

# **CENTER FOR ADVANCED LEGAL STUDIES**

*The Paralegal People®*

## **STUDENT HANDBOOK**



**CENTER FOR ADVANCED  
LEGAL STUDIES**

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The mission of Center for Advanced Legal Studies is to provide students with the skills, and practical and ethical knowledge necessary to excel as paralegals and meet the needs of the legal, governmental, and corporate communities.

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## **GENERAL INFORMATION**

### ***Notification***

The student handbook is a supplement to the CALS' school catalog which is received by each student. This handbook shall not be used independently of the catalog or other informational resources.

### ***Administration***

The administration is held accountable by providing insight, direction, and authority while calling on the abilities and expertise of the faculty and staff in an effort to meet the expectations of the students, and the community for which the institution serves.

### ***Equal Opportunity Policy***

CALS seeks to provide equal educational opportunities without regard to race, color, religion, national origin, disability, sexual orientation, sex or age.

### ***International Students***

CALS does not enroll non-immigrant foreign students in traditional classes. However, international students may attend Online Interactive Instruction™ classes from the convenience of their home or office across all borders.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

CALS students have the right to know:

- the names of accrediting and licensing agencies;
- the programs offered, facilities and faculty;
- the cost of attending school
- the policy on refunds for students who drop prior to completing the program,
- the financial assistance available from Federal, state, local, private, and institutional financial aid programs;
- how the Financial Aid Office determines students' financial need and eligibility;
- the type of aid to be received and how it will be disbursed;
- how to submit appeals under various school policies;
- the method of determining satisfactory academic progress and how it affects the student's financial aid eligibility;
- the terms of all loans borrowed by the student including interest rates, repayment amounts, cancellation and deferment provisions;
- the criteria for continued eligibility for financial aid;
- the special facilities and services available to disabled students
- career placement processes and procedures and placement rates;
- completion rates;
- retention rates;
- student body diversity.

CALS students are responsible to:

- review all aspects of CALS programs prior to enrollment;
- complete financial aid applications accurately and truthfully;
- provide supporting documentation as requested by CALS or associated agency;
- read, understand and keep copies of all forms received;
- notify CALS of any change in financial circumstances;
- notify CALS of a name or address change;
- read and understand CALS satisfactory academic progress policy;
- read and understand CALS refund policies
- sign all required agreements and certification statements; and
- repay all loans according to the signed promissory note.

## **STUDENT POLICIES & PROCEDURES**

### ***Attendance***

Attendance is taken each class period. If a student is absent from any portion of a classroom period, he/she shall be considered absent from the entire period. Promptness is imperative. Tardiness and absence are not excused. Students who do not meet the attendance policy as outlined in the school catalog will be withdrawn from school. Those wishing to continue their education at CALS must re-enter through the admission office and, upon acceptance, complete all required documentation.

### ***Conduct***

Students should treat their paralegal education as the beginning of their career. Inattentive, disruptive, disrespectful students shall be removed from the classroom and/or dismissed from school.

### ***No Food or Drink in the Classrooms***

Food is not permitted in the classroom. Open beverages may not be brought into the classroom. Students may utilize the lounge area for food and drink before and after classes and during breaks. Vending machines are available in this area as well.

### ***NO FOOD OR DRINK IN THE LIBRARY***

### ***Copier/Telephone***

The student copier is located in the library. Access to the administrative copiers and telephones is restricted.

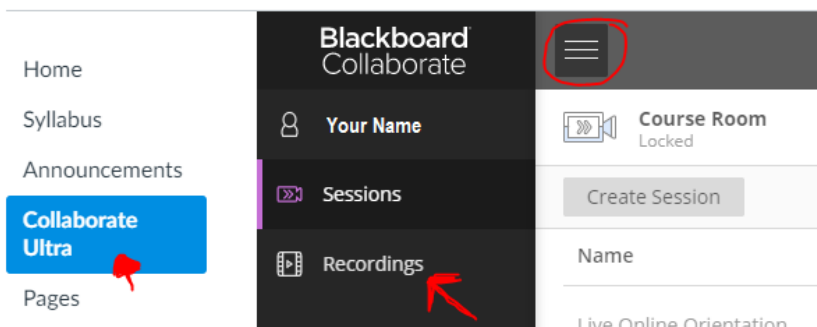
### ***Cell Phones/Electronic Equipment***

Cell phones and other electronic equipment perceived to be disruptive by the faculty and/or administration are not permitted in the classroom. *(Please be sure to keep CALS informed of changes to your phone number, email and physical address.)*

### ***Recording Devices***

Students may record classroom lectures with the permission of the individual faculty member. Classes taught through Collaborate Ultra or the like may be recorded and archived.

☰ \*Class Name on Canvas LMS



### ***Weapons***

Guns, knives or any other item perceived by the administration to pose a threat to the

well-being of the students, faculty and staff of CALS are not permitted on the premises. Students may be terminated for infringement of this policy.

### ***Cheating***

Claims of originality of work deemed false by the instructor/administration are in violation of the CALS honor code. Students accused of such violation(s) shall receive an "F" for the course and/or will be dismissed from school. This includes committing plagiarism (using the words or ideas of others as if they were your own). Questions regarding the avoidance of plagiarism should be discussed with instructors.

### ***Honor Code Violations***

Claims of originality deemed false are Honor code violations and will result in an "F" for the course and/or dismissal from school. This includes committing plagiarism (using words or ideas of another as if they were your own). Students are expected to work as individuals unless otherwise instructed. If students have questions regarding the avoidance of plagiarism or working with another student, please consult with your instructor. CALS deems uploading course materials, work or "help" to homework/cheating-type websites to be an infringement of the Honor Code. Violators may be asked to remove the content and/or be dismissed from school.

### ***Sexual Harassment***

Sexual harassment among or between students, faculty and staff is prohibited. Sexual harassment utilized as leverage of (including but not limited to) grades, assignments, projects or favors is specifically prohibited. The purpose of this policy is not to regulate personal morality. Rather, it ensures that no one may harass another individual and that each student receives a fair and honest grade. Sexual Harassment must be reported to the administrative office immediately. See Sexual Offense Policy for more information.

### ***Emergency Reporting***

Any crime, potential crime or illegal activity taking place on the premises of this institution must be reported immediately to the administration/and or the administrative staff. Emergency Reports will be processed within 24 hours of the reported activity and an Emergency Response will be completed by CALS within three business days of the processed Emergency Report.

### ***Payment***

A Truth-In-Lending Agreement (TILA) is required for students making more than 4 payments in a calendar year. No interest or fees are charged for making payments. Students who have agreed to make monthly payments upon acceptance to CALS may make payments at CALS or online at <https://www.paralegal.edu/make-a-payment/>. Students may be terminated from the program upon noncompliance with their agreement to pay.

