



PARALEGAL.EDU



CENTER FOR ADVANCED LEGAL STUDIES

College Catalog

Volume XXXI

Center for Advanced Legal Studies

The Paralegal People®

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Accredited by the
Accrediting Commission of Career Schools and Colleges

Accredited by the
Commission of the Council on Occupational Education

Associate of Applied Science and
Bachelor of Arts degree programs
Authorized by Texas Higher Education Coordinating Board

Approved by Texas Veterans Commission

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Introduction

This program catalog is designed to familiarize students with the policies, procedures, regulations, rights, and responsibilities affecting them.

It is imperative that students interested in applying to Center for Advanced Legal Studies (CALS), and those accepted, read all the materials contained herein and in all other publications provided by the school.

All active students are bound by the rules and regulations governing this institution. Questions concerning academic and administrative requirements should be addressed with the admissions staff.



Mission Statement

The mission of Center for Advanced Legal Studies is to provide students with the knowledge and skills necessary to meet the needs of the legal, governmental, and business communities.

Program Changes

CALS has the right to modify the catalog, brochure, curriculum, schedules, policies, student requirements, and calendar as part of its continuous effort to improve the training offered to its students or as required by state or national agencies.

Contact Hour/Credit Hour Conversion

One semester credit hour equals 15 lecture hours. One semester credit hour equals 30 lab hours. One semester credit hour equals 45 externship hours.

Welcome

Welcome to Center for Advanced Legal Studies (CALS). Thank you for taking time to meet us and learn more about why thousands of students have chosen us as the starting point to launch their career as a legal professional.

As an entering student, we understand that you have an interest in law first and foremost. We fully expect this interest to grow as resources and instruction are provided in a relevant way. Diligence, commitment, effort, self-motivation, and respect for others are the qualities our best students show. Employers want these attributes as well. CALS is the place to step up and use them to begin your legal career.

Center for Advanced Legal Studies has specialized solely in paralegal education and training since 1987. Now, in addition to our traditional paralegal certificate and associate degree program, students can pursue a bachelor of arts degree specifically designed to enable themselves to further enhance and advance their career. Through each of these programs, we look to empower you and supply challenges that prepare you for real world experiences.

What we most want you to know is that what we do is not about us. It is about what you are doing to enrich your life. We are, and always have been, proud to be a part of that process.

Doyle Happe - Director/Co-Founder

CALS history includes...

- 1987 Houston branch received license to operate from Texas Education Agency
Accredited by the Commission of Occupational Education Institutions
Division of Southern Association of Colleges and Schools
- 1992 Authorized by Texas Higher Education Coordinating Board
- 1995 Approved to train veterans
- 1995 Accredited by the Commission of the Council on Occupational Education
- 1998 Approved by the American Bar Association (ABA)
- 2009 SOC Consortium Member Institution
- 2012 Requested voluntary withdrawal from the ABA*
- 2013 Online paralegal programs commence
- 2020 Accredited by Accrediting Commission of Career Schools and Colleges
- 2024 Bachelor of Arts: Law and Business program commences

*Withdrawal of ABA approval allows students to attend and graduate from our programs without having to complete classes on campus.

Definition of a Paralegal

A 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.

Responsibilities of Paralegals

Paralegals do much the same work as attorneys. Some of their most common responsibilities include the following:

- Conduct client interviews
- Perform legal research
- Investigate facts of a case
- Locate and interview witnesses
- Participate in court appearances
- Manage trial docket and court correspondence
- Write and file petitions
- Bring in new clients
- Draft correspondence and pleadings
- Summarize depositions, interrogatories, and testimony
- Participate in discovery proceedings
- Control, document, and file management systems
- Attend execution of wills, real estate closings, court administrative hearings, and trials

Employers of Paralegals

Graduates of CALS paralegal programs go to work for a variety of employers.

- Law Firms
- Corporations
- Title Companies
- Non-profit Organizations
- Financial Institutions
- Health Care Organizations
- Governmental Agencies
- Insurance Companies

"Paralegals may not provide legal services directly to the public except as permitted by law."

Admission Policies, Application Process, Registration, and Orientation

CALS is a private educational institution that provides in-depth, post-secondary education in paralegal and business studies that results in a paralegal certificate, an associate of applied science degree, or a bachelor's degree upon completion.

Paralegal Certificate Program

- Applicants with a bachelor's degree or higher from an accredited college or university satisfy the entry requirements of the Paralegal Certificate Program.
- Applicants with an accredited associate degree may test into the program by scoring 20 or higher on the Wonderlic Scholastic Level Exam.
- Applicants with some college credit, business, or legal experience, and who have a high school diploma or recognized equivalent may test into the program by scoring a 20 or higher on the Wonderlic Scholastic Level Exam.

Associate of Applied Science Degree Program

- Minimum of high school diploma or recognized equivalent.
- Passing score of 20 on the Wonderlic Scholastic Level Exam.
- Graduates of the Paralegal Certificate Program receive automatic acceptance into the Associate of Applied Science Degree program.

Bachelor of Arts: Law and Business Program

- Minimum of high school diploma or recognized equivalent AND passing score of 20 on the Wonderlic Scholastic Level Exam.
- Applicants with an accredited associate degree in paralegal studies or similar qualify for admittance provided their CGPA is 2.5 or higher.
- Applicants with an accredited paralegal certificate containing at least 18 semester credit hours of law specialty courses with additional transferable college credit totaling at least 60 semester credit hours qualify for admittance. CGPA of all transfer courses must be 2.5 or higher.

A personal consultation with an admissions representative is required of all applicants.

Note: A high school diploma or GED must be approved by the state from which it was issued. If, for any reason, the high school diploma or GED is suspected to be invalid, the applicant will not be accepted until he/she can provide an acceptable document of proof that the high school diploma or GED is valid.

Remedial Classes

CALS does not offer remedial classes. Minimum admission requirements are as stated previously in this catalog.

Enrollment Process

The enrollment process for all CALS' programs include:

- Consultation with an Admissions Representative
- Take and pass entrance test [required of undergraduates only]
- Submit application for enrollment, required enrollment forms and agreements, and provide official copies of college transcripts, high school diploma, or its recognized equivalent

Upon written request to the Admissions Department, students may review or obtain a copy of the accreditation, approval and/or licensing documents provided by oversight entities as verification of compliance.

Registration

Deadlines for registration should be discussed with your Admissions Representative.

The enrollment requirements previously outlined in this catalog must be completed prior to entry.

Orientation

New student orientation is conducted before class for those students attending traditional or online classes. Students enrolled in traditional classes will attend orientation on campus in a traditional classroom setting. Those enrolled in online classes will attend orientation in an online, synchronous manner.



Administrative Hours of Operation, Program Length, and Schedule

Administrative Hours of Operation

8:00AM – 5:00PM
Monday, Tuesday, and Thursday

8:00AM – 4:00PM
Wednesday and Friday

9:00AM – 1:00PM
Saturday

Breaks – Students on Campus

Morning: 9:55 – 10:00
 10:55 – 11:05
 12:00 – 12:05

Saturday: 9:55 – 10:00
 10:55 – 11:05
 12:00 – 12:05

Maximum Student Ratio 40:1

Program Schedule

Traditional Morning Schedule:

9:00AM – 1:00PM CST
Tuesday, Wednesday, Thursday

Online Schedule:

7:00PM – 9:00PM CST
Each class meets online one (1)
evening per week plus, four (4)
asynchronous hours per week

Traditional Saturday Schedule:

9:00AM – 3:30PM CST
Plus, three (3) asynchronous hours
per week per class

Saturday Online Schedule:

9:00AM – 1:00PM
Plus, four (4) asynchronous hours
per week

Academic performance for Online Interactive Instruction is assessed through student participation, projects, etc.

