

# MISSOURI WESTERN STATE UNIVERSITY

## Major Declaration Two Year Program

Student Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Telephone \_\_\_\_\_ G# \_\_\_\_\_

Students are expected to read the regulations and policies in both the **University Catalog** and **Student Handbook** and to conform to them. The student, not the University or a member of the faculty or staff, is primarily responsible for knowing the regulations and policies, and for meeting the requirements for a degree or certificate.

**PREPARATORY COURSES** (Do not count towards General Studies. RDG095, MAT081/082/083 or equivalent do not count toward graduation requirements.)

Based on placement criteria.	Credits	Grade
MAT 081 or equivalent	3	_____
MAT 082 or equivalent	3	_____
MAT 083 or equivalent	3	_____
ENG 100	3	_____
RDG 095	3	_____

### GENERAL STUDIES (15 Credits)

#### CATEGORY ONE: BASIC SKILLS (6 credits)

- |            |   |       |
|------------|---|-------|
| 1. ENG 104 | 3 | _____ |
| 2. COM 104 | 3 | _____ |

#### CATEGORY TWO: SOCIAL SCIENCES (3 credits)

- |                               |   |       |
|-------------------------------|---|-------|
| 1. HIS140 or HIS150 or PSC101 | 3 | _____ |
|-------------------------------|---|-------|

#### CATEGORY THREE: HUMANITIES (3 credits)

- |   |   |       |
|---|---|-------|
| 1. HIS200 or HIS210 or HIS230 or HUM203 or HUM204 or HUM205 or ENG210 or ENG220 or PHL210 or ART100 or MUS101 or THR113 | 3 | _____ |
|---|---|-------|

#### CATEGORY FOUR: PHYSICAL HEALTH (3 credits)

- |           |   |       |
|-----------|---|-------|
| 1. PED101 | 3 | _____ |
|-----------|---|-------|

*TR beside grade denotes that transfer work fulfills course requirements.*

**This form is not official until signed by the Registrar.**

<b>Degree/Program:</b>	A.S. – Legal Assistant	15G
<b>Major:</b>	Legal Assistant	
<b>Minor:</b>		
<b>Catalog Year:</b> 2011-2012	<b>Expires:</b> 2017-2018	

Advisor \_\_\_\_\_ Department \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

### DEGREE REQUIREMENTS

Check when the requirement is completed.

- \_\_\_\_ 1. A minimum of 62 credits is required for graduation.
- \_\_\_\_ 2. For the associate degree, 20 of the last 30 credits of course work must be earned at MW SU with a minimum of 6 credits in the major field.
- \_\_\_\_ 3. Participation in departmental and campus wide assessment efforts is required. Contact the Academic Affairs Office for more information.
- \_\_\_\_ 4. Complete the requirements below.

<b>MAJOR REQUIREMENTS (45 Credits)</b>		Credit	Grade
ENG108	College Writing and Research*	3	
LAT101	Introduction to Law	3	
LAT115	Paralegal Studies*	3	
LAT220	Legal Research*	3	
LAT225	Litigation*	3	
LAT250	Legal Computer Applications*	3	
LAT310	Legal Drafting*	3	
LAT400	Advanced Legal Research*	3	
LAW290	Practicum I*	3	
MAT110	Contemporary Problem Solving*	<b>OR</b> <b>OR</b> 3	
MAT112	Finite Mathematics*		
MAT116	College Algebra*		
PSC101	American National Government	3	
<b>TOTAL</b>		<b>33</b>	
<b>PLUS 12 credits from the following:</b>			
GBA211	Business Law I*	3	
GBA311	Business Law II*	3	
LAT230	Real Property	3	
LAT320	Tort Law*	3	
LAT335	Introduction to Mediation	3	
LAT340	Study Away in Criminal Justice & Legal Studies*	1-3	
LAT360	Probate Law*	3	
LAT370	Domestic Relations*	3	
LAT420	Civil Rights Law*	3	
LAT430	Conflict Management *	3	
LAT492	Selected Legal Topics	1-3	
LAW320	Criminal Evidence*	3	
LAW465	Internship*	3	
<b>TOTAL</b>		<b>45</b>	

\*Indicates a prerequisite for the course.

Prerequisite for Legal Assistant courses will be waived only under special circumstances and only by special permission of the program coordinator, the instructor, or both.

No more than 6 hours of D in core or concentration courses.