### ***Independent Study***

Students may utilize the school facility for independent study outside of classroom hours during regularly scheduled office hours. However, students in class have first priority to classrooms and equipment.

### ***Disability***

CALS does not discriminate based on disability and provides restrooms, classrooms, extra helps, etc. that allow for the accommodation of disabled individuals. Assistance with additional accommodations should be addressed with the Admissions Director and be respective of the CALS non-discrimination policy outlined in the school catalog. Students requesting accommodation for disabilities must complete the Disclosure of Disability form with appropriate documentation.

### ***Transcripts***

One (1) transcript is provided to each graduate upon official graduation. All other transcript requests are to be submitted on CALS' website [www.paralegal.edu](http://www.paralegal.edu) with a fee of \$10.00 for each transcript requested. Requests will not be accepted over the phone. Transcript requests may take up to five (5) working days. Should a student need a rushed order, the transcript request will be \$14.00 and may take up to two (2) working days. Processing days do not include the time that it takes the USPS mail to send the transcript.

### ***Graduation Ceremony and Conferring Credentials***

CALS confers graduate diplomas and certificates at the next scheduled bi-annual graduation ceremony, following a final audit of academic records and verification of the successful completion of all program requirements. Diplomas and certificates will be sent via regular mail the following week for those out of the area or otherwise unable to attend their graduation ceremony. Notification of non-receipt and requests for re-issuance of a diploma or certificate will be accepted by the Career Services office for up to 30 days following each ceremony. After 30 days, a replacement diploma or certificate may be issued at the graduate's expense.

CALS reserves the right to withhold Certificates, Degrees, transcripts, honor's certificates and other credentials until all financial obligations and other requirements are met.

A Letter of Completion may be requested from the Administrative Office to confirm completion pending the graduation ceremony.

### ***LEX Nominations***

Graduates who qualify for induction into the *Center for Advanced Legal Studies' chapter of the Lambda Epsilon Chi (LEX)* will receive notification of their nomination prior to their graduation ceremony. Graduates who accept this nomination must promptly reply to the nomination correspondence and pay required fees associated with induction by the deadline. Students who fail to respond or pay required fees will not be inducted and forfeit their nomination.

*LEX induction nominee qualifications are:*

Paralegal Certificate Program graduates must complete a minimum of 18 semester credit hours at Center for Advanced Legal Studies. AAS Degree Program graduates

must complete a minimum of 41 semester credit hours at Center for Advanced Legal Studies. Graduates must have 95% attendance and 3.9 GPA for the program enrolled.

### ***Laptop Policy***

Students are required to purchase and utilize their own laptops. Students in Online Interactive Instruction™ classes may use a desktop or laptop computer that meets the stated minimum requirements as outlined by the admissions office and/or the IT staff. These requirements can also be found on CALS' website <http://www.paralegal.edu/tech-support-blog/bid/285230/What-are-the-minimum-computer-laptop-requirements-for-students>.

### ***School Computer Use***

Students are not to save personal files to school computers. Saving personal files to school computers is considered a violation of the honor code. Students are recommended to use a personal USB "thumb drive" in order to save documents. Do not use the library computers or printer to print personal or non-school related materials.

### ***Test Policy***

No make-up exams are given with the exception of course finals. A student who misses an exam will receive a zero. Instructors may give multiple exams and drop the lowest grade to account for unavoidable absences which lead to missed exams. This applies to both traditional and online testing.

### ***Late Assignments***

Late assignments are not accepted. Students who fail to submit assignments by the stated deadline will receive a zero. No partial credit is to be awarded for late assignments.

### ***Children in School and Classroom***

There are no circumstances in which a student will be permitted to bring a child to school. If a student brings a child to the school and/or classroom, the student shall be dismissed from class.

Students in online classes are held to the same standard.

### ***Student-Instructor Relationships***

An attorney-client relationship between an instructor and student is prohibited. Instructors may not provide legal advice to students regarding personal issues. Students are encouraged to contact their State Bar Association attorney referral service or another entity in their community that will refer them to lawyers experienced in the particular subject matter needed. Students may contact the Office Manager if they need assistance locating a referral service.

### ***Non-Compliance/Termination***

Students are required to follow the policies, rules and regulations of individual instructors and those set forth by the institution. Students may be terminated as a result of perceived non-compliance.



## ***Name Changes***

Students who legally change their names after their enrollment has been processed will be required to submit updated copies of their Driver's License and Social Security Card to change their name in CALS' Student Information System and LMS portals. Some student resource systems may not be able to be changed. In these cases, the student's original name may be displayed. Students who have completed a name change after enrollment may still need to provide the old name when speaking with the Financial Aid Department. If the student is using Title IV funds, then he or she may be asked to update their name with the Department of Education and/or their loan servicer.

## **STUDENT CIVILITY**

Center for Advanced Legal Studies is committed to the highest standards of academic and ethical integrity, acknowledging that respect for one's self and others is the foundation of educational excellence. As such, CALS strives to cultivate an environment of mutual respect and responsibility between students, faculty, and staff. The following requirements serve to promote a positive academic environment, free of disturbance and civil in all aspects of human relations.

1. **Respect** faculty, staff, fellow students, and all policies, rules and regulations.
2. **Take responsibility** for one's choices and actions.
3. **Accept consequences** of one's inappropriate choices and actions.
4. **Communicate** in a professional and courteous manner in all forms, and at all times, whether **verbal, non-verbal, written or emailed**.
5. When participating in class dialogue, don't monopolize discussions to the exclusion of others, either in terms of time or opinions expressed.
6. Conflicting opinions among members of a class are respected and responded to in a professional manner.
7. No side conversations or other distracting behaviors are to be engaged in during class discussions or presentations, or online discussion threads.
8. No offensive comments, language, or gestures are part of the classroom environment.
9. Cell phones and other electronic devices (notebooks accepted) are placed in the "off" mode during class time.
10. Children and pets (guide dogs accepted) are not to be brought to class.

**Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for possible student termination.**

## **DISTANCE EDUCATION POLICY**

### ***Student Identity***

When a student begins coursework at CALS, he/she becomes identifiable through a uniquely assigned username and password. Student identity is verified via this password.

In addition, CALS employs state-of-the-art interactive technologies that include voice and live video. These technologies clearly indicate, to the same extent that such can be discerned in a traditional classroom environment, that the student who registers for distance education classes is the same student who receives and participates in the class.

Plagiarism is discouraged through CALS' ability to view and scrutinize the metadata created and collected as students make use of distance education learning systems.

Students determined not to be completing their own work may be terminated from class and/or from CALS.