Frequency of Course Offerings

Classes are scheduled in accelerated eight (8) week terms.

[See addendum for the current academic year calendar for class start dates, break schedules and projected completion dates.]

Course Delivery Options

Students receive a quality, enhanced education and are well prepared whether they choose to attend on-campus or online classes. Either way, the comprehensive and challenging curriculum provides a pathway to success by offering classes that accommodate a student's need to gain legal knowledge while living a busy life.

Traditional Classes

Students wishing to take paralegal courses in a traditional classroom setting can do so by attending full-time in the morning. All instruction takes place in the classrooms on campus. Students are required to bring and use a laptop during traditional classes.

Online Classes

Whether our students live in the Houston area or outside the Texas or U.S. borders, the opportunity to take classes through real-time, face-to-face teaching is available through Online Interactive Instruction™. Each class includes 2 hours of live interactive classroom activity every week with 4 hours of asynchronous activity made available 24 hours a day, 7 days a week.

Academic performance for Online Interactive Instruction™ is assessed through attendance, participation, projects, papers, threaded discussions, group and individual assignments, quizzes, and exams just like the traditional classroom. Extra resources are available for students taking classes online, such as pause and replay video lectures and classroom discussions, archived lectures, lecture notes, practice quizzes, online legal resources, and guest lectures. Technology and communication skills are an important part of the paralegal profession and are emphasized naturally through online instruction.

Practical application and law library, law firm, and courtroom experiences prove invaluable for all students, and academic requirements are the same regardless of method of instruction.



Center for Advanced Legal Studies has been approved to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of post-secondary distance education. Accordingly, students residing in the 49 participating states (CA residents see below) may enroll in programs offered by CALS.

Center for Advanced Legal Studies is registered with the California Bureau for Private Post-secondary Education and therefore authorized to admit students from California.

Computer Requirements

Students are required to use a laptop during traditional classes. Students in online courses may use a desktop computer. Please note that while Apple Macintosh computers may be utilized, some law-related software programs and utilities required during coursework may not be available for Macs. Therefore, Mac users should also have access to a Windows based PC or invest in available alternatives.

Non-Discrimination Policy Students with Disabilities

CALS agrees to provide reasonable accommodation for the disability of an incoming student who provides the required written documentation in a timely manner and does not compromise the integrity of the class or diploma offered.

The student should complete a Disclosure of Disability document and submit it to the Admissions Director. In addition, the student should submit written documentation from an appropriate medical authority verifying the nature of the student's disability (physical or mental) and any impairment or restrictions associated with the disability.

This documentation shall also indicate suggested provisions and accommodations the student will require in order to attain a reasonable level of success and that will enable CALS to assist him/her throughout the educational process. CALS will make every reasonable effort to comply with such educational accommodations should the aforementioned documentation be provided and verified.

Facility, Equipment, Library, and Dress Code

Center for Advanced Legal Studies facility offers spacious classrooms designed for instruction in the form of lecture, group study, and practical application. Free parking is available to all students.

The library is structured for research and study, including links to various computerized research sources.

Computers, web-based research, and access to law books are among the most important tools of successful paralegals and attorneys. CALS' in-house library, legal research tools, production software, and technologies meet the needs of paralegals and the legal industry.

Dress Code

Specific dress requirements for traditional classes include clean and comfortable attire. Specific details are outlined in the CALS Student Handbook. If, in the opinion of the faculty or the administration, a student has violated the Dress Code, the student will be sent home to make a change. If a student in online classes violates the Dress Code, this student may be blocked from the class.

Equal Opportunity Policy

Center for Advanced Legal Studies seeks to provide equal educational opportunities and adheres to all laws prohibiting discrimination or segregation on the grounds of race, color, national origin, sex, age, disability, or sexual orientation.



Program Outline

Paralegal Certificate

The Paralegal Certificate program is streamlined, accelerated, and provides the essential courses that are fundamental to entering the paralegal profession. Upon successful completion of required core courses, students choose two electives in areas of special interest to complete the program. These courses complete the requirements of the Paralegal Certificate.

This program is 30 semester hours [480 contact hours] in length and is approved by the Texas Workforce Commission. The certificate may be completed in ten months [40 weeks].

Program Objectives

- Enter the legal profession as a paralegal
- Effectively assist attorneys in the delivery of legal services
- Exhibit practical knowledge in document preparation and legal research
- Display enhanced skills and knowledge of applicable software programs
- Demonstrate ethical standards and principles

Marketable Skills

The certificate program will prepare you to enter the paralegal profession and work for attorneys who spent years pursuing their education and advancing their careers. They, and their clients, have high expectations. 100% of the curriculum in this program focuses on a comprehensive understanding of the law and practical application of skills. There are no shortcuts.

Preparation is the key to success and is gained through exposure to a variety of faculty, practical assignments, and legal topics.

Job skills gained may include but are not limited to document preparation and management, legal research, legal writing, brief preparation, pleadings, deposition summary, trial notebooks, legal computer applications, litigation support software, trial preparation, interviewing and investigation, title searches, foreclosures, and real estate closings, preparation of deeds, leases, utilization contracts, case management, and practical workplace experience.

Who Hires CALS Graduates?

Graduates of CALS paralegal programs go to work for a variety of employers, including law firms, corporations, title companies, non-profit organizations, financial institutions, health care organizations, governmental agencies, and insurance companies.

Paralegal Certificate Curriculum

Course Prefix		Contact Hours	Semester Credit Hours	Lecture Hours	Lab Hours	Externship Hours
Required Legal Specialty Courses [24 Semester Hours]						
LAW1301	Introduction to Law and Ethics	48	3	45	3	0
LAW1305	Interviewing and Investigation	48	3	45	3	0
LAW1300	Legal Research and Writing	48	3	45	3	0
LAW2301	Corporate and Business Law	48	3	45	3	0
LAW1307	Civil Procedure	48	3	45	3	0
LAW2305	Computers and the Law	48	3	45	3	0
LAW1303	Criminal Law and Procedure	48	3	45	3	0
LAW2314	Contracts	48	3	45	3	0
*Elective Legal Specialty Courses [Select 2; 6 Semester Hours]						
LAW1304	Personal Injury	48	3	45	3	0
LAW2302	Family Law	48	3	45	3	0
LAW2303	Intellectual Property	48	3	45	3	0
LAW2304	Real Estate	48	3	45	3	0
TOTAL HOURS		480	30	450	30	0

- * Classes are subject to availability.
- + This course has concurrent or prerequisites.

Students must successfully complete 480 contact hours of instruction in order to graduate.



Associate of Applied Science Degree Paralegal Program

The AAS degree paralegal program is designed for students seeking their first college degree and provides comprehensive, substantive, and skills-based training to prepare you to enter the paralegal profession.

This program consists of 60 semester credit hours of study and is authorized by the Texas Higher Education Coordinating Board. You may complete this degree program in as little as 20 months [80 weeks].

