

**ARTICULATION AGREEMENT BETWEEN
CENTRAL GEORGIA TECHNICAL COLLEGE
AND
CLAYTON STATE UNIVERSITY**

This Articulation Agreement is hereby made and entered into by and between Central Georgia Technical College and Clayton State University.

Purpose: Central Georgia Technical College and Clayton State University are entering into this Articulation Agreement effective Fall 2023, in order to articulate the course offerings in their Paralegal Studies and Legal Studies programs, respectively, so that:

- Central Georgia Technical College students who graduate with their A.A.S. in Paralegal Studies and complete certain requirements as specified in this Articulation Agreement may gain admittance to Clayton State University, and
- Central Georgia Technical College students who are admitted to Clayton State University pursuant to this Agreement may be assured that the courses specified in this Agreement will transfer to Clayton State University, and
- Central Georgia Technical College students who are admitted to Clayton State University will be aware of what courses they must take in order to earn a Bachelor of Science in Legal Studies.

In establishing this Articulation Agreement between Central Georgia Technical College and Clayton State University, the two parties agree as follows:

Central Georgia Technical College will provide to Clayton State University the contact directory of graduates from their A.A.S. in Paralegal Studies program for recruitment purposes to the B.S. in Legal Studies.

Agreement in Principle:

Both parties agree to extend their best efforts to ensure that the transition for A.A.S. graduates of the ABA-approved Paralegal Studies program at Central Georgia Technical College to the ABA-approved B.S. in Legal Studies program at Clayton State University will be as smooth as possible for the students choosing to do so. This Paralegal/Legal Studies program articulation is designed to minimize loss of credit and course duplication. Both parties enter into this Articulation Agreement as cooperating, equal partners with the responsibility to maintain the integrity of their separate programs, to remain true to their institutional missions, and to maintain the spirit of this Articulation Agreement.

Agreement on Communication:

Central Georgia Technical College and Clayton State University agree to cooperate in communicating with each other and with their publics concerning the articulation relationship between the two institutions. Communications may include common publications and announcements concerning their

affiliation and the specific joint programs. Announcements of this articulation, of changes in the relationship, and of new programs will have a coordinated release to the public from both institutions. The institutions will encourage the dissemination of information about programs in this agreement with interested and qualified students, with both institutions providing advising and counseling to prospective students.

Agreement on Accreditation:

This Articulation Agreement is made contingent on both parties maintaining all applicable program and institution accreditations, including both SACSCOC accreditation and ABA approval or AAfPE institutional membership. In the event of a loss of accreditation, approval or membership by either party, the other party may terminate this Articulation Agreement upon written notice.

Agreement on Program Specifics:

The Paralegal/Legal Studies program detail shall be attached to this document and made a part hereof. Program detail will indicate each of the following:

- The specific courses to be taken at Central Georgia Technical College needed to complete the Associate of Applied Science in Paralegal Studies;
- The Central Georgia Technical College/Clayton State University equivalence between courses that transfer pursuant to this agreement;
- The specific courses to be taken at Clayton State University to complete the ABA-approved Bachelor of Science in Legal Studies; and
- Other student performance criteria (e.g., course grades, overall GPA).

It is agreed by both parties that any Central Georgia Technical College student who has successfully completed all regular admissions standards and requirements indicated in the program detail will, upon application, be accepted at Clayton State University and may transfer the credits referenced in that program detail toward the relevant program degree at Clayton State University.

Agreement on Maintenance and Review:

At least one administrative or faculty member will be appointed from each participating institution to act as primary point of contact and agent for this Articulation Agreement, to speak for the institution and to communicate detail and modifications to respective faculty, advisors and others with interest at the individual institutions.

In the event that either institution elects or is required to amend the program detail, each party agrees to make every effort to accommodate the needs of the other party such that the articulation may be preserved.

In the event that either institution makes changes to courses or curriculum, the other party will be informed in writing and given the opportunity to review the changes and amend the agreement in writing as needed in order to make certain that equivalent learning outcomes are being met.

Regular review of program sub-agreements, at intervals to be set by the two institutions, and in no case less frequently than every three years, will be required. Termination of the agreement may be

invoked by either party with two years' written notice. Students who begin a program prior to termination will be given three additional years to complete the Central Georgia Technical College portion and to be admitted to Clayton State University.

Both institutions agree to provide whatever data is needed by the other institution to support accreditation requirements.