### ***Policy to Combat Unauthorized Distribution of Copyright Materials***

CALS certifies that the following plan has been developed to effectively combat unauthorized distribution of copyrighted materials.

- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer (P2P) file sharing is: a violation of school policy and may result in disciplinary action and/or termination from school; may subject the students to civil and criminal liabilities. P2P applications are a security risk and may expose the network to a variety of risks. Computers may crash and networks may be infected. P2P applications also generally use a large amount of bandwidth otherwise designated for administrative and academic purposes and as a result recognized as network abuse. Appropriate action has been taken by the CALS technical staff to preclude this abuse however students should recognize the seriousness of any attempts to pursue the use of such applications.
- Materials utilized in class and provided to students by instructors for educational purposes are provided in formats that may not be altered.
- Licensing agreements with various publishers allows CALS to provide specific materials to be utilized by students.

Information received, copied or downloaded from online resources may or may not be copyrighted. **Students are responsible to determine if the materials are copyrighted, and if they are, to abide by US copyright laws.** If materials are copyrighted, students must request permission from the creator to utilize the material for public use. Students may not post course materials including but not limited to review sheets, assignments, quizzes, projects, or discussion questions to any website without approval from the course instructor or Administrative Office.

Be advised that any unauthorized copying of software is illegal and may result in legal liability. Unless software has been provided for public access, the rights to reproduction and distribution of the material belong exclusively to the owner of the product.

As a reminder, copyright infringement is a violation of Federal law and the alleged infringer is subject to possible legal action. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$25,000 per offense. For more information, please see the Website of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

In addition, using the CALS computer resources for acts of copyright infringement is a violation of school policy and may result in loss of computing privileges and or other disciplinary action including but not limited to termination from school.

**Legal Alternatives for acquiring Copyrighted materials** are available at <http://www.educause.edu/legalcontent>.

These alternatives and the CALS copyright policy will be evaluated annually by this institution's administration.

## **REPEATING FAILED CLASSES**

### ***Policy***

A student may repeat and repay for a failed course with administrative approval. All grades earned during a student's education at CALS will appear on his/her official transcript. All required courses must be successfully completed for the entire program of study in which a student enrolled to meet requirements for graduation. In the event that an elective course is not passed, the student may substitute the course for other elective courses if a substitution is available.

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

A student who fails the first two classes in their program may be required to retake those classes prior to continuing.

### ***Process***

Faculty members who have students in the process of failing (60 or below) a class shall

talk with the individual student as the class progresses in order to assist in improving his/her grade.

If the student fails a class, he/she will be requested to meet with an Admissions Representative or Administrative Staff. A student must repeat a failed course in order to successfully complete the program.

If a student fails a class for a second time, then the student must submit documentation of the extenuating circumstances that occurred during course(s) by email to [sarah@paralegal.edu](mailto:sarah@paralegal.edu). If the extenuating circumstance is accepted, then the student will be rescheduled for the class. If the extenuating circumstance is not accepted or the course is not available to reschedule within a reasonable timeframe, then the student will be terminated from the program.

### ***CGPA Calculation***

Cumulative Grade Point Average (CGPA) is the average of Grade Points obtained in all the classes you have taken in your specific program. Please note, each program in which you are enrolled will have a separate CGPA. Your Certificate classes will not weigh on your AAS degree courses. To calculate your CGPA you will need the grades you have received in each course within your program. Those grades are associated with the following GPA scale:

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

Next, add your grade points per course you completed and divide by the number of courses. The following form may help you calculate your CGPA for our programs [CGPA Form for Certificate](#) or [CGPA Form for AAS Degree](#). You can use this form to help anticipate the grade you need in each class to meet the 2.0 CGPA required to graduate.

### ***Grade/Attendance Appeal Procedures:***

A student may appeal a grade/attendance through the last day of the end of the next term. The student must first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. Appeals must be sent through email/Canvas messaging and must contain factual information to aid in the appeal including screenshots, prior emails, or other information. Instructors are not to alter grades/attendance based on health, family or work issues. If the student does not receive a satisfactory resolution, then they may also appeal the Administrative Office with documentation of their attempts to resolve the dispute with the instructor and their supporting documentation. The Administrative Office will either refer the issue to the Dean of Academics or review course log information and provide the student with the decision. Grades/attendance may not be appealed after the end of the next term unless the student was on a leave of absence directly after the course in review.

## **Institutional Probation Policies:**

### **Academic Probation:**

Academic probation is an institutional probation and is not restricted to any specific funding types. A student is placed on academic probation for one grading period if he or she fails to maintain a cumulative GPA of 2.0 or higher.

A student who improves their CGPA to a 2.0 or higher by the end of the next grading period (8 weeks) is removed from *Academic Probation*.

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

### **Attendance Policy**

Students must maintain 80% cumulative attendance throughout their program.

Attendance is recorded for live lecture hours (Morning Campus, Saturday Campus, and Online) and weekly work submissions (Saturday and Online). Students may review official attendance records by using the [Student Portal](#). For assistance with the Student Portal, please contact Sarah Casey at [sarah@paralegal.edu](mailto:sarah@paralegal.edu).

Instructors submit attendance on a daily/weekly basis. Center for Advanced Legal Studies' administrative staff monitor attendance on a continual basis.

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.

Attendance is calculated for their current program and does not carry over from prior enrollments.

### **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 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.

### ***DRESS CODE***

The dress code serves as a guideline for in-class students that will be entering a professional career field with high standards. Therefore, students are asked to remember that this paralegal education is a prelude to a legal career.

#### ***CALS' established standards for dress are as follows:***

- Clean and groomed.
- Garments should be an appropriate length so as not to expose skin at the waistline. T-shirts that are printed with controversial statements and cause disruption are not allowed.
- Skirts and dresses shall be at a length appropriate to the legal profession.
- Shorts may be worn if they maintain a reasonable length. They should not fit tightly.
- Careful consideration should be given to the type of jewelry worn. Jewelry should not interfere with classroom tasks.
- Suits/Ties are not required and not discouraged. Jeans, neat and clean, are considered acceptable attire for the classroom.
- Disruption of classroom concentration and work due to student attire will not be allowed.

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. The student will be marked absent from class for this time. Students who continually violate the dress code may be dismissed from CALS by the administration.

**Students attending class via Online Interactive Instruction™** will be viewed by use of a webcam. While attending designated class sessions, students are expected to dress in a moderate and acceptable fashion. Any violation or questionable appearance and/or lack of ethics in this area shall be justifiable cause for termination from the class and/or program. Such determination will be made by the faculty member of the affected class and CALS' administration.

### **PLAN FOR PHYSICAL RESOURCES**

The facility provided for on-campus education and training as well as the distance education infrastructure shall meet the needs of faculty, staff and student with regard to space, accessibility, safety, and cleanliness.