Students who complete the Paralegal Certificate program prior to entering the AAS Degree program can transfer the 30-semester hours earned directly into the degree program; thus, reducing the time needed to earn their degree to 10 months [40 weeks]. The degree program continues the practical, accelerated, and intensive study of law found in the certificate program and completes this experience with an offering of general education classes that qualifies the issuance of a degree upon completion.

Program Objectives

- Enter the legal profession as a paralegal
- Effectively assist attorneys in the delivery of legal services
- Exhibit practical knowledge in document preparation and legal research
- Display enhanced skills and knowledge of applicable software programs
- Demonstrate ethical standards and principles

Direct Pathway to Bachelor of Arts: Law and Business Degree

In addition to providing students with opportunities to earn their first college degree and enter the legal profession as a paralegal, this degree is designed to lead directly to the **Bachelor of Arts: Law and Business** degree program. All credits earned in this program transfer into the bachelor's degree program and provide the necessary prerequisites for the upper division courses.

Marketable Skills

At CALS, our programs focus on your interest in the legal profession from beginning to end. Nearly 70% of the AAS degree program is comprised of legal specialty classes. The focus on a variety of law classes means more marketable skills and knowledge, which in turn opens more doors to potential employment. Graduates of CALS paralegal programs go to work for a variety of employers, including law firms, corporations, title companies, non-profit organizations, financial institutions, health care organizations, governmental agencies, and insurance companies.

AAS Degree Curriculum

Course Prefix		Contact Hours	Semester Credit Hours	Lecture Hours	Lab Hours	Externship Hours
Required Legal Specialty Courses [24 Semester Credit Hours]						
LAW1301	Introduction to Law and Ethics	48	3	45	3	0
LAW1305	Interviewing and Investigation	48	3	45	3	0
LAW1300	Legal Research and Writing	48	3	45	3	0
LAW1307	Civil Procedure	48	3	45	3	0
LAW1304	Personal Injury	48	3	45	3	0
LAW2301	Corporate and Business Law	48	3	45	3	0
LAW2302	Family Law	48	3	45	3	0
LAW2305	Computers and the Law	48	3	45	3	0
Required General Education Courses [21 Semester Credit Hours]						
ENGL1301	English Composition I	48	3	45	3	0
ENGL1302	English Composition II	48	3	45	3	0
PSYC2301	General Psychology	48	3	45	3	0
GOVT2301	American Government I	48	3	45	3	0
SPCH1311	Introduction to Speech Communication	48	3	45	3	0
BIOL2301	Anatomy & Physiology I	48	3	45	3	0
MATH1332	Contemporary Mathematics	48	3	45	3	0
*Elective Legal Specialty Courses [15 Semester Credit Hours - Select 5]						
LAW1303✓	Criminal Law and Procedure	48	3	45	3	0
LAW1306	Wills, Trusts and Probate	48	3	45	3	0
LAW2303	Intellectual Property	48	3	45	3	0
LAW2304	Real Estate	48	3	45	3	0
LAW2307+	E-Discovery	48	3	45	3	0
LAW2308	Externship	111	3	15	0	96
LAW2309	Immigration Law	48	3	45	3	0
LAW2310+	Advanced Civil Procedure	48	3	45	3	0
LAW2311+	Advanced Research and Writing	48	3	45	3	0
LAW2312+	Oil and Gas Law	48	3	45	3	0
LAW2314✓	Contracts	48	3	45	3	0
LAW2320	Certification Exam Preparation	48	3	45	3	0
TOTAL HOURS without Externship		960	60	900	60	0
TOTAL HOURS with Externship		1023	60	870	57	96

* Classes are subject to availability.

+ This course has prerequisites or corequisites.

✓ Recommended for those continuing to bachelor's degree

Externships are highly recommended.

Students must successfully complete 960 contact hours of instruction in order to graduate.

Bachelor of Arts: Law and Business Program

This degree provides students with the knowledge and skills required to excel in both legal and business environments. Students complete a total of 120 semester credit hours in law, business, criminal justice, and general education courses to satisfy the requirements of this degree.

This degree program is intended primarily for those working in a legal setting who seek to enhance or advance their existing careers; however, completion of this degree may enable graduates to enter other occupational fields and qualify for opportunities in the commercial, corporate, and business sectors.

Students who complete the Associate of Applied Science Degree Paralegal Program (AAS Degree) can take the next step in their education by earning this related bachelor's degree designed to provide graduates with additional avenues for career enhancement and advancement.

This degree program is offered exclusively online and can be completed in about 40 months (20 months after completing the AAS Degree). Each course meets one evening per week for 2 hours of synchronous live lecture. Students complete additional instructor led asynchronous course requirements independently each week.

Maximum student to instructor ratio 40:1



Program Objectives:

- Obtain knowledge and skills that promote career advancement opportunities
- Develop an enhanced understanding of substantive and procedural legal principles and practices
- Exhibit advanced legal research and writing skills
- Acquire a working knowledge of essential business concepts and practices
- Demonstrate effective communication skills and the ability to interact professionally
- Become familiar with technology currently employed in the legal and business communities
- Strengthen understanding of legal and business ethical standards and principles

Graduation Requirements:

Completion of 120 semester credit hours of coursework including the following minimums:

Course Level Requirements	Semester Hours
Required Core Occupational Courses	42
Lower Division (1000/2000) Law electives	9
Upper Division (3000/4000) Law electives	9
Upper Division (3000/4000) Business electives	12
Academic General Education Courses	30
Other Required Courses	6
Additional Electives (Law and/or Business)	12
TOTAL	120

Credential awarded: Bachelor of Arts: Law and Business

Bachelor of Arts: Law and Business Curriculum

Course Prefix		Contact Hours	Semester Credit Hours	Lecture Hours	Lab Hours	Externship Hours
Required Core Occupational Courses [42 Semester Credit Hours]						
LAW1301	Introduction to Law and Ethics	48	3	45	3	0
LAW1303	Criminal Law and Procedure	48	3	45	3	0
LAW1300	Legal Research and Writing	48	3	45	3	0
LAW1307	Civil Procedure	48	3	45	3	0
LAW1304	Personal Injury	48	3	45	3	0
LAW2301	Corporate and Business Law	48	3	45	3	0
LAW2302	Family Law	48	3	45	3	0
LAW2304	Real Estate	48	3	45	3	0
LAW2305	Computers and the Law	48	3	45	3	0
LAW2314	Contracts	48	3	45	3	0
BUSI2301	Introduction to Business	48	3	45	3	0
ACCT2301	Accounting Principles	48	3	45	3	0
BUSI3310	Business Communication	48	3	45	3	0
BUSI3311	Management	48	3	45	3	0
Law Elective Courses* [18 Semester Credit Hours including at least 9 from 3000/4000]						
LAW1305	Interviewing and Investigation	48	3	45	3	0
LAW1306	Wills, Trusts and Probate	48	3	45	3	0
LAW2303	Intellectual Property	48	3	45	3	0
LAW2307+	E-Discovery	48	3	45	3	0
LAW2309	Immigration Law	48	3	45	3	0
LAW2310+	Advanced Civil Procedure	48	3	45	3	0
LAW2311+	Advanced Research and Writing	48	3	45	3	0
LAW2312+	Oil and Gas Law	48	3	45	3	0
LAW3301	Administrative Law	48	3	45	3	0
LAW3302	Bankruptcy Law	48	3	45	3	0
LAW4301	Legal Ethics	48	3	45	3	0
LAW4302	Employment Law	48	3	45	3	0
LAW4303	Constitutional Law and Civil Liberties	48	3	45	3	0
Business Elective Courses* [12 Semester Credit Hours]						
BUSI3312	Marketing	48	3	45	3	0
BUSI4301	Business Ethics	48	3	45	3	0
BUSI4302	Human Resources	48	3	45	3	0
BUSI4303	Finance	48	3	45	3	0
BUSI4304	Project Management	48	3	45	3	0
BUSI4305	International Business	48	3	45	3	0
Other Required Courses [6 Semester Credit Hours]						
CRIJ2301	Introduction to Criminal Justice	48	3	45	3	0
CRIJ3310	Criminology	48	3	45	3	0

*Classes are subject to availability.

