

CALIFORNIA UNIVERSITY OF
PENNSYLVANIA

Informational Pamphlet

Graduate Legal Studies
Program



For Online Master's Students

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A Message from the Director

Dear Graduate Student in Legal Studies,

It is my distinct honor, as Director of the Graduate Program in Legal Studies, to welcome your participation in this intellectual undertaking. You are part of a community of scholars - all of whom yearn for further knowledge about law in a local, regional and international sense.

As in any community, rules, policies and guidelines are in existence for the common good. Contained within these pages are departmental guidelines and select college rules and policies laid out for your benefit. Examples of degree documentation have also been provided.

Contact information of the faculty and staff of the department are included in the Directory of this booklet. Be assured your instructors are experts in their field. Become familiar with your instructor.

May your journey with us be as stimulating as it is noble. California University of Pennsylvania is honored to have your participation.

With warmest regards,



Charles P. Nemeth JD, Ph.D, LL.M
Chair and Professor of Graduate Legal Studies

The Mission of Graduate Study

Entrance into graduate school is neither a matter of right nor an exercise without intellectual, professional and personal demands. To earn a Master's degree infers a higher intellectual order and signifies the supremacy of knowledge in an elevated sphere.

Graduate study implies a sophistication that only a small portion of the populace will be able to conquer. CAL graduate study has a serious purpose and intends to carry out its mission with professionalism and academic integrity. A degree earned here will be one referenced with honor and pride.

Hence the faculty and staff of these programs announce not only its serious and profound intention, but also more particularly, set out a series of expectations that are norms during your tenure in graduate study. Review them often for these are perennial suggestions that guide the mission and philosophy of the graduate program.

Graduate Legal Studies Course Guidelines

Attendance

Attendance is mandatory in all residential graduate courses, absent some **documented** illness or loss of relative or loved one in the immediate family. Given the compression of our course delivery, each class missed accounts for nearly 15% of course content. To miss is to assure performance at a lower, rather than higher, level. Faculty in each course are directed to weigh attendance in the overall grade evaluation.

In the event of excused, documented absence, the student is responsible for making up the necessary work. This implies a responsibility on the *student's* part - not on the faculty member. Handouts, tests, assignments or other requirements remain the full and total responsibility of the student.

In the event of unexcused, undocumented absence, faculty will not administer any tests or assignments, nor will they be required to give mini-lectures, catch up sessions, or be obligated to hand out materials the student was not present for. Students should team up with another class representative to keep abreast of requirements.

Attendance policy for Online instruction cannot be measured as in residential programs. However, timely adherence to all course requirements is expected. Required/assigned chat room sessions, synchronous activities and testing are subject to strict time guidelines.

Grading

Students should have reasonable expectations in grading. While there will always be variations in grading due to course content, instructors, and other issues, the faculty and staff of Graduate Legal Studies will not foster or engage in grade inflation. In accordance with the University grading schedule, graduate students must earn grades based on merit and competitive comparison. It is unreasonable to expect perfection in each and every course enrolled, or to insist that the student deserves an "A" because the student has always earned them. Performance is individualized and the range of performance varies. A "B" is a solid grade that represents good work, while an "A" is reserved for those performing with excellence and at the highest level. Students will have a clearer picture of performance if class attendance is strong and the student remains timely on all requirements.

Grades may not be communicated by phone or email, nor should they be requested in class in front of other students. Each of these requests directly violates privacy requirements under the *Educational Privacy Act*. Grades are posted on official sheets and disseminated to official College offices alone. It is also a violation of law to share papers and exams with other students by means of courier delivery or to post grades on walls or web locations.

Scholarship and Authority

Graduate students are mandatorily required to author original pieces of scholarship in every class. As part of this requirement, the student author must master one of the diverse documentation systems for scholarly authority. The department recognizes: *The Uniform System of Citation*, in accordance with the *Harvard Bluebook*. A failure to refine and document scholarly authority will result in the lowering of a grade or may make the work unacceptable for evaluation. The system used MUST be stated on the title page of your work. Information about the Uniform System of Citation can be found at <http://www.law.cornell.edu/citation>.

Plagiarism is an affront to academic integrity and any indication of its practice will be dealt with in accordance with university policy, which states: “... students who attempt to improve their grades or class standing by cheating on examinations or plagiarism on papers may be penalized by disciplinary action ranging from verbal reprimand to a failing grade in the course. If the situation appears to merit a more severe penalty, the professor may refer the matter to the graduate dean or the Provost, with a request for more formal disciplinary action by the University's Discipline Committee, which may result in suspension or expulsion from the university.”