Building management is responsible to provide a measure of pleasure and enjoyment within the facility. CALS' administration supports the needs and comfort of its faculty, staff, and students and will work to accommodate this comfort through communication with the building management staff as necessary.

Classroom space is adequate and modern and is designed specifically for the administration of instruction and service to students. Staff offices are arranged in a manner that provides easy access to all on campus. An open door policy accommodates faculty, staff, and students in responding to questions, concerns, and complaints.

CALS supplies instructional equipment and supplies relevant and necessary for optimal instruction and according to budget.

Compliance with local, state, and federal codes and procedures is addressed annually. Questions concerning related issues may be addressed with the Office Manager or the Chief Administrative Officer. All fire and safety authorizations are posted and available for review by faculty, staff, and students.

A review of the physical resources and the above stated items takes place each year and for the benefit of all employees, students, and the institution.

## **GRIEVANCE PROCEDURES**

Grievances concerning classroom topics must first be discussed with the instructor of that class outside of class time. Professional conduct, language and demeanor are always expected of students when voicing a concern. Inappropriate behavior is not acceptable. A proposed solution to the problem or concern must be presented to the instructor at this time. If the issue is not resolved, the student will then discuss the situation with the administration. In most cases, such steps in communication provide resolution.

If a student is not satisfied with the result at this point the student shall make an appointment with the Academic Dean, present, in writing the grievance and a proposed resolution.

If the student is not satisfied at this point, or the grievance does not involve an instructor or the class, the student shall provide a concise, clear and written statement of the grievance to the Director. The student shall then make an appointment with the Director and other concerned administration (as determined by the Director) to further discuss the concern. The concern will be heard. The Director and other concerned administration may make a decision at this time.

In some cases, it may be necessary for the Director and administration to hold further discussion and include others involved. When deemed necessary by the Director and administration, the student, instructor and administration shall meet and determine a resolution.

Students attending classes via Online Interactive Instruction™ shall follow the same grievance procedure as those who attend traditional classes. Discussions may be conducted through use of Collaborate when face-to-face meetings are required with and among students, faculty and/or administration. Any grievance not resolved by CALS may be forwarded to:

Texas Workforce Commission,  
Career Schools and Colleges  
Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
(512) 936-3100  
<http://csc.twc.state.tx.us>

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
(770) 396-3898  
<http://council.org>

Texas Higher Education Coordinating Board  
Office of the General Counsel  
P.O. Box 12788  
Austin, Texas 78711-2788  
Email: [StudentComplaints@theccb.state.tx.us](mailto:StudentComplaints@theccb.state.tx.us)  
<http://www.theccb.state.tx.us/>

Title 19 of the Texas Administrative Code,  
Sections 1.110-1.120:  
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

If the concern is not satisfactorily settled, the student and CALS have agreed that either party have the absolute right to require the two step alternative dispute resolution process as provided upon enrollment.



## **PLAN FOR HEALTH & SAFETY**

### **CALS Communicable Illness Policy**

CALS is dedicated to the health and safety of our faculty, staff, and students. Below are some recommended ways to limit your exposure and the spread of disease:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty

Students, faculty, and staff should stay home if:

- Suspect you have the flu or flu-like symptoms
- Have a fever of 100 °F or higher before taking medication
- Had a fever of 100 °F or higher before taking medication in the last 24 hours

CALS reserves the right to ask students to leave campus if they are exhibiting signs of illness and are unable to provide documentation from a health care provider indicating that their symptoms are benign. In such cases, reasonable accommodations will be established for the continuation of study without punitive consequences. This measure is meant to protect the health, safety, and peace of mind of all faculty, staff, and students.

### **BACTERIAL MENINGITIS**

#### **Bacterial Meningitis Notification**

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacterium that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

#### **Symptoms**

High fever	Severe headache
Rash or purple patches on skin	Vomiting
Light sensitivity	Stiff Neck
Confusion and sleepiness	Nausea
Lethargy	Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

**The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

### **Diagnosis**

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

**Early diagnosis and treatment can greatly improve the likelihood of recovery.**

### **Transmission of the Disease**

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

### **Increased Risk**

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.

Living in close conditions (such as sharing a room/suite in a dorm or group home).

### **Possible Consequences of the Disease**

Death (*in 8 to 24 hours from perfectly well to dead*)

Permanent brain damage

Kidney failure

Learning disabilities

Hearing loss or blindness

Limb damage (fingers, toes, arms, legs) that require amputation

Gangrene

Coma

Convulsions

### **Treatment**

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 30 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

The cost of vaccine varies so check with your health care provider.

Vaccination is very safe

- Most common side effects are redness and minor pain at injection site for up to two days.

**There are no vaccinations required prior to attendance.**

### **Physical Resources**

Touchless hand sanitizer is available by the student entrance on campus. A sink area is also provided in the student lounge area. This area provides soap, water and paper towels.

Students who sneeze or cough are encouraged to wash or sanitize their hands immediately to minimize the spread of germs.

### **STUDENT SAFETY**

Students shall become familiar with emergency procedures.

#### ***Closure/Cancellation of Classes***

CALS normally follows the Houston Independent School District **school closure** announcements. However, when CALS must make a closure decision independent of HISD the closure decision will be posted on Canvas LMS as announcement on the student dashboard and, if possible, campus students may receive an individual email from the administrative office or their instructor.

If online classes are somehow disrupted or delayed students may contact the CALS *Help Desk* at 866-529-5770 or look for information regarding the matter on the website.

#### ***Campus Emergency Situations***

When CALS confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, all those on campus will be notified. Confirmation of a significant emergency is determined by the administration's validation of a real and/or perceived threat based on local/national news reports, situations reported by building management or local police, danger to campus through threatening statements, the use of weapons, and validation of danger in immediate proximity to the campus. Taking into account the safety of the campus community, notification will be made, without delay, unless in the professional judgment of the administration such efforts may compromise the ability to assist potential victims. Confirmation and content of notification as well as determination of who to notify will be made by the administration. Notification will take place as follows:

- First, staff members are directed to contact 911 in confirmed dangerous and significant situations.
- Secondly, designated staff members who are aware of the situation will, if able, walk to the classrooms and library, notify students and instructors of the situation, and request they leave the premises quickly, quietly and as directed by the emergency exit signs found in each classroom.
- In the event that staff members are unable to leave the administrative offices, the designated staff members will notify each instructor of the emergency and need for evacuation through text message.
- This notification and evacuation procedure will be tested annually.

### ***Fire***

In case of fire, all students must first rely on fire exit signs placed in each classroom. All those leaving the premises should evacuate to the parking lots north or west of the school and out of range of injury. Fire drills may be conducted as determined by the administration.