+This course has prerequisites or corequisites

Required General Education Courses [30 Semester Credit Hours]

ENGL1301	English Composition I	48	3	45	3	0
ENGL1302	English Composition II	48	3	45	3	0
SOCI1301	Introduction to Sociology	48	3	45	3	0
SPCH1311	Introduction to Speech	48	3	45	3	0
MATH1332	Contemporary Mathematics	48	3	45	3	0
PSYC2301	General Psychology	48	3	45	3	0
GOVT2301	American Government I	48	3	45	3	0
BIOL2301	Anatomy & Physiology I	48	3	45	3	0
ECON2301	Principles of Economics	48	3	45	3	0
GOVT3311	Comparative Politics	48	3	45	3	0
TOTAL HOURS		1,920	120	1,800	120	0

Program Electives: After satisfying the course requirements stated above students select **12 semester credit hours of additional Law or Business courses** to complete their 120 semester credit hour degree requirement.



Course Descriptions

Legal Specialty Courses

LAW1300 Legal Research and Writing

This class is an introduction to the court system and the many types of research tools and methods used in a law office. Students are introduced to electronic legal research and Westlaw®, learn to distinguish between primary and secondary authority, learn to locate cases and verify their authority, and are introduced to Bluebook® citation and how to brief cases. *45/3/0/3

LAW1301 Introduction to Law and Ethics

History and nature of law, with emphasis placed on the role of the paralegal. Introductory survey of substantive and procedural law. Relationships between the paralegal, attorney, co-workers, and the general public are stressed. Ethical issues, such as attorney advertising, unauthorized practice of law, confidentiality, conflicts of interest, and other practical aspects of ethics are covered. Students learn to demonstrate an understanding of the nature of law and the paralegal's role within the profession. 45/3/0/3

LAW1303 Criminal Law and Procedure

Students learn the principles of criminal accountability and the constitutional and procedural protections provided to an accused person. The course is focused primarily on constitutional rights and generic substantive criminal law and procedure. Students learn to use and understand the Texas Penal Code and the Texas Code of Criminal Procedure. Particular attention is devoted to the role of the paralegal in a criminal law practice. 45/3/0/3

LAW1304 Personal Injury

This course covers various theories under which an injured party may seek redress for physical and economic injuries, including intentional torts, negligence, and strict liability. The course also covers bodily injury damage and property damage, as well as other types of compensation, such as worker's compensation. Students learn the practical aspects of personal injury practice as covered from both the plaintiff's and defense perspectives. 45/3/0/3

LAW1305 Interviewing and Investigation

Civil jurisprudence and investigative techniques are studied in this class. Throughout the course, students learn to combine an understanding of basic legal principles with an ethical approach to investigations. Emphasis is placed on the use of public resources for the various types of investigations which students will encounter in actual practice after graduation. 45/3/0/3

**45/3/0/3 indicates number of hours of theory/lab/externship/semester hours*

LAW1306 Wills, Trusts, and Probate

Theory of this subject is understood by utilizing the code and textual material. The law of Wills is studied, and students learn to produce a written Will and probate documents. Each aspect of probate practice is reviewed, with emphasis on the paralegal's role in such a practice. Students study and learn how to prepare probate documents, applying different methods of probating a Will and an intestate estate as practical assignments. Appropriate terminology and the requirements of law offices practicing in this area are examined. Basic tax and estate planning principles are also covered. 45/3/0/3

LAW1307 Civil Procedure

This course covers the initiation, discovery, and management of civil cases in state and federal court, from the beginning of the suit through trial and appeal. Topics include the resolution of jurisdictional questions, preparation and management of pre-trial discovery, development and understanding of evidence issues, summarizing depositions, and preparation of witnesses for deposition and trial. Further, students learn to prepare pleadings and trial notebooks. Finally, students are familiarized with e-filing, e-discovery, and various case management systems such as ProDoc®. 45/3/0/3

LAW2301 Corporate and Business Law

Students study various forms of business organizations and laws affecting business organizations. Subjects covered include sole proprietorships, partnerships, corporations, limited liability companies, and the law of agency. Students learn to prepare documents necessary to create each form of business organization including the incorporation of business. Practical assignments are given to assist in understanding various concepts of law within a business environment. 45/3/0/3

LAW2302 Family Law

This is a detailed study of legal aspects of family law. Subject matter includes marriage, divorce, marital property, child custody, support, termination, and adoption. Students learn to prepare the common documents directly related to the practice of family law. Equally important, students learn to understand the legal theories behind the documents they prepare. 45/3/0/3

LAW2303 Intellectual Property

In this course, students gain a basic understanding of legal protection given to works of authorship, trade secrets, trademarks, and patents. Students learn the foundation of this area of law and the practical considerations encountered in the practice of intellectual property law. 45/3/0/3

LAW2304 Real Estate

This is a survey course in which students learn to review or draft earnest money contracts, deeds, mortgage instruments, foreclosure notices, liens, leases, and other real estate documents. Students learn legal concepts that relate directly to the documents such as estates in land, homestead, fixtures, and easements. Students learn to develop skills in recording documents, conducting a title search, and foreclosure sale. 45/3/0/3

LAW2305 Computers and the Law

This course covers specific computer applications and techniques utilized in today's modern law office and addresses ethical issues associated with technology and Internet communications. Students learn the function and utility of Microsoft Office applications including Outlook, Word, Excel, and PowerPoint, learn to generate legal documents with document assembly software, and learn principles of case management software including Clio®. 45/3/0/3

LAW2307 E-Discovery

This advanced civil discovery course is designed for students to learn and apply current e-Discovery concepts and procedures required in modern civil discovery and complex litigation. Legal disputes increasingly require the collection and analysis of electronically stored information (ESI) as part of the discovery phase of litigation, and corporations must meet certain electronic information requirements to mitigate risk and expense. In this course, students learn to apply the Electronic Data Reference Model (EDRM) to properly manage the various stages of e-Discovery including information management, identification, preservation and collection, review and analysis, production and presentation. Students will learn to use e-Discovery software and tools and apply this understanding to real world case scenarios through projects requiring the application of case management systems. Students also demonstrate knowledge of case law relating to e-Discovery issues in various projects and assignments. 45/3/0/3

Prerequisites: LAW1307 Civil Procedure and LAW1300 Legal Research and Writing

LAW2308 Externship

Externships are designed to give each student practical, on-the-job experience by working with an attorney, judge, legal department of a corporation, or other law-related business. Students learn to apply the skills and knowledge obtained in the classroom to everyday situations, resulting in an equally beneficial relationship between a student extern and his or her supervisor. Externships are offered during a student's final term. 15/0/111/3



