

MISSOURI WESTERN STATE UNIVERSITY

Major - Minor Declaration Two Year Program

Student Name _____

Address _____
Street City State ZIP

Telephone _____ ID# _____

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
MAT081 or equivalent	3	_____
MAT082 or equivalent	3	_____
MAT083 or equivalent	3	_____
ENG100	3	_____
RDG095	3	_____

ENTRANCE REQUIREMENTS

Students must have earned at least 30 college credits prior to enrolling in the program. Eighteen of these hours must be general education elective credits. General education is defined as post-secondary courses in the following areas:

1. Language and composition
2. Mathematics
3. Social and behavioral sciences
4. Physical and biological sciences
5. The arts and humanities

This must include ENG104 and 108 or their equivalents or otherwise demonstrate a proficiency in English.

TR beside grade denotes that transfer work fulfills course requirements.

Degree/Program:	Certificate – Legal Assistant	15H
Major:	Legal Assistant	
Minor:		
Catalog Year: 2009-2010	Expires: 2015-2016	

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. Complete all entrance requirements.
- ____ 2. Complete ENG104 and 108 or otherwise demonstrate a proficiency in English.
- ____ 3. Maintain a grade point average of 2.5 or higher.
- ____ 4. Complete the requirements below.

MAJOR REQUIREMENTS (33 Credits)

		Credit	Grade
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	
TOTAL		24	
PLUS 3 of the following:			
GBA211	Business Law I*	3	
GBA311	Business Law II*	3	
LAT230	Real Property	3	
LAT320	Tort Law*	3	
LAT330	Alternative Dispute Resolution*	3	
LAT335	Introduction to Mediation	3	
LAT340	Current Legal Issues*	1-3	
LAT350	Civil Rights Law*	3	
LAT360	Probate Law*	3	
LAT370	Domestic Relations *	3	
LAT492	Selected Legal Topics	1-3	
LAW320	Criminal Evidence*	3	
TOTAL		33	

*Indicates a prerequisite for the course.

This form is not official until signed by the Registrar.