### ***Natural Disasters and Threat of Terrorism***

Eminent danger caused by natural disasters and perceived threat of terrorism may require students and faculty to be released from the premises upon notification by the administration. The campus community will be directed to leave the vicinity.

### ***Flood***

When flooding is eminent, the administration shall release the students from school.

### ***Medical Emergencies***

Students who observe or assist with medical emergencies of a serious nature on campus must notify the administration immediately so 911 may be contacted. All medical situations taking place on the property of CALS should be reported in writing by the students and/or instructor involved within 24 hours of the situation. If medical assistance is necessary, but minor, a medical kit may be found at the front office.

### ***Security***

CALS is located in a secure office complex. The buildings are also monitored by electronic alarms in addition to CALS' electronic security system.

CALS encourages students to report promptly and accurately any criminal activity they may observe to the administration and the Houston Police Department or Harris County Sheriff's Department. CALS personnel will assist students in notifying the proper authorities if they so desire.

### ***Annual Campus and Security Report***

Center for Advanced Legal Studies completes an annual Campus and Safety Report for the Department of Education. This report is distributed to all students, staff and faculty using Canvas Notification on the Canvas Dashboard. The information can also be found on the Disclosure page of the website: [www.paralegal.edu/disclosures](http://www.paralegal.edu/disclosures).

### **DRUGS & ABUSE POLICY**

Please be aware that the administration reserves the right to terminate any student who does not reflect an attitude conducive to a positive learning environment. This includes the use or distribution of drugs and alcohol on the school property and/or as part of a school activity as well as inappropriate attitudes and acts believed to be associated with the use of drugs and alcohol.

## TEXAS LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substances (drugs)	Confinement in the jail for a term of not less than 180 days and a fine not to exceed \$10,000.	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$250,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving while Intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than \$2,000.	Confinement in jail for a term of not more than 20 years or less than 2 years, and a fine not to exceed \$10,000.
Public Intoxication	A fine not to exceed \$500.	
Purchase, Consumption, or Possession of alcohol by a minor.	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than one year or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.
Purchase, consumption, or possession cigarettes or tobacco products by a minor		Fine not to exceed \$250 or attend a tobacco awareness program.
Sell (Give) cigarettes or tobacco product to person younger than 18		Fine not to exceed \$500.

## FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

*Penalties are based on language of statutes regarding controlled substances and are subject to change. Please be reminded that in some cases penalties are increased when a controlled substance is distributed, and or possessed with intent to distribute, within 1000 feet of a school.*

## **Biennial Review of the Effectiveness of the Drug and Alcohol Prevention Program**

A biennial evaluation of the Drug and Alcohol Prevention Program is required. The results of the evaluation are available from the administration. Information is provided on the: effectiveness of the program and the implementation of changes; number of drug and alcohol-related violations and fatalities that occur on-campus or as part of CALS activities and are reported to campus officials; number and types of sanctions imposed; and assurances that sanctions are consistently enforced.

### **Health Risks**

#### 1. Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for persons with such dependency than for non-users of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

#### 2. Drugs

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use.

##### 1. Cocaine

Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (freebase) is smoked. Users progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces

convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision and treatment.

2. Amphetamines (speed, ecstasy)

Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to suicide. Large doses may result in convulsions and death from cardiac or respiratory arrest.

3. Heroin and other opiates

These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, Demerol, and "china white". Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

4. Hallucinogens or psychedelics

These include LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashback" consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

5. Solvent Inhalants, e.g. glue, lacquers, plastic cement

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

6. Marijuana (Cannabis)

Marijuana is usually ingested by smoking. Prolonged use can lead to psychological dependence, disconnected ideas, alteration of depth perception and sense of time, impaired judgment, and impaired coordination.

## 7. Damage from Intravenous Drug Use

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent brain damage may also result.

### ***Local Contacts for Treatment/Rehabilitation Assistance***

Alcoholics Anonymous Area Intergroup - (713) 686-6300

Narcotics Anonymous 24 Hour Help Line - (713) 661-4200

### ***National Contact***

Center for Substance Abuse Treatment and Referral Hotline – 1-800-662-HELP (4357)

### **COUNSELING SERVICES**

The academic counseling at CALS is available to students from instructors for each individual class. The Academic Dean and Director are also available for academic consultations. Scheduling assistance can be requested from the administrative office at any time.

The Director of Career Services is available to counsel with students concerning employment ambitions and opportunities, resume writing, interview preparation, etc.

A list of different social services can be provided to students as needed.

### **EMERGENCY AND CRIMINAL ACTION REPORTING POLICY AND PROCEDURE**

#### ***Criminal Activity includes but is not limited to:***

Murder/Non-negligent manslaughter  
Forcible and non-forcible sex offenses  
Robbery  
Aggravated Assault  
Burglary  
Motor Vehicle Theft  
Arson  
Hate Crimes  
Liquor Law Violations  
Drug Abuse Violations  
Weapons Possession

#### ***Current campus policies regarding procedures for students include the following:***

Any crime, potential crime or illegal activity taking place on the premises of this institution must be reported immediately to the administration. Emergency Reports will be processed within 24 hours of the reported activity. The Report will be kept confidential upon student request; FERPA and local and federal laws notwithstanding.



CALS encourages students and employees to report promptly and accurately any criminal activity observed at CALS to the administration and the Houston Police Department. CALS' personnel will assist students in notifying the proper authorities.

Annual crime statistics shall be prepared by the Campus Security Administrator. Compilation of crime information includes statistics received from campus reports and the local police. Once the information is compiled it is submitted by the Compliance Liaison to the United States Department of Education and provided for review to students, employees and potential students and employees at <http://www.paralegal.edu/disclosures/>. A paper copy will be provided upon request.

Center for Advanced Legal Studies is located in a secure office complex. The buildings are also monitored by electronic alarms in addition to CALS' electronic security system. Police will be summoned immediately upon serious suspicion and/or occurrence of criminal activity in order to begin investigation and processing procedures as necessary.

CALS encourages students and employees to be responsible for their own security and the security of others and inform them about the prevention of crimes in Student Orientation which occur on or before the first day of each new class start.

CALS reserves the right to terminate any student or employee who possesses uses or sells drugs and alcohol on the school premises as well as any student or employee who expresses inappropriate attitudes and acts believed to be associated with the use of drugs and alcohol. This policy includes CALS' enforcement of state underage drinking laws.

Students involved in or a witness to a sexual offense must report such an offense immediately to the administration. A written statement will be requested and entered into the student's file as well as into the annual security report. CALS encourages all students and employees to report all criminal sexual offenses to the Houston Police Department. Evidence of such an offense should be preserved as proof of the incident. Appropriate law enforcement officials should be notified immediately. CALS' personnel will assist in this notification if requested.