LAW2309 Immigration Law

This course introduces students to the practice of United States Immigration & Nationality Law. Topics include immigration courts and agencies, immigrant and non immigrant visas, admission to and removal from the United States, naturalization, refugees and asylum, appeal process, and preparation of various immigration forms. 45/3/0/3

LAW2310 Advanced Civil Procedure

This demanding course is designed to prepare students for the rigors of civil litigation. Course topics include post discovery motions and pleas, alternate dispute resolution and mediation, challenges to expert witnesses, amendments and supplements to pleadings, and preparation for trial. Students are presented with examples and scenarios illustrative of real world practices and procedures relating to the final stages of litigation with special emphasis placed on accuracy and timeliness of document production and filing. Students participate in a final course project in which teams of students compete against one another simulating the full range of civil procedure paper practice from the original complaint to pretrial motions. 45/3/0/3

Prerequisite: LAW1307 Civil Procedure

LAW2311 Advanced Research and Writing

This course further develops the research and writing skills learned in LAW 1300 Legal Research and Writing. Students conduct more detailed legal research and learn to write briefs for pre-trial and post-trial motions. Students also learn the form and practice specific to appellate briefs. 45/3/0/3

Prerequisite: LAW1300 Legal Research and Writing

LAW2312 Oil and Gas Law

This course will examine the process by which oil, gas, and other minerals are produced and the legal issues relative to the various stages of production. It will also explore the property rights that allow for production. Students will learn to prepare deeds, leases, utilization contracts, releases and other legal documents by which those rights are created and extinguished. Examples of topics covered by the course will include, among others, environmental remediation of oilfield sites, federal and state regulation of the oil and gas industry, mineral royalty disputes, oil and gas exploration and production. 45/3/0/3

Prerequisite: LAW2304 Real Estate and LAW2314 Contracts

LAW2314 Contracts

Topics include the common law of contracts, the Uniform Commercial Code, consumer protection, E-commerce and electronic transactions, and electronic signatures. Students will learn how to identify and apply concepts of offer and acceptance, consideration, enforcement, contract formation, performance and discharge, third party contracts, and remedies. The Uniform Commercial Code will be examined in detail and with exercises promoting it's practical application. 45/3/0/3

LAW2320 Certification Exam Preparation

Designed to prepare current and future paralegal professionals for success in earning their national certification credential from one of three existing paralegal certification examinations sponsored respectively by the National Association of Legal Assistants (NALA), the National Association of Legal Secretaries and Legal Professionals (NALS), and the National Federation of Paralegal Associations (NFPA). 45/3/0/3

LAW3301 Administrative Law

Administrative law is the study of how agencies are created, how agencies do their work, and how agencies are controlled. This course addresses the history and creation of administrative agencies, rules and the rule making process, and the executive, legislative, and judicial control of administrative agencies. 45/3/0/3

LAW3302 Bankruptcy Law

Addresses the history and evolution of bankruptcy laws, bankruptcy as a remedy to both creditors and debtors, initiation of bankruptcy filings, various chapters of the Bankruptcy Code including Chapter 7 and its limitations, Chapter 11 business reorganization, Chapter 13 wage-earner procedures, and other topics, procedures, and forms relevant to current bankruptcy law and practice. 45/3/0/3

LAW4301 Legal Ethics

Legal ethics and professionalism are an important part of each legal professional's studies and are defined through jurisdiction-specific rules and case law. This course addresses the unauthorized practice of law, confidentiality, attorney-client privilege, conflicts of interest, advertising and solicitation, fees and fee sharing, and essentials of legal ethics and professional responsibility. 45/3/0/3

LAW4302 Employment Law

This course examines legal issues at each stage of the employment process. Students examine the sources of employment law, substantive rights of employees, enforcement of applicable laws, the employment relationship, discrimination, recruitment, hiring and promotion decisions, harassment issues, disability accommodation, compensation and benefits, occupational safety and health, termination, and other topics. 45/3/0/3

LAW4303 Constitutional Law and Civil Liberties

Constitutional principles affect numerous areas of law, including criminal law, family law, employment law, and personal injury litigation. This course addresses the Constitution, federal judicial, legislative, and executive powers, the authority of states, protection of civil rights and liberties, equal protection and due process, economic freedom and property rights, freedom of expression and religion, and the right to privacy among other topics. 45/3/0/3

Business Courses

BUSI2301 Introduction to Business

Foundational introduction to modern business environments and practices including economics, markets, communication, business formation, entrepreneurship, accounting, finance, marketing, and business ethics among other topics. 45/3/0/3

ACCT2301 Accounting Principles

Essential topics of financial and managerial accounting designed to provide non-accounting majors with a working knowledge of accounting concepts. Using a financial statement framework, students learn fundamental accounting concepts and engage with financial reports including income statements, balance sheets, statement of cash flows, inventory, and equity among others. 45/3/0/3

BUSI3310 Business Communication

Students strengthen communication skills needed for professional success in the modern digital age by examining model documents and completing meaningful writing assignments. Professionalism, intercultural communication, business messaging, workplace communication, proposals, presentations, and report writing are emphasized. 45/3/0/3

BUSI3311 Management

Introduction to the fundamentals of management focused on management functions, managerial roles, organizational environments, ethics and social responsibility, planning and decision making, departmentalization, team building and leadership. 45/3/0/3

BUSI3312 Marketing

Marketing principles such as strategic planning, consumer decision making, business marketing, segmentation and targeting, research, products, distribution, supply chain management, retailing, and promotion and communication strategies. Students also apply what they have learned toward advertising, public relations, sales promotion, and social media. 45/3/0/3

BUSI4301 Business Ethics

Making good business ethical decisions is just as important to business success as mastering management, marketing, finance, and accounting. This course examines the importance of applying sound business ethics relating to stakeholder relationships, corporate governance, sustainability, mandated requirements for legal compliance such as the Sarbanes-Oxley (SOX) Act and Dodd-Frank, core and best practices, and emerging issues in business ethics. 45/3/0/3

BUSI4302 Human Resources

Seeks to equip students with the tools and practices of HR management and promote in them an appreciation for the changes they can make by understanding how best to manage people. Emphasis is placed on challenges of human resource management, strategy and planning, equal employment opportunity, job analysis and design, recruitment, hiring and onboarding, and training and development. 45/3/0/3

BUSI4303 Finance

Designed to help and encourage students, especially non-finance majors, to learn important financial concepts and become familiar with financial institutions. Students study various aspects of finance including financial institutions, financial markets, investment banking, securities, the role of the Federal Reserve, international currency, analysis of financial statements, investments including stocks and bonds, and corporate finance. 45/3/0/3

BUSI4304 Project Management

Introduction to traditional methods in project management consistent with PMBOK® Guide and other PMI standards. Students learn to apply project management best practices in organizing, leading, planning, and performing various projects resulting in on-time deliverables. Students develop proficiency in Microsoft® Project to automate processes and become eligible to become Certified Associates in Project Management (CAPM®), if desired. 45/3/0/3

BUSI4305 International Business

Addresses the legal implications and ramifications of conducting business internationally, as well as the related cultural, political, economic, and ethical issues today's global business managers face. Topics covered include international law, resolving commercial disputes, international sales, the formation of contracts, international transportation, banking, federal separation of powers, and the federal agencies affecting international trade. 45/3/0/3