The authorized representatives of each party signify their acceptance and approval of the terms of this Articulation Agreement by signing where indicated.

Signatures:

Central Georgia Technical College

A handwritten signature in blue ink, reading "Ivan H. Allen", written over a horizontal line.

Dr. Ivan H. Allen, President
Central Georgia Technical College

A handwritten signature in blue ink, reading "DeAnn Nester", written over a horizontal line.

DeAnn Nester,
Vice President for Academic Affairs

Clayton State University

A handwritten signature in blue ink, reading "Georj L. Lewis", written over a horizontal line. Below the signature is a digital timestamp: "Georj L. Lewis (Feb 6, 2024 15:44 EST)".

Dr. Georj Lewis, President
Clayton State University

A handwritten signature in blue ink, reading "Kevin Demmitt", written over a horizontal line.

Dr. Kevin Demmitt, Interim Provost &
Vice President for Academic Affairs

Central Georgia Technical College and Clayton State University Articulation Agreement

In red, are courses currently offered at Central Georgia Technical College (Central Georgia Tech) which can be taken to meet the requirements of this agreement.

*=Accepted coursework

between USG and TCSG

Central Georgia Tech Equivalent Courses		CSU Curriculum, B.S., Legal Studies		Cr Hrs
GENERAL EDUCATION COURSES		LOWER DIVISION COURSE REQUIREMENTS		60
		<i>Area A – Essential Skills - 9 hours required</i>		
A1. Two Composition Courses		A1. Two Composition Courses		
ENGL 1101* Composition and Rhetoric	3	ENGL 1101 English Composition I		3
ENGL 1102* Literature and Composition	3	ENGL 1102 English Composition II		3
A2. One Mathematics Course		A2. One Mathematics Course		
MATH 1101* Mathematical Modeling	3	MATH 1101 Intro to Mathematical Modeling		3
MATH 1111* College Algebra	3	MATH 1111 College Algebra		3
MATH 1113* Precalculus	3	MATH 1113 Pre-Calculus		3
MATH 1127* Introduction to Statistics	3	MATH 1401 Elementary Statistics		3
		<i>Area B – Critical Thinking and Communication 5 – 6 hours required</i>		
B1.		B1. One Critical Thinking Course		
B2. One or Two Foreign Language or Communication		B2. One or Two Foreign Language or Communication Course(s)		
SPCH 1101* Public Speaking	3	COMM 1110 Public Speaking		3
		<i>Area C – Humanities - 6 hours required</i>		
C1. One Literature, Philosophy, or Foreign Language		C1. One Literature, Philosophy, or Foreign Language Course		
ENGL 2130* American Literature	3	ENGL 2000A American Literature or		3
C2. One Fine Arts or Intermediate foreign Course from Among		C2. One Fine Arts or Intermediate foreign Course from Among		
ARTS 1101* Art Appreciation	3	ART 1100 Art Appreciation		3
HUMN 1101* Introduction to Humanities	3	HUMN 1000A Introduction to Humanities		3
MUSC 1101* Music Appreciation	3	MUSC 2101 Music Appreciation		3
		<i>Area D – Natural Sciences, Mathematics and Technology – 10-11 hours required</i>		
D1. Two Science Courses and One Lab from Among		D1. Two Science Courses and One Lab from Among		
BIOL 1111/L* Biology I & Lab	3/1	BIOL 1111/L Introduction to Biology I & Lab		3/1
BIOL 1112/L* Biology II & Lab	3/1	BIOL 1112/L Introduction to Biology II & Lab		3/1
CHEM 1211/L* Chemistry I & Lab	3/1	CHEM 1211/L Principles of Chemistry I & Lab		3/1
CHEM 1212/L* Chemistry II & Lab	3/1	CHEM 1212/L Principles of Chemistry II & Lab		3/1
PHYS 1111/L* Introductory Physics I & Lab	3/1	PHYS 1111/L Introductory Physics I & Lab		3/1
D2. One Science, Math or Technology Course from Among		D2. Science, Math or Technology from Among		
MATH 1112* College Trigonometry	3	MATH 1112 Trigonometry & Analytic Geometry		3
MATH 1113* Pre-calculus	3	MATH 1113 Pre-Calculus		3
MATH 1127* Introduction to Statistics	3	MATH 1401 Elementary Statistics		3