Brochures addressing the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses may be made available during New Student Orientation and are available in the student lounge.

Rape Crisis is an organization that provides counseling and information promoting awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. CALS will assist in contacting this and other similar organizations upon written request of the student.

CALS will change, if possible, a victim's class schedule after the alleged sex offense is reported and if requested.

Disciplinary actions include:

- a. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- b. The accused and accuser will be questioned by the appointed administrator.
- c. The accused and the accuser will be notified of the outcome of any institutional disciplinary action.
- d. The accused and the accuser will be informed of the school's final determination and any school disciplinary proceeding and sanction imposed against the accused.
- e. Sanctions imposed following a final determination that rape, acquaintance rape, or other forcible or non-forcible sex offenses have occurred will involve immediate termination of the accused. The institution will encourage the accuser to notify the proper authorities of this crime.

The previous information, including crime statistics, is available to students, employees and prospective students and employees via the school's website, <http://www.paralegal.edu/disclosures/> campus bulletin boards, and will be provided as a paper copy upon request.

**Houston Police Department**

Emergency Police Response	911
Building Management/Security	(713) 529-1122
Accident Division	(713) 247-4072
Auto Theft	(713) 308-3500
Burglary and Theft	(713) 308-0900
Sex Crimes	(713) 308-1180
Family & Protective Services	(800) 252-5400
Children's Protective Services	(713) 394-4000
Crisis Hotline	(713) 228-1505
Rape Crisis Hotline	(713) 528-7273
Aid to Victims of Domestic Abuse	(713) 224-9911
Narcotics	(713) 308-3300
Homicide	(713) 308-3600

CALS will provide timely warning to students of any occurrence of crime that is reported to security or local police agencies and are considered to represent a threat to students.

Students in Online Interactive Instruction™ courses will be notified of any occurrences of crimes that are considered a threat to students that may disrupt the presentation of online instruction.

**SEXUAL OFFENSE POLICY**

***Reporting Procedures***

Students of CALS who are involved in or witness to a sexual offense must report such an offense immediately to the administration. A written statement will be requested, if possible, and entered into the student's file as well as CALS' security report.

CALS encourages all students to report all criminal sexual offenses the Police

Department in their area. Evidence of such an offense should be preserved as proof of the incident. The phone number to reach the Sex Crimes department in Houston is (713) 308-1180.

Texas sex offender information may be obtained at <https://records.txdps.state.tx.us/SexOffender/>

### ***Academic Changes***

It is in the student's best interest to report knowledge of or participation in any and all sexual offenses occurring within CALS' facility. If requested, and possible, a student's class schedule may be altered as a result of becoming a victim of such activity.

### ***Disciplinary Actions***

A student accused of an alleged sex offense will be questioned by the administration as will the accuser.

The accused and the accuser have the right to have others present during such a disciplinary hearing. The accused and the accuser shall be notified of the outcome of any institutional disciplinary action.

The accused and the accuser will be informed of the school's final determination and any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

### ***Sanctions***

Sanctions imposed following a final determination that rape, acquaintance rape, or other forcible or non-forcible sex offenses have occurred will involve immediate termination of the Accused. The institution will encourage the accuser to notify the proper authorities of this crime.

### ***Sexual Assault Prevention***

Rape Crisis is an organization that provides counseling and information promoting the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Call local Rape Crisis at (713) 528-7273 or refer to rape crisis constituencies in your area.

### **SEX DISCRIMINATION POLICY**

No student shall be discriminated against based on sexual orientation. If a student believes such discrimination has occurred these procedures are to be followed.

### ***Actions***

A student who believes he or she has been subject to unlawful discrimination based on sexual orientation shall bring his or her written grievance to the Academic Dean. The Dean shall immediately investigate the allegations contained in the complaint to determine if there has been a violation of CALS' efforts for compliance with federal regulations.

In the event that the Academic Dean determines no discrimination has occurred, or if

the remedial steps recommended by the administration are unacceptable to the aggrieved party, then, should the aggrieved party decide to proceed further, the following steps shall be taken:

- 1) The aggrieved party shall submit to the administration specifically designating his or her objections thereto.
- 2) Such written exceptions shall request the administration review, investigate, and resolve the matters contained in the complaint.
- 3) The administration will hold hearings, hear testimony, and examine documents in connection with the complaint. Such hearings shall be conducted so as to afford the aggrieved party full procedural due process, including the right to appear in person and with counsel.
- 4) The decision of the administration shall order whatever remedial steps are necessary, if any, to bring CALS in compliance with Federal regulations.
- 5) The aggrieved party shall be notified in writing of the decision of the administration and any steps to be taken by CALS.

The grievance procedures shall be completed within 30 days of notification of the administration.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY**

### ***FERPA Policy***

Center for Advanced Legal Studies maintains all student educational records on campus. Students and parties listed below have the right to inspect the student's educational records upon request:

- School officials with legitimate educational interests
- Officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education, or State and local educational authorities or outside entities designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid
- Authorized organizations conducting educational research for, or on behalf, of the school in order to: develop validate or administer predictive tests; administer student aid programs; or improve instruction
- Accrediting agencies to carry out accrediting functions

- Parent of an eligible, dependent student as defined by the IRS
- Parent of a student under 21 regarding the violation of any Federal, State, or local law or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21
- In compliance with judicial order or lawfully issued subpoena
- Appropriate officials in connection with a health or safety emergency.
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding
- General public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her

FERPA affords eligible students certain rights with respect to their education records. (An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day CALS receives the request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The Director will notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to amend a record should write the Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before CALS discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

CALS discloses education records without a student's prior written consent under FERPA exception for disclosure to school officials with legitimate educational

interests. A school official is a person employed by CALS in an administrative, supervisory, academic, research, or support staff position; a person serving on a board; or a student serving on an official committee. A school official may also include a volunteer or contractor outside of CALS who performs an institutional service of function for which the control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CALS.

CALS does not release information about home address, telephone number, or parents except as authorized by law. However, attendance, name, study year, and date of expected graduation are considered information in the public domain that can be released.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CALS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **FEDERAL STUDENT FINANCIAL ASSISTANCE**

Students cannot always afford to pay their educational costs in full at the beginning of their program of study. Therefore, the school participates in various programs designed to assist students in meeting their educational costs on a more affordable basis. The school is accredited by a nationally recognized accrediting commission and is approved by the U. S. Department of Education to offer federal financial assistance (Title IV) programs to eligible students.

Students may supplement Title IV assistance or pay for their education costs with other programs such as Veterans benefits, agency sponsorship, employer reimbursement or in-house financing.