Criminal Justice Courses

CRIJ2301 Introduction to Criminal Justice

Introduces the history and philosophy of criminal justice, including ethical considerations, the definition and categorization of crimes, a comprehensive overview of the criminal justice system, aspects of law enforcement, court systems, the prosecution and defense of crimes, corrections, rehabilitation, and recidivism. 45/3/0/3

CRIJ3310 Criminology

Criminology engages students in the study of human behavior in relation to crimes and criminal conduct examined from a sociological perspective. Students explore the nature of crime, the variety of theoretical explanations for criminal behavior, the measurement of crime, patterns and correlates of crime, and the mechanisms for control of criminal behavior. Psychological, legal, and philosophical approaches to crime are also considered. 45/3/0/3

General Education Courses

ENGL1301 English Composition I

This class explores the principles and techniques of written expository and persuasive composition. Using analysis, critical thinking, and a variety of communication strategies, students develop and improve their ability to write effectively. 45/3/0/3

ENGL1302 English Composition II

This class applies the skills developed in English Composition I to the evaluation and interpretation of several literary forms, including short stories, poems, and plays. The ability to write effectively, persuasively, and with precision will be further improved. 45/3/0/3

SOCI1301 Introduction to Sociology

This course addresses major theories, methods, and findings pertaining to the study of societies, institutions, organizations, and groups. The interrelationships of society, culture, and personality are addressed with emphasis on culture, socialization, social structure, class stratification, race and ethnicity, collective behavior, and social movements among others. 45/3/0/3

SPCH1311 Introduction to Speech Communication

Students are introduced to the theories and practice of communication in interpersonal, small group, and public speech. This is a broad-based approach to acquiring skills necessary to vocally communicate ideas. Class projects involve selection of topic, analysis of audience, organization of data, and voice projection as required to provide competent oral presentations. 45/3/0/3

MATH1332 Contemporary Mathematics

Intended for liberal arts and social science majors. Topics include introductory treatments of sets and logic, financial mathematics, and probability and statistics. Instruction in the fundamentals of mathematics including analytical and problem solving skills. 45/3/0/3

PSYC2301 General Psychology

This course is a survey of major topics in psychology. Students are introduced to the study of behavior and the factors that determine and affect behavior. 45/3/0/3

GOVT2301 American Government I

Introduction to the theory and practice of politics and government in America at the national, state, and local levels. Topics include political theory, the American constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies. 45/3/0/3

BIOL2301 Anatomy & Physiology I

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. 45/3/0/3

ECON2301 Principles of Economics

This foundational course in economics addresses both microeconomic and macroeconomic principles including supply and demand, elasticity, cost of production, markets, business cycles, unemployment and inflation, money, banking, and monetary policy. Students learn to recognize and explain essential economic forces and how they impact individual, corporate, and governmental policy and decision making. 45/3/0/3

GOVT3311 Comparative Politics

Provides students with the opportunity to examine various political systems including democracies, republics, monarchies, and authoritarian regimes. Students learn to identify and understand their similarities and differences and to compare and contrast their relative strengths, weaknesses, and effectiveness resulting in the ability to apply a methodological approach to understanding and explaining variations in political behavior and political institutions impacting global politics and the issues facing each of the regions covered. 45/3/0/3

***Please note:** Students who desire to gain additional administrative or computer skills that are outside of the legal or business specific skills taught within the curriculum should seek guidance from their Admissions Representative about available opportunities.*



Privacy Act, Drop/Add Policy

The Right To Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that provides students with the following rights with respect to their student educational records:

- To inspect and review the student's education records
- To consent to disclosure of the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent
- To request amendment of the student's education records to ensure that they are not inaccurate or misleading
- To be notified of the student's privacy rights under FERPA
- To file a complaint with the U.S. Department of Education concerning alleged failures by CALS to comply with the requirements of FERPA

A student records policy has been implemented by CALS pursuant to this law. Students will be notified annually of their rights according to FERPA.

This notice will be provided in a reasonable manner to inform students of their rights and procedures for exercising their rights. CALS' Student Handbook details disclosure policies of education records.

Dropping a Class

Withdrawing from school and/or a specific class is discouraged but when circumstances arise that require dropping a class the following procedure is used:

If a class is dropped on or before the fifth-class day:

1. The student's grade report and official transcript will reflect a "W."
2. The student will not be charged to reschedule the class.

If a class is dropped on or after the sixth-class day:

1. The student's grade report and official transcript will reflect a "W/P" or "W/F."
2. The student will be charged the full tuition for the rescheduled class.

Withdrawal from School

1. Meet with the Admissions Director to process required paperwork.
2. See Financial Aid Officer to determine the effect this may have on financial aid eligibility (if applicable).
3. Collect signatures on paperwork and submit to school Director.

Adding a Class

Full-time students can take extra classes if their schedule permits and their prior academic progress is satisfactory. Because financial aid does not cover any courses over “full-time,” students must request to be scheduled for the class and make full payment of tuition and books prior to being included on the schedule for the extra class.

Re-admittance

Former students of CALS who were dropped because of the lack of satisfactory progress, i.e. attendance probation and/or academic probation, or who failed to complete their course of study within three (3) years of their initial entry date, must petition the admission office for re-entry.

If approved, students must enroll and complete required applications two weeks prior to the selected date of re-entry. An evaluation of transcripts from this and any additional accredited college will be made during the re-entry process. Students must have attained a minimum of a “C–” in each class to receive credit for that class. Former students who failed to complete their course of study within three (3) years of their initial entry date may be required to repeat core legal specialty courses as determined by the Director to ensure skill proficiency and to pay applicable tuition, fees, and e-Services. All outstanding obligations to CALS must be paid prior to re-admittance.

Leave of Absence

A student may take a leave of absence (LOA) for various reasons, including but not limited to illness, military service, schedule issues or for purely personal reasons. A LOA form may be requested from the Office Manager or Financial Aid Assistant. The completed signed form must be returned before the start of the term. In extenuating circumstances, a LOA may be granted after the start of a term. The LOA may only be granted for one term (8 weeks) at a time. A student must contact the Office Manager to request a second LOA if additional time is necessary. Only 2 LOA's may be taken in a calendar year and may not exceed 180 days. Students who do not attend class on the first scheduled class day after the LOA will be terminated from their program.

Transfer of Credit

Transfer of Credit between Institutions

An applicant desiring to transfer credit(s) from another post-secondary institution should submit an official transcript for evaluation within the first five days of the program start date for which he/she is enrolled.

The Director or designated staff member will determine which courses are transferable and award credit for those courses in which:

- the student has received a grade of “C–” or higher.
- are course requirements for the program in which they are enrolled.
- are being transferred from an institution that is recognized by the Secretary of Education of the United States Department of Education as an institutional accrediting agency.

A maximum of 12 semester hours of legal specialty courses may be transferred into the Paralegal Certificate Program. A minimum of 40% of the program’s total credit hours must be earned at CALS for degree programs. CALS does not provide for transfer of credit for non-paralegal course work or licensing examinations for other occupations.

Applicants should be aware that due to the specialized nature of CALS program, transferability of credit may be limited and will be determined by the receiving institution.

Transfer of Credit Between Programs

Upon completion of the Paralegal Certificate program, students may transfer to the Associate of Applied Science Degree program and receive credit, in block, for all courses completed and tuition and fees paid.

