 Intro to Paralegal	4	Equiv
LEGL 2615 Legal Research for Paralegals	4	PARA 251 Legal Research & Writing (w Validation*)	4	Equiv
ITEC 1430 Intro to Computer	3	CSIS 103 Computer Concepts & Applications (Elective)	3	Equiv
ACCT 1501 Accounting for Business	2	Electives	26	
LEGL 1601 Legal Office Procedures & Ethics	3			
LEGL 1602 Civil Litigation	4			
LEGL 1603 Criminal Procedures, Bus Org, Family Law	4			
LEGL 2601 Debtor/ Creditor & Intellectual Property	3			
LEGL 2611 Evidence and Exhibit Preparation	3			
LEGL 1614 Estates, Probate & Real Estate	3			
LEGL 2704 Internship	4			
ADMIN 1513 Keyboarding/ Word Processing Skills (3), ADMIN 2522 Advanced Microsoft Word Techniques (4), COMM 1439 Job Seeking/ Keeping Skills (1)	8	Not Applicable	0	
Major, Emphasis, Unrestricted Electives Total	45	Total College Credits Applied (sum of sections A and B)	55	

Special Notes, if any: * This course will be accepted as equivalent by validation with an acceptable score on an examination; otherwise it transfers as an elective.

SECTION C - Remaining University (receiving) Requirements

course prefix, number and name	Credits
Remaining general education/ LASC goal areas and credits*	24
PARA 310 Civil Procedure I	3
PARA 320 Family Law	3
PARA 325 Interviewing	3
PARA 331 Debtor-Creditor/ Bankruptcy Law	3
PARA 375 Legal Ethics	3
PARA 405 Wills, Estates and Taxation	3
PARA 416 Elder Law	3
PARA 425 Advanced Legal Research & Writing	3
PARA 469 Internship	4 -12
Emphasis Area Transactions OR Litigation	12
Courses in other area of emphasis	6
Total Remaining University Credits²	70


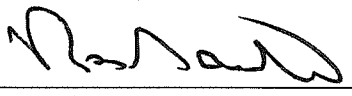

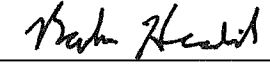



Special Notes: * MnTC goal areas must be met and 42 MnTC/ LASC credits earned.

SECTION D - Summary of Total Program Credits

College (sending) Credits		University (receiving) Requirements	
MnTC/General Education	18		
Major, Emphasis, Unrestricted Electives or Other	45		
Total College Credits	63	Total College Credits Applied	55
		Remaining credit to be taken at the university (receiving institution)	70
		Total Program Credits	125

Special Notes, if any:

² At least 40 of the required credits for the baccalaureate degree shall be at the upper-division level. If a lower division course is shown as equivalent to an upper division course, check with the university to determine if it will count toward the 40 required credits of upper division.

College	Name	Signature	Date
Senior Dean of Academic Affairs	Gregg Raisanen		3-10-16
Executive Vice President of Academic and Student Affairs	Ross Santell		3-10-16
President	Laura Urban		3-10-16
University	Name	Signature	Date
Department Chairperson	Barbara Headrick		3/23/16
Academic Dean	Randy Cagle		3/24/16
Chief Academic Officer	Joseph Bessie		3/24/16
DARS Encoder	Jolene Richardson		11/21/16
Date when equivalencies were verified/encoded in DARS by the receiving MnSCU institution.			