In general, financial aid is awarded based upon need. In order to assist applicants to complete their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. In general, an applicant may be eligible for federal Title IV assistance if the applicant:

- Is enrolled as a regular student in one of the school's programs;
- Has a valid social security number;
- Is a U. S. citizen or eligible non-citizen;
- Is not in default on any Federal (Title IV) student loan;
- Does not owe a repayment on any federal grant;

Has a valid high school diploma or its equivalent;  
Has demonstrated Selective Service registration (males only);  
Has not been convicted of a drug offense while receiving federal financial aid;  
and  
Continuing students must maintain Satisfactory Academic Progress.

The following federal aid programs are available to those students who qualify (subject to availability of funds):

1. [Federal Pell Grant](#): This is a grant to assist undergraduates who have not earned a bachelor's or professional degree with educational expenses. This grant does not have to be paid back. A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). The maximum Federal Pell Grant for 2018-19 (July 1, 2018, through June 30, 2019) will be \$6,095. The amount an individual student may receive depends on a number of factors. Amounts can change annually.

2. [Federal Direct Subsidized Stafford Loan](#): This is a low interest fixed rate loan for students attending school at least half-time. The maximum annual loan amount is \$3,500 for the first academic year and up to \$4,500 for the second academic year. (The amount is prorated for students who transfer in classes and are not scheduled for a full academic year.) The interest rate for loans disbursed on or after July 1, 2017, and before July 1, 2018 is 4.45 percent. Visit [StudentAid.gov/interest](#) for more information. It must be paid back. Interest does not accrue while students are attending school, during grace period and during periods of deferment.

3. [Federal Direct Unsubsidized Stafford Loan](#): This is a low interest fixed rate loan for independent students enrolled at least half-time. The maximum annual loan amount is \$2,000 for dependent students or \$6,000 for an independent student (or a dependent student whose parent has been denied a PLUS loan). (The amount is prorated if a student transfers in classes and is not enrolled for a full academic year.) The interest rate is 4.45 percent. It must be paid back. Interest will accrue on this loan while the student is in school, during their grace period and during periods of deferment; the interest can be paid while the student is in school. Visit [StudentAid.gov/interest](#) for more information. Visit [StudentAid.gov/interest](#) for more information.

## **COLLECTION & RECOVERY AGENCY**

**Williams & Fudge, Inc.:** Students/graduates who have balances due will be notified by the Bursar. Balances over 180 days, may be referred to Williams & Fudge, Inc. for recovery. Once a balance is sent to Williams & Fudge, Inc., a student/graduate must contact the collection agency directly to resolve the debt. CALS reserves the right to withhold certificates, degrees, transcripts, honor's certificates, other credentials, and career services until all financial obligations and school requirements are satisfied.

Williams & Fudge, Inc.  
300 Chatham Ave  
Rock Hill, SC 29730  
(800) 849-9791

## **THIRD-PARTY SERVICER**

**Educational Credit Management Corporation (ECMC):** This organization may assist with CALS default management by providing email and letter campaigns, skip tracing, and individual counseling.

ECMC  
PO Box 16408  
St. Paul, MN 55116-0408  
(855) 810-4922

## **HOW STANDARDS OF SATISFACTORY ACADEMIC PROGRESS AFFECT STUDENT AID**

In order to qualify for student aid under the Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in the Catalog.

Students are evaluated for SAP at the end of each payment period qualitatively and quantitatively. Students must maintain a Grade Point Average (GPA) of 2.0 or higher. The student must complete the program within 150% of the program as described in the Catalog.

### **Satisfactory Academic Progress (SAP)**

In order to qualify for Title IV financial assistance, a student must meet the institutional standards of Satisfactory Academic Progress (SAP). Students are evaluated for SAP at the end of each payment period (16 weeks) qualitatively (2.0 CGPA) and quantitatively (completion of 12 semester credit hours). Students must maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher **and** must be on pace to complete their program within 150% of the scheduled program length as described in the Catalog.

### **Impact of Grades on SAP:**

An incomplete grade of "I" is not included in the calculation of the cumulative Grade Point Average (CGPA) 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.

Grades of "W" indicate the student withdrew or was withdrawn on or before the fifth day of class. A W/P or W/F indicates the student withdrew or was withdrawn on or after the sixth day of class. 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.

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.



Transfer credit impacts SAP quantitatively, but not qualitatively. A student may transfer credit from other institutions prior to the start of their program by providing official transcripts to their admissions representative. Each course considered for transfer must have a grade of “C-” or higher (see Catalog page 20 for additional requirements). Once the course is accepted, it only transfers as earned credits (cr.) and does not affect the student’s CGPA. Similarly, credits earned within the Certificate Program will count towards earned credits in the AAS degree program, but the grades earned during the prior enrollment will not affect the CGPA of the AAS degree.

### **Financial Aid Ineligibility**

If a student fails to maintain a minimum cumulative GPA of 2.0 at the end of the pay period (16 weeks), he or she will become ineligible to receive Title IV funding. Students are required to submit an Appeal to be placed on Financial Aid Probation or contact the Financial Aid Director to arrange for alternative payment options no later than one week after notification of their ineligibility to receive Title IV funding. If an appeal is not received or an alternative payment plan not successfully arranged, he or she will be dismissed from school.

### **Appeal Process and Financial Aid Probation:**

A student may appeal his or her loss of eligibility for Title IV funding if it is mathematically possible for the student to improve their CGPA within the next pay period. If it is not mathematically possible for the student to improve within this timeframe, then the appeal will be denied. Appeals must be submitted in writing (by email) to the Office Manager, Sarah Casey, at [sarah@paralegal.edu](mailto:sarah@paralegal.edu) no later than one week after notification of Financial Aid Ineligibility.

A submitted Appeal must include the following:

- A description of the extenuating circumstances that negatively affected the student’s ability to meet satisfactory academic progress requirements.
- An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
- What the student will do differently to overcome future obstacles in the future.
- Supporting documentation of the circumstances that were described in the appeal.

Extenuating circumstances include, but are not limited to, the following: Death or extreme illness of an immediate family member, hospitalization of the student or immediate family member, abusive relationships, natural disaster, financial hardship such as foreclosure or eviction, or incarceration. Other circumstances may be reviewed on case-by-case basis. All circumstances must have supporting documentation.

Only complete appeals will be accepted. If approved, the student will be notified and placed on Financial Aid Probation. An academic plan will be provided to the student, which outlines the grades needed to bring their CGPA above a 2.0.

### **Reestablishment of Title IV Eligibility:**

If the student’s appeal is successful, the student will be placed on Financial Aid

Probation for one payment period and will be eligible for financial aid disbursements. If the student does not meet SAP at the end of the financial aid probation period, the student will be terminated.