Students in the AAS Degree program may transfer hours into the certificate program at the end of the academic year or upon completion of a bachelor’s degree.

Credits earned in the Paralegal Certificate program or Associate of Applied Science Degree program are transferrable to the Bachelor of Arts: Law and Business program.

Transfer of Course Delivery

Students wishing to transfer from traditional to online classes must provide a written request stating their reason for transfer. All such transfers are to be approved by the Program Director.

Credit for Previous Experience

Students desiring to receive credit for courses based on work experience or training may do so by taking the final exam (written or oral) for the desired course and receiving a passing grade of 95 or above. The exam will only be administered once for each class for which the student seeks to receive credit.

The exam must be taken within the first five days from the original start date of the program that the student is entering. There is a fee for the administration of the examination. However, for any class which the student is awarded credit, tuition charges will be pro-rated in accordance with hourly rate charges for the program in which the student is enrolled.

Student Services

Admissions

All applicants will be interviewed on site or online by an admissions representative prior to enrollment. The admissions representative provides and reviews information concerning CALS, its programs, start dates, tuition, fees, options for payment, the admissions process, placement services, and a tour of the facility. Discussions concerning the paralegal profession and an applicant's history, interest, and qualifications take place. All admission paperwork is completed through this office.

During the admission process, a student's readiness for online coursework will be evaluated through enrollment activities that are similar in scope to online class activities. Students who struggle with these activities will be referred to traditional program offerings. All students seeking to attend classes online must complete an online orientation and related activities.

Tuition Planning, Financial Assistance, and Budgeting

Center for Advanced Legal Studies offers tuition planning, budgeting, and financial aid counseling services to all of its students. Interest-free installment plans are available for students desiring to make monthly tuition payments. Federal Direct Loans and Federal PELL Grants are available to those who qualify. The financial aid staff works with students individually to determine how to best meet each person's specific needs.

Help Desk

Center for Advanced Legal Studies' online staff is prepared to assist students with technical support throughout their program. The CALS Help Desk may be reached at 866-529-5770 or help@paralegal.edu.

Submitting a Trouble Ticket by going to CALS website and clicking the **Students | Technical Support** link (<http://support.paralegal.edu>) is the most efficient way to contact and receive a response from CALS IT staff.

Dedicated technical support for Canvas LMS, Cengage Unlimited, and Blackboard Collaborate Ultra is also available from each vendor.

Advising / Counseling Services

Academic advising and support at CALS are available to students from instructors for each individual class. The academic dean, admission representatives, and director of education are also available for academic consultations. The director of student services is available to assist students with scheduling and GPA calculations. A list of different social services or a reference for counseling services can be provided to students as needed.

Tutoring

Students who require assistance with coursework are encouraged to contact their instructor. Those requiring additional assistance can contact the teaching/library assistant for individualized help and guidance.

Career Services

CALS offers Career Services in both traditional and nontraditional markets for graduates and seeks to provide equal opportunities without regard to race, color, religion, national origin, sex, age, disability, or sexual orientation.

The Office of Career Services works to educate, connect, and advise students about opportunities post-graduation. The primary focus of Career Services is to guide students preparing to graduate in assessing strengths and interests, exploring options, gaining experience, and making informed decisions that lead to entry level employment in the legal profession upon graduation.

Program employment, placement rates, and compensation ranges are made available to all incoming students during the admissions process.

Students preparing to graduate should contact the Director of Outreach and Career Services to coordinate activities and job referrals. Please refer to the Student Handbook for specific policies and requirements for participation in the career opportunities developed by CALS.

Students are expected to participate in graduate reporting including providing employment, military, and continuing education information to CALS staff.

Entering students should realize that employment upon graduation is dependent upon personal qualities as well as professional skills. No promise or guarantee of job placement is given.

Additional Student Services

Other student services that may be available are described in the Student Handbook or elsewhere within this School Catalog.

Graduation Requirements, Honor Certificate, Honor Society, and Graduate Refresher



Graduation Requirements

Students are considered graduates of a CALS' program upon successful completion of the entire program of study in which they enrolled (minimum cumulative GPA of 2.0).

Earned certificates and degrees will be presented upon graduation in honor of each student's achievements.

Students who do not meet these requirements will not graduate.

CALS reserves the right to withhold certificates of completion, degrees, transcripts, honor's certificates, and other credentials until all financial obligations and school requirements are satisfied as agreed upon enrollment. The maximum time allowed to complete the program as designated upon enrollment is 1-1/2 times the program's length.

Honor Certificate

Students who achieve 100% classroom attendance and a 4.0 GPA at the completion of their program will receive an Honor Certificate issued by CALS to signify excellence in all areas. Honor Certificates are announced and awarded at the graduation ceremony. Students must be present at the ceremony to receive their award.

Honor Society

Lambda Epsilon Chi (LEX) is a national paralegal honor society established by the American Association for Paralegal Education. The purpose of LEX is to recognize persons who have demonstrated superior academic performance by completing coursework with 95% classroom attendance and 3.9 GPA. Students must complete a minimum of two-thirds of their program with CALS to be eligible for LEX nomination. Selection of inductees into LEX takes place upon program completion. Announcement and recognition of the honored students takes place at the graduation ceremony.

Graduate Refresher

Upon employer recommendation, graduates may retake individual courses in their program at no additional tuition charge.

Professional Certification

NALA, National Association of Legal Assistants, and NFPA, National Federation of Paralegal Associations, provide certification procedures “recognized throughout the United States as a means of identifying competent paralegals.” Certification bestows professional recognition to those persons who achieve significant competence in the paralegal field. National certification is voluntary and is not a requirement for employment as a paralegal. CALS offers periodic review courses for those interested in pursuing a national certification. Click on ‘Seminars’ at www.paralegal.edu for upcoming review seminar dates. Additional information on becoming a “CP” or Certified Paralegal through NALA may be found at www.nala.org. Additional information on becoming a “RP” or Registered Paralegal through NFPA may be found at www.paralegals.org.

Satisfactory Progress

Grading System

Students are graded on a standard 100% scale. Letter grades are a measure of performance and are assigned as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	64-66
A-	90-93	B-	80-83	C-	70-73	D-	60-63
						F	0-59 (Must repeat class)

Grade Points Awarded per Semester Credit Hour:

A+	4.00	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
						F	0.00

Students must maintain a Grade Point Average (GPA) of 2.0 or higher in the payment period to maintain satisfactory progress. Students are evaluated for Satisfactory Academic Progress (SAP) at the end of each payment period qualitatively and quantitatively.

Grade reports are released to students every 8-week term. Grades will not be released by phone. Progress reports are provided every 16 weeks via electronic access and/or US Postal Service. Students may request a printed or email progress report at any time during their enrollment by emailing the Office Manager. Students also have 24/7 access to the Student Portal after the second week of the program.

The maximum time allowed to complete a program as enrolled is 1-1/2 times the program length.

GPA is computed by dividing the total grade points earned by the total number of semester hours completed - www.paralegal.edu/GPA.

Impact of Grades on Satisfactory Progress

Incomplete Grades

Students who receive a grade of incomplete, “I,” on their grade report have one week from the date the grade report was issued to satisfy the requirements of the course. Under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of “I” if the student withdraws for an appropriate reason unrelated to the student’s academic status. In this case, the student may re-enroll in the program during the 12-month period following the date the student withdraws and may complete those incomplete subjects without payment of additional tuition.