		Area E – Social Sciences 12 hours required	
E1. One American Government Course		E1. One American Government Course	
POLS 1101* American Government	3	POLS 1101 American Government	3
E2. One World History Course from		E2. One World History Course from	
HIST 1111* World History I	3	HIST 1111 Survey of Pre-Modern World History	3
HIST 1112* World History II	3	HIST 1112 Survey of Modern World History	3
E3. One American History Course from		E3. One American History Course from	
HIST 2111* US History I	3	HIST 2111 Survey of US History to 1877	3
HIST 2112* US History II	3	HIST 2112 Survey of US History since Reconstruction	3
E4. One Behavioral Sciences Course from Among		E4. One Behavioral Sciences Course from Among	
ECON 1101* Principles of Economics	3	ECON 1101 Survey of Economics	3
ECON 2105* Principles of Macroeconomics	3	ECON 2105 Principles of Macroeconomics	3
ECON 2106* Principles of Microeconomics	3	ECON 2106 Principles of Microeconomics	3
PSYC 1101* Introduction to Psychology	3	PSYC 1101 Intro to General Psychology	3
SOCI 1101* Introduction to Sociology	3	SOCI 1101 Introduction to Sociology	3
OCCUPATIONAL COURSES		LOWER DIVISION MAJOR REQUIREMENTS - 18 hours required	
PARA 1100 Introduction to Law and Ethics	3	PARA 1101 Introduction to Law & Ethics	3
PARA 1130 Civil Litigation	3	PARA 2203 Civil Litigation	3
PARA 1105 or PARA 1110 - Legal Research and Writing I or II	3	PARA 2205 Legal Research & Writing	3
PARA 1115 Family Law	3	PARA 2225 Family Law	3
PARA 1120 Real Estate Law	3	PARA 2213 Real Estate Law	3
PARA 1135 Wills, Trusts, Probates, and Administration	3	PARA 2223 Wills, Trusts and Probate Law	3
UPPER DIVISION MAJOR REQUIREMENTS		UPPER DIVISION MAJOR REQUIREMENTS	21
UPPER DIVISION ELECTIVES		UPPER DIVISION ELECTIVES	27
FREE ELECTIVES		FREE ELECTIVES Four 1000- to 4000-level classes	12
PARA 1125 Criminal Law and Criminal Procedure	3		
PARA 1140 Tort Law	3		
PARA 1145 Law Office Management	3		
PARA 1150 Contracts, Commercial Law and Business Organizations	3		
Total Possible Hours Transferable=71 hours MINIMUM GRADE OF C REQUIRED IN ALL TRANSFERRED COURSES		Total Hours for B.S. Degree=120 hours MINIMUM 2.0 GPA IS REQUIRED TO EARN DEGREE	

Notes:

- The total of 120 hours required for CSU's B.S., Legal Studies degree consists of 60 lower division course hours and 60 upper division course hours (see attached CSU curriculum worksheet).
- Of the 71 total possible hours transferable from Central Georgia Tech, 48 are currently a part of Central Georgia Tech's A.A.S. curriculum (see attached Central Georgia Tech curriculum worksheet). CSU will award credit for the remainder of the courses if a student has completed them successfully at Central Georgia Tech.
- Of the courses listed on the attached Central Georgia Tech curriculum, the following classes will NOT be accepted for transfer credit for the B.S. at CSU:
 - Occupational-Guided Electives
 - COMP 1000-Intro to Computers
 - PARA 2200 - Paralegal Practicum
 - PARA 2210 - Paralegal Internship I
- At least nine credit hours or equivalent of legal specialty courses must be taken through synchronous instruction at Central Georgia Tech and CSU. Central Georgia Tech agrees to provide course syllabi or an e-mail from the Paralegal Studies Program Coordinator to verify how many courses were taken at Central Georgia Tech by a transferring student in this manner; and,
- Transfer students must comply with CSU residency requirements: A minimum of 30 semester credit hours in residence at Clayton State University. At least 21 of the 30 must be upper division hours counted toward program requirements other than free electives.

PARALEGAL STUDIES

PARALEGAL STUDIES (PS13)

Associate Degree

Prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Note: Paralegals may not provide legal services directly to the public except as permitted by law.

