



**Bronx Community College of the City University of New York**  
**Articulation Agreement Form**

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**A. SENDING AND RECEIVING INSTITUTIONS**

Sending College: **Bronx Community College of the City University of New York**

Department: Business and Information Systems

Program: Paralegal Studies

Degree: Associate in Applied Sciences

Receiving College: **New York City College of Technology**

Department: Department of Legal Assistant Studies

Program: Legal Assistant Studies

Degree: Bachelor of Science

**B. ADMISSION REQUIREMENTS FOR SENIOR COLLEGE PROGRAM**

(e.g., minimum GPA, audition/portfolio):

**About The Program**

Legal Assistants people specially trained to assist attorneys with all forms of substantive legal work. According to the American Bar Association definition: "A legal assistant or paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

Baccalaureate Degree candidates, in their final semester, may complete an additional internship consisting of 125 field work hours. The program does require that students attend weekly internship seminars.

**Admission and matriculation**

Acceptance into the Law and Paralegal Studies Department Baccalaureate Program ("LAWB") will be conditioned upon meeting the requirements in effect at the time of admission to NYCCT and may be subject to such changes as shall be determined by the academic policies and curricula of City Tech and the City University of New York. Other than as provided herein, graduates enrolling in NYCCT's LAWB program must meet the requirements of any student enrolling in the LAWB program as a 0-4 student, including having met the current CUNY reading, writing, and mathematics competencies or other requirements of CUNY as may now, or in the future, exist for students.

To earn a Bachelor of Science degree, transferring students must take a minimum of 60 credits at NYCCT. The passing grade in any course with the prefix LAW is "C." To graduate, a student must have a minimum cumulative index of 2.00

Associate in Applied Sciences Degree from Bronx Community College.

Bronx Community College graduates with the Associate Degree in will receive 60 credits toward the Bachelor of Science in Legal Assistant Studies at New York City College of Technology College. In addition, they will be deemed to have met all general education requirements at New York City College of Technology College.

Total transfer credits granted toward the baccalaureate degree: 60

Total additional credits required at the senior college to complete baccalaureate degree: 65

**C. COURSE TO COURSE EQUIVALENCIES AND TRANSFER CREDIT AWARDED**

Bronx Community College		New York City College of Technology		Transfer Credit Granted
Core Requirements				
Course & Title	Credit	Course & Title	Credit	
ENG 10 Fundamentals of Composition and Rhetoric Or ENG 11 Compositions and Rhetoric I	3	ENG 1010 English Composition I	3	3
*ENG 12 Composition and Rhetoric II OR ENG 14 Written Composition and Prose Fiction OR ENG 15 Written Composition and Drama OR ENG 16 Written Composition and Poetry <i>* Students are advised to complete ENG 12</i>	3	ENG 1121 English Composition II  ENG 2001 Introduction to Literature I Fiction  ENG 2002 Introduction to Literature II Drama  ENG 2003 Introduction to Literature III Poetry	3	3
CMS 11 Fundamentals of Interpersonal Communication	3	SPE 1330 Effective Speaking	3	3
HIS 10 History of the Modern World Or HIS 11 Introduction to the Modern	3	HIS 1102 History of Western Civilization II  HIS 1101 History of Western Civilization I	3	3
SCIENCE <i>Students are advised to select:</i> BIO 11 General Biology I	4	BIO 1101 Biology I	4	4
MTH 12 Introduction to Mathematical Thought	3	<i>Meets NYCCT's General Education Category: Mathematics for Undergraduate</i>	3	3
<b>SUBTOTAL</b>				<b>19</b>

Required Areas of Study				
[B.C.C.] Course & Title	Credit	[N.Y.C.C.T.] Course & Title	Credit	Transfer Credit Granted
*POL 11 American National Government Or SOC 35 Introduction to Social Work  <i>*Students are advised to select POL 11</i>	3	GOV 1101 American Government  <i>Elective Credit-Meets New York City College of Technology's General Education Category: Social/Behavioral Sciences: Sociology</i>	3	3
SOC 11 Sociology	3	SOC 1101 Elements of Sociology	3	3
<b>SUBTOTAL</b>				<b>6</b>

<b>Specialization Requirements</b>				
[B.C.C.] Course & Title	Credit	[N.Y.C.C.T] Course & Title	Credit	Transfer Credit Granted
DAT 10 Computer Fundamentals and Applications	3	MST 1101 Introduction to Microcomputers	3	3
LAW 17 Introduction to Paralegal Studies	3	LAW 1101 Introduction to Paralegal Studies	3	3
LAW 19 Introduction to Law Office Management and Computers	3	LAW 4701 Law Office Management	3	3
LAW 41 Business Law	3	ACC 1122 Business Law	3	3
LAW 47 Civil Procedure	3	LAW 2406 Civil Law and Procedure	3	3
LAW 95 Legal Research and Writing	3	LAW 1201 Legal Research	3	3
LAW 96 Advanced Legal Research & Writing	3	LAW 2403 Legal Document Preparation	3	3
LAW 98 Paralegal Seminar and Internship	2	LAW 409 Internship and Seminar I	4	2
			<b>SUBTOTAL</b>	<b>23</b>