An incomplete grade of “I” is not included in the calculation of the CGPA (Cumulative Grade Point Average) but is counted in the successful course completion percentage as credit hours scheduled but not successfully completed. Upon resolution of the incomplete grade, the student’s academic progress will be re-evaluated.

Additional information concerning Federal Student Aid is available in the current student handbook and from CALS’ Financial Aid Director.

Failing Grades

A failing grade of “F” will be included in the CGPA until the class is repeated and a passing grade is achieved. When a passing grade is earned for a class, only the passing grade will be used to determine the CGPA. However, both attempts will be used in the calculation of the semester hour completion percentage.

Repeating a Failed Course

A student may repeat and repay for a failed course one time with administrative approval of extenuating circumstances.

Withdrawal

Grades with a “W” indicate the student withdrew, was withdrawn from the class prior to its completion, or failed to uphold satisfactory payment period attendance of a minimum of 80% and was administratively dropped.

These grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage as semester hours scheduled but not successfully completed.

Re-admittance

Under Title 40, Administrative Code, Section 807.221-224, students terminated for unsatisfactory progress cannot be re-admitted until a minimum of one grading period has passed. A student may petition CALS for re-entry on a probationary status by providing an acceptable written, formal notice that the underlying cause of the academic problem is resolved. A student may be accepted for re-admittance one time only notwithstanding administrative approval of extenuating circumstances.

Academic Probation

A student is placed on academic probation for one grading period if they fail to maintain a cumulative GPA of 2.0 or higher.

A student whose cumulative GPA rises to 2.0 or higher during the next grading period is removed from academic probation.

A student whose cumulative GPA remains below 2.0 for two consecutive grading periods is dropped from the program for a minimum of one grading period.

A student may repeat a failed course a maximum of one time notwithstanding administrative approval of extenuating circumstances.

A student dropped from the program may petition CALS for re-entry on a probationary status by providing an acceptable written, formal notice that the underlying cause of the academic problem is resolved.

Attendance Policy

In order for students to excel as paralegals, they must begin thinking of their paralegal education as the beginning of their career. Therefore, just as timeliness and attendance are important to employers of legal assistants, it is equally important to CALS, its faculty and staff, and ultimately, to each student's success.

Attendance Policy

Absences are charged for a full day when a student attends none of the scheduled classes that day. A partial day of absence is recorded for any period of absence during or at the end of the day.

One hour of absence is charged for each part of an hour missed. Therefore, tardiness is not otherwise recorded or charged.

The attendance policy for students attending online classes is as follows:

- Students enrolled in online classes are required to participate in two hours of live, interactive classroom instruction plus complete four hours of asynchronous instruction each week.
- Both synchronous and asynchronous activities are recorded as hours/minutes present each week.
- The adopted Learning Management System (LMS) automatically records student activity and provides reporting tools to track and monitor progress.
- Faculty members monitor student activity and bring deficient student activity to the attention of the Director.
- Students who fail to meet the minimum activity requirements are counseled via electronic mail and/or telephone and advised of the consequences of failing to satisfy school attendance policy.
- The student's last date of attendance is the recorded completion date of distance assignment or assessment, i.e. date of last quiz taken, last assignment submitted, last discussion thread or e-mail posted, etc.
- A student is terminated when he or she is absent in excess of ten consecutive school days or in excess of 20% of the total program hours, whichever comes first. (One week equals 2 hours/day, three days/week.)

Make-up work is not authorized for the purpose of removing an absence. School holidays are not considered days of absence.

Attendance Probation

Attendance probation is an institutional probation and is not restricted to any specific funding types. Attendance is not considered in SAP calculation.

If at the end of a grading period (8 weeks) a student fails to maintain a minimum cumulative attendance of 80%, he or she will be placed on Attendance Probation for the next period of equal length.

A student who raises their cumulative attendance to 80% or above by the end of the next grading period (8 weeks) is removed from Attendance Probation. If a student's cumulative attendance decreases after the first probation period, then he or she may be terminated from the program. A student whose cumulative attendance improves but is still less than 80% will have the option to continue for a second grading period (8 weeks). If a student's attendance does not improve to 80% or above by the second 8-week grading period, then, barring any extenuating circumstances, he or she will be terminated from the program.

A student dropped from the program may petition the admissions office for re-entry on a probationary status by providing an acceptable written, formal notice that the cause of the attendance problem is resolved.

A student whose enrollment is terminated for violation of the attendance policy may not re-enter until a minimum of one grading period has passed. A student may be accepted for re-admittance one time only.

Financial Aid Ineligibility, Appeal, and Probation

Students who fail to maintain a 2.0 GPA at the end of the pay period will become ineligible to receive Title IV funding. Students may submit an appeal to be placed on Financial Aid Probation by following the procedures listed in the Student Handbook.

Student Conduct, Grounds for Termination

Student Conduct

- Each student is held responsible for all information published through notices and announcements posted on campus, outlined in the Student Handbook, provided on web-based systems, and published in the catalog.
- All fees must be paid on time.
- Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage and are subject to disciplinary action.
- Students who engage in acts such as stealing, gambling, use of alcohol or illegal drugs, or profane language make themselves liable to disciplinary action.
- Professionalism is important. All students are expected to dress and act in a mature, responsible manner, and comply with the Student Civility Statement.
- Student rights and responsibilities including disciplinary actions and appeals process are included in CALS' Student Handbook and distributed upon enrollment.

Grounds for Termination

- Insufficient progress
- Non-payment or untimely payment of school fees
- Failure to comply with student regulations and policies
- Absence of ten consecutive school days
- Absence in excess of 20% of the total hours in the program

The administration reserves the right to terminate any student who does not reflect an attitude conducive to a positive learning environment.

Cancellation Policy, Refund Policy

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written or verbal notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in non-refundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters our resident or distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in non-refundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. Refunds, when due, are made without requiring a request from the student.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade of "incomplete" is permitted to re-enroll in the course program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- (b) a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the students, or (2) from the date the institution terminates the student or determines withdrawal by the student.
10. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.



Student Grievances

ACCSC Complaint Procedure – Student Complaint Procedures

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Sarah Casey or online at www.accsc.org.

Additional grievance procedures are outlined in the CALS Student Handbook which is disbursed to incoming students. Any grievance not resolved by CALS may be forwarded to:

Texas Workforce Commission

Career Schools and Colleges, Room 226T

101 East 15th Street

Austin, TX 78778-0001

Phone: 512-936-3100

Information for students / Complaints

<https://www.twc.texas.gov/programs/career-schools-colleges/students>

Texas Higher Education Coordinating Board

Office of the General Counsel

P.O. Box 12788

Austin, Texas 78711-2788

Email:

studentcomplaints@highered.texas.gov

<https://www.highered.texas.gov/>

Council on Occupational Education

7840 Roswell Road

Building 300

Suite 325

Atlanta, GA 30350

Phone: 770-396-3898

Fax: 770-396-3790

<http://council.org>

"The information contained in this catalog and addendum is true and correct to the best of my knowledge."

A handwritten signature in black ink, reading "Doyle Happe". The signature is fluid and cursive, with the first name "Doyle" and last name "Happe" clearly distinguishable.

Doyle Happe Director

Photos: Taken at Center for Advanced Legal Studies, page 3, 7.
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