Education Requirements

Admission:	High school diploma or GED®
Graduation:	High school diploma or GED®
Placement Scores:	Standard
Minimum Age:	16
Semester(s) Offered:	Fall Spring Summer
Location(s) Offered:	Macon Warner Robins

	Credit Hours
General Education Core Courses	18
<i>Area I - Language Arts/Communication</i>	
ENGL 1101 Composition and Rhetoric	3
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
<i>Area II - Social/Behavioral Sciences</i>	
ECON 1101 Principles of Economics	3
or HIST 1111 World History I	(3)
or HIST 2111 U.S. History I	(3)
or POLS 1101 American Government	(3)
or PSYC 1101 Introduction to Psychology	(3)
or SOCI 1101 Introduction to Sociology	(3)
<i>Area III - Natural Sciences/Mathematics</i>	
MATH 1103 Quantitative Skills and Reasoning	3
or MATH 1101 Mathematical Modeling	(3)
or MATH 1111 College Algebra	(3)
or MATH 1113 Pre-Calculus	(3)
or MATH 1127 Introduction to Statistics	(3)
<i>Area IV - Humanities/Fine Arts</i>	
ARTS 1101 Art Appreciation	3
or ENGL 2130 American Literature	(3)
or HUMN 1101 Introduction to Humanities	(3)
or MUSC 1101 Music Appreciation	(3)
Occupational Courses	51
COMP 1000 Introduction to Computer Literacy	3
PARA 1100 Introduction to Law And Ethics	3
PARA 1105 Legal Research and Legal Writing I	3
PARA 1110 Legal Research and Legal Writing II	3
PARA 1115 Family Law	3
PARA 1120 Real Estate Law	3
PARA 1125 Criminal Law and Criminal Procedure	3
PARA 1130 Civil Litigation	3
PARA 1135 Wills, Trusts, Probate, and Administration	3
PARA 1140 Tort Law	3
PARA 1145 Law Office Management	3
PARA 1150 Contracts, Commercial Law and Business Organizations	3

PARA 2210 Paralegal Internship I	6
or PARA 2200 Paralegal Practicum	(6)

Choose nine (9) hours from the following Specific Occupational-Guided Electives:

BUSN 1230 Legal Terminology	3
ENGL 1105 Workplace and Technical Communications	3
MGMT 1110 Employment Rules and Regulations	3
PARA 1200 Bankruptcy/Debtor-Creator Relations	3
PARA 1205 Constitutional Law	3
PARA 1210 Legal and Policy Issues in Healthcare	3
PARA 1215 Administrative Law	3
PARA 2205 Advanced Legal Research and Writing	3
PARA 2215 Paralegal Internship II	6

Total Hours 69

Clayton State University B.S. in Legal Studies Program Requirements

Code	Title	Credit Hours
Core Curriculum (Areas A-E)		42
All Core Curriculum requirements for the B.S. Legal Studies degree are shown under Core Curriculum in the Graduation Requirements section of the Undergraduate Catalog.		
Lower Division Major Requirements (Area F)		18
<u>PARA 1101</u>	Introduction to Law & Ethics ¹	3
<u>PARA 2203</u>	Civil Litigation	3
<u>PARA 2205</u>	Legal Research & Writing	3
Select three courses (9 credit hours) from the 1000-2000 level with any prefix (except MSL and PHED prefixes).		9
Upper Division Major Requirements		21
<u>LGST 3220</u>	Judicial Process	3
<u>LGST 3231</u>	Administrative Law	3
<u>LGST 4850</u>	Legal Studies Capstone	3
<u>SOSC 4490</u>	Social Sciences Internship	3
Any other three 3000-4000 level LGST courses		9
Upper Division Electives		27
Select nine courses (27 credit hours) from upper division (3000-4000 level) courses (except MSL and PHED).		
Free Electives		12
Select four courses (12 credit hours) from the 1000-4000 level (except MSL and PHED).		
Total Credit Hours		120

Course List

No grades of D in upper division courses are allowed in the Legal Studies major. Upper division courses are all courses other than those of Areas A through F. 1000- or 2000-level courses used in the upper division are included in this restriction.

¹ Students who do not achieve a grade of C or higher in [PARA 1101](#) Introduction to Law & Ethics must re-take [PARA 1101](#) Introduction to Law & Ethics and achieve a grade of C or higher before taking any other PARA classes.










Clayton State Wet Signatures_CGTC

Final Audit Report

2024-02-06

Created:	2024-02-06
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-  Document created by Ashley Washington (AshleyWashington@clayton.edu)
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-  Email viewed by georjlewis@clayton.edu
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-  Signer georjlewis@clayton.edu entered name at signing as Georj L. Lewis
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