<b>Restricted Electives (12-13 Credits)</b>				
[B.C.C.] Course & Title	Credit	[N.Y.C.C.T] Course & Title	Credit	Transfer Credit Granted
*ACC 11 Fundamental Accounting I Or BUS 11 Business Mathematics Or TAX 11 Introduction to Taxation * <i>Students are advised to complete ACC 11</i>	3-4	ACC 1101 Principles of Accounting I  MKT 1144 Business Mathematics  LAW 601 Taxation	3-4	3-4
LAW 52 Business Organizations	3	LAW 2302 Business Organizations	3	3
LAW 62 Family Law	3	LAW 2303 Family Law	3	3
LAW 65 Criminal Law and Procedures	3	LAW 2406 Criminal Law and Procedure	3	3
LAW 72 Real Property	3	LAW 1202 Real Estate Law	3	3
LAW 77 Immigration Law	3	LAW 4703 Immigration	3	3
LAW 82 Insurance and Torts	3	LAW 2405 Tort and Insurance Law	3	3
LAW 92 Estates, Trusts and Wills	3	LAW 2301 Estates, Trusts, and Wills	3	3
LAW 91 Landlord Tenant Advocacy	3	<i>Elective</i>	3	3
			<b>SUBTOTAL</b>	<b>13</b>

**D. SENIOR COLLEGE UPPER DIVISION COURSES REMAINING FOR  
BACCALAUREATE DEGREE**

<b>Required courses in the Major</b>	<i>Credits</i>
PSY 1101 Introduction to Psychology	3
PHIL 2101 Introduction to Philosophy	3
LAW 2304 Legal Research	3
LAW 4704 Legal Technology	3
LAW 4800 Advanced Legal Research Prior Or LAW 4801 Internship and Seminar II	3
LAW 4900 Senior Legal Seminar	3
LD Legal Modules (one set of three)	3
<b>Select Five of the Following:</b> LAW 3604 Employment and Labor Law LAW 3601 Taxation for Legal Assistants LAW 3602 Trial Preparation LAW 4702 Bankruptcy LAW 4705 Administrative Law LAW 4802 Trademarks, Copyrights, and Patents	15
<b>SUBTOTAL</b>	<b>36</b>
<b>Other Required Courses</b>	
ENG 1161 Language and Thinking OR Any 200 Level EG Course	3
ENG 3401 Law through Literature	3
GOV 2401 Constitutional Law Or SOC 2403 Law & Society	3
MA 272 Statistics Or MA 372 Probability and Statistics	3
PHIL 2211 Philosophy of Law	3
SPE 1340 Oral Interpretation of Literature	3
PSY Any upper-Level Psychology	3
HIST Any History Course	3
BIO 201 Biology II	4
Liberal Arts Elective to fulfill NYSED requirements	1
<b>SUBTOTAL</b>	<b>28</b>
<b>TOTAL:</b>	<b>65</b>

## **E. Articulation Agreement Follow-Up Procedures**

### **1. Procedures for reviewing, up-dating, modifying or terminating agreement:**

Bronx Community College Paralegal Studies Coordinator and NYCCT Department of Law and Paralegal Studies, will review implementation of the agreement once every four years to ensure that students are adequately informed of the program and to identify issues requiring attention.

### **2. Procedures for evaluating agreement, e.g., tracking the number of students who transfer under the articulation agreement and their success:**

After transfer into the NYCCT major, the performance of Bronx Community College students will be tracked using the CUNY Institutional Research Data Base.

The NYCCT Department of Law and Paralegal Studies provides advisement to all students entering the major.

### **3. Sending and receiving college procedures for publicizing agreement, e.g., college catalogs, transfer advisers, Websites, etc.:**

Notice of articulation will be placed in the respective catalogues, recruiting brochures, websites, and on the CUNY TIPPS website.

Respective transfer and academic advisers will be informed and provided with copies of this agreement.

The NYCCT Department of Law and Paralegal Studies will coordinate efforts with their campus Admissions Office to make certain that materials are sent with recruitment officers for BCC's annual Transfer Day event.

**Effective Date: April 2009**

**Dr. George Sanchez**

Senior Vice President of Academic Affairs

**Dr. Bonne August**

Provost and Vice President for Academic Affairs

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**Date and Signature** of Sending College Chief  
Academic Officer

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**Date and Signature** of Receiving College Chief  
Academic Officer

**Professor Raymond Canals**

Paralegal Studies Program Director

**Professor Concetta I. Mennella**

Receiving College Department Chairperson

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**Date and Signature** of Sending College  
Department Chairperson

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**Date and Signature** of Receiving College  
Department Chairperson