



LAMBDA EPSILON CHI (“LEX”)



THE NATIONAL PARALEGAL/LEGAL STUDIES HONOR SOCIETY

**MADISON AREA TECHNICAL COLLEGE
LEX CHAPTER
STUDENT HANDBOOK & APPLICATION
INFORMATION**

PURPOSE

The Madison Area Technical College Chapter of Lambda Epsilon Chi (“LEX”) seeks to recognize and reward those students who have demonstrated superior academic performance, good character, leadership, and professionalism in the college’s Legal Studies/Paralegal Program.

SELECTION OF MEMBERS

A. Qualifications. In order to be eligible for induction into LEX, the following requirements must be met:

1. Students must be in good standing at the college, meaning the student has had no disciplinary or academic integrity sanction imposed within the last two (2) years.

2. Students must be enrolled in either the Associate Degree Legal Studies/Paralegal Program or Legal Studies/Paralegal Post-Baccalaureate Diploma at Madison Area Technical College.

3. For Associate Degree Legal Studies/Paralegal Program Students: At least two-thirds (40/66) of the total program credits must be completed, with an overall GPA of 3.25 or higher and a GPA of 3.5 or above within the legal studies/paralegal courses of the program. To count toward this two-thirds requirement, courses must be fully completed. Courses being taken during the current semester cannot count towards the 2/3 requirement.

4. For Post-Baccalaureate Legal Studies/Paralegal Diploma Students: At least two-thirds (20/30) of the total program credits must be completed, with a GPA of 3.5 or above. To count toward this two-thirds requirement, courses must be fully completed. Courses being taken during the current semester cannot count towards the 2/3 requirement.

5. Students must practice and demonstrate good character, leadership and professionalism.

B. Time Limit for Application. Students who wish to apply for membership in LEX must apply either (a) during their studies in the Legal Studies/Paralegal Program at the college or (b) no more than one semester (not including the summer) after they have completed their studies and earned their Associate Degree or Diploma. Students will not be eligible for application to LEX if more than one semester has passed since they were awarded their Associate Degree or Diploma.

C. Application Procedures. Students who wish to apply for membership in LEX shall complete the Application Form on the last page of this Student Handbook. Along with the Application Form students must also submit:

1. A transcript of the student's credit courses from Madison Area Technical College.
2. A typed, double-spaced essay of a minimum of 500 words in which the student explains why they seek a career in the paralegal field and how they exemplify the traits of good character, leadership and professionalism, and how they plan to serve as a role model for others in that field.

Once completed, applications should be submitted to the Paralegal Program Director. If your application is accepted, you will then be asked to pay a one-time membership fee of \$50. Checks should be made payable to AAfPE. However, do not include your check in your application packet.

D. Application Deadline. Students must submit their application packet by email to the Legal Studies/Paralegal Program Director no later than April 1 at 4 p.m. of the academic year in which they wish to become a member of LEX. It is the student's responsibility to comply with all application requirements. Incomplete or late applications will not be processed. The induction ceremony is held at the start of the next fall semester.

E. Selection Procedures. Applications will be assessed according to the stated qualifications and fulfillment of the purposes of LEX membership described above. A two-thirds approval by full-time Paralegal Program faculty is required before student names will be submitted to LEX for induction. Students will be notified of the status of their application following the faculty review.

F. Reapplication. If an applicant does not gain admission to LEX during the initial application process, the applicant *will not* be permitted to re-apply to the Madison Area Technical College's chapter of LEX. This prohibition applies regardless of whether the applicant fails to gain admission during the application process due to any procedural defectiveness of that person's application (i.e., failing to comply with the application requirements or submitting an application packet that fails to comply with Section A above), or due to substantive reasons (i.e., applicant does not attain required 2/3 approval by full-time faculty).

LAMBDA EPSILON CHI (“LEX”) MEMBERSHIP APPLICATION

Name: _____

Date: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

PARALEGAL PROGRAM INFORMATION

Check one: _____ Associate Degree Student _____ Diploma Student

Current GPA: _____ Total Degree/Diploma Credits Completed: _____

(Do not include current courses for which no grade has yet been awarded)

Your Membership Application Must Contain:

1. A transcript of your credit courses from Madison Area Technical College.

2. A typed, double-spaced essay of a minimum of 500 words in which you explain why you seek a career in the paralegal field, how you exemplify the traits of good character, leadership and professionalism, and how you plan to serve as a role model for others in that field.

If your application is accepted, you will then be asked to pay a one-time membership fee of \$50. Checks should be made payable to AAFPE. However, do not include your check in your application membership packet.