**Denial of Appeal:**

If a student submits an appeal and it is not mathematically possible or historically feasible for the student to increase their CGPA within the next pay period, then the appeal will be denied.

Incomplete or insufficient appeals will be denied.

If an appeal is denied, all charges accrued after the appeal was submitted will be removed. The student will be terminated from the program of study and a “W” listed for any outstanding course grades.

**Notification:**

If a student fails to meet the minimum standards, he or she will be provided written notice of his or her status and the consequences of the status.

**LOAN REPAYMENT OBLIGATION AND REPAYMENT OPTIONS**

Students who receive federal student loans sign a Master Promissory Note (MPN), which states that the student borrower is obligated to repay the student loan funds regardless of the student’s graduation, withdrawal from school or the student’s inability to obtain employment.

The student loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The financial aid office is available to answer questions the student might have concerning the repayment options.

If at any time a student borrower becomes delinquent on a student loan, it is the student’s responsibility to contact the lender/servicer to determine what options are available to the student borrower.

The National Student Loan Data System (NSLDS) is the U. S. Department of Education’s central database for student aid. Student financial aid information is submitted to the NSLDS. The information is accessible by guaranty agencies, lenders and institutions as authorized users of the data system. **Student borrowers may access information about their loan at [www.nsls.ed.gov](http://www.nsls.ed.gov).**

Students may contact the financial aid office at the school by calling 800-446-6931 or emailing [info@paralegal.edu](mailto:info@paralegal.edu). If a situation exists involving a student loan that the financial aid office and the lender/servicer are unable to resolve, students should contact the U. S. Department of Education’s Office of the Ombudsman. **Online assistance is available at <https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsman>.**

## **Federal Aid Applications**

Any student who wishes to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA information is electronically transmitted to the U.S. Department of Education's Central Processing Service (CPS) and (if the student enters the school's federal school identification number (**026047**), the school receives a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and Federal Direct Subsidized Stafford Loan eligibility. The financial aid office will retain the ISIR as documentation of the student's eligibility.

## **Correction of Information**

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the financial aid office will note the corrections on the current ISIR based on the submitted signed documentation and submit the corrections to the Central Processor electronically. The corrected document must be signed by the student and in the case of a dependent student the parent. The Central Processor will then generate a new ISIR showing the corrected information and possibly a new EFC.

If the student's award changes as a result of corrections, the financial aid office will generate a new award letter and explain to the student any changes in eligibility.

## **RETURN OF TITLE IV POLICY**

Under the 1998 Reauthorization, section 484B does not dictate a refund policy, but instead prescribes steps to determine the amount of Title IV funds a student has earned at the time he or she ceases attendance. The amount earned is based on the length of time during a payment period the student has spent in attendance. If a student withdraws on or before the 60% point in time, all or a portion of Title IV funds awarded to the student must be returned according to provisions of the Higher Educational Act Amendment of 1998. The calculation of the return of these funds may result in the student owing a balance to CALS and/or U.S. Department of Education.

To determine if a student attended 60% or longer, CALS divides the number of days completed (through the student's last date of attendance) *by* the number of days in the payment period.

Students of CALS are eligible to participate in the following Title IV programs:

- Subsidized and Unsubsidized Federal Direct Loans
- Federal Pell Grant
- Other

Refunds are processed within 30 days after the date that the school determines the student has withdrawn. An additional 15 days is allotted for the funds to reach the lender.

## **CAREER SERVICES POLICIES**

### ***Career Services***

CALS offers career services in both traditional and non-traditional markets. Those who seek assistance with their initial job search are welcome to meet with the Director of Career Services.

Career Services are designed to direct the externship class and assist in finding initial employment in the legal profession. CALS considers job search assistance as the facilitation, aid, and guide in the teaching of interview techniques, resume writing, professional attitude, and appropriate attire. The Director of Career Services will not do the actual work for the student. It is each student's responsibility to prepare for his or her future job search. As such, CALS does not promise or guarantee jobs to students.

### ***Externship***

The externship period normally begins after all other course requirements have been met. At this point, all students must report to the Director of Career Services. The externship is a class and is an optional part of the curriculum for the AAS Degree students. Students who choose not to complete the Externship must complete two additional legal specialty classes to reach the required 1080 hours. This may extend the student's expected completion date. Certificate students may complete an externship class if desired and if the Director and Director of Career Services are notified.

#### Externship Rules:

1. Externship must be started the school day after completion of classroom instruction.
2. Student must be prepared to work the same hours as the externship site office staff.
3. Any problems concerning the externship should be reported to the Director of Career Services immediately.
4. If it is impossible to go to the externship site for any reason, students should contact the site supervisor and the Director of Career Services to remain in good standing for further assistance from this department.
5. Meet with the Director of Career Services every week to report progress and attendance.
6. Students may be terminated or withdrawn from an externship site if unprofessional behavior is demonstrated as determined by the site supervisor and/or Director of Career Services.
7. Before students can receive credit or a grade for an externship, the evaluation form must be completed by the site supervisor and received by the school.
8. Please refer to CALS' Externship Rules, Regulations and Training Agreement.

### ***Documentation of Employment***

To comply with state and national requirements, Center for Advanced Legal Studies is

required to report employment and further educational data on graduates each year. After completing your program, you will be asked to complete a TWC Completer Follow-Up Survey and/or you may receive a phone call from the Career Services Department. We ask that you answer the questions regarding your current employment and continuing education goals. This information will only be used for reporting purposes.

### **CAREER SEARCH ASSISTANCE**

Students of both paralegal programs are eligible to seek assistance from the Director of Career Services during their final term of study.

CALS Career Services Policy:

1. Final-term students seeking employment assistance.
2. The most recent year's graduates seeking job search assistance who have not worked in the legal profession since graduation.
3. The most recent year's graduates seeking job search assistance who have worked contract/temporary positions since graduation.
4. Prior graduates seeking job search assistance who have not worked in the legal profession since graduation.
5. Prior graduates seeking job search assistance who have worked contract/temporary positions since graduation.

As a courtesy to graduates who have been employed in the legal profession since graduation and want assistance seeking another position, the career services office will accept resumes and match skills with job orders requiring previous experience.

Graduates, who have violated their financial contract with CALS or have defaulted on a student loan after leaving CALS, are not eligible for job search assistance.

Career opportunities and services may be extremely limited for individuals convicted, given probation (whether deferred or not) or fined for a felony or misdemeanor involving moral turpitude due to special positions of trust and integrity requirements of employers of paralegals.

The above information is a synopsis of CALS Career Services policies. Further details are available from the Director of Career Services.

CALS seeks to provide equal opportunities without regard to race, color, religion, disability, national origin, sexual orientation, sex or age.