

# 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
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 | _____ |
|-----------|---|-------|

<b>Degree/Program:</b>	A.S. – Legal Assistant	15G
<b>Major:</b>	Legal Assistant	
<b>Minor:</b>		
<b>Catalog Year:</b> 2009-2010	<b>Expires:</b> 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. 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 MWSU with a minimum of 6 credits in the major field.
- \_\_\_\_ 3. Participation in departmental and campus wide assessment efforts is required. Contact the Academic and Student Affairs Office for more information.
- \_\_\_\_ 4. Complete the requirements below.

MAJOR REQUIREMENTS (45 Credits)		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*	OR OR 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	
LAT330	Alternative Dispute Resolutions*	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	
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.

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

TR beside grade denotes that transfer work fulfills course requirements.