Credit for Certifications

Advanced standing is given to those students who have successfully completed the PACE Exam and/or NALA Certifications. Contact the Legal Studies office for additional information.

Textbook Information

Textbook Information

Included in your packet is the complete master booklist for the Professional Studies Dept. However, you will need to check for any changes to this list **every semester** by visiting www.calupa.bkstr.com and scrolling through the classes for which you have registered.

Book Ordering

Log on to www.calupa.bkstr.com

1. Choose the courses from the drop down menu
2. The site automatically gives you the used price. Please be aware that used books are not always available. The site will then ask if we can substitute a new text if a used one is not available. If you choose **DO NOT SUBSTITUTE** you will not receive a book. We always sell the used first when available.
3. Please list your address in the billing address.
4. If you are a residential student, to save you shipping costs please put Southpointe Campus as your shipping address and we will not charge the shipping. If you are an **ONLINE** student, please use your home address for the shipping address.
5. If you plan to use financial aid for books and you have not received your refund, please stop by or call the bookstore to obtain a bookstore authorization form and make arrangements to submit a copy of a form of acceptable picture I.D. **Please note that financial aid can only be used during the first week of the first eight week session of Fall and Spring semesters and not for the summer terms. When ordering books, a credit card number must be entered on-line; however, in the comments box please specify that you want financial aid to be used.**
6. If you would like to sell back your books, please use the bookstore website, scroll down to the bottom of the page and click on Cash for Books under the red highlighted column. Follow the directions provided for your convenience.

Course Registration

Please register early to assure a place in your course of study. For your convenience, registration instructions are also listed below. However, you will need your student ID number to register. This information will be provided from the Graduate Office in the form of a letter.

Course Registration Instructions

- ◇ Go to the Cal U website at www.calu.edu.
- ◇ Click on the “VIP” link on the left hand side of the web page.
- ◇ Your Username is the first part of your email address without the @calu.edu. Your Password is the one you normally use when logging into the system.
- ◇ Click on the “Academic Info” tab to view information personalized to you.
- ◇ Click on “Registration Status” located in the “Registration Tools Channel”.
- ◇ View your “Time Ticket” for the day and time when your access to registration will begin and end.
- ◇ Follow instructions for registration.

Contact The Office of Web-Based Programs (1-866-595-6348) if you need assistance with registration.

Online Procedures

Cal U Global Online Access

Registered students are permitted access to courses on the first day of class. Below are the steps to follow to access the Cal U Global Online site.

Go to: <https://calu.desire2learn.com/>

D2L Login Information:

Students: Your D2L account will be created 1 to 2 weeks before your course begins. You will receive an e-mail to your CALU student e-mail account with important details such as your D2L username and generated password when your account has been created. Your D2L username will be the first part of your e-mail address. If your e-mail is abc1234@calu.edu, your D2L username is abc1234. If you have already received your e-mail, but have lost your password, click the login button above and locate the "Forgot Password?" link.

If you need help with your University email password, contact the Cal U Computing Services Help Desk at 724-938-5911. You may also contact the D2L Help Desk at 1-877-325-7778.

Cal U Student Email

To access your Cal U Student Email account first go to the Cal U homepage at www.calu.edu.

- Click on the VIP Portal on the left side of the page.
- Enter your username and your password.
- Click on Email on the upper right side of the page.

Please Note: Students are responsible for all official university communications sent to their email address. Please contact the help desk at helpdesk@calu.edu or call 724-938-5911, if you are having difficulties logging into the VIP Portal.

Graduation Requirements

Graduation Application

Applications for graduation must be submitted approximately 3 months prior to the student's expected date of graduation. All students who received Financial Aid at any time during their Graduate Program tenure must complete an exit interview with the Financial Aid Office. This interview may be done electronically or in person. You may call the Financial Aid Office at 724-938-4415, or visit the web site at <http://www.calu.edu/current-students/financial-aid/index.htm>.

Effectuated students will not be allowed to graduate without this clearance. In order for your application for graduation to be processed, you must not have any outstanding balances due to the Bookstore, the Student Association, or the Bursar. All of these accounts must be "clear." The Graduate Office will check for those clearances and will notify you of any obligations.

Graduate Applications can be found by going to <http://www.calu.edu/prospective/graduate/index.htm>. Any questions regarding the Graduation Application should be directed to the Graduate Office. The Phone number and email address are listed in the directory at the end of this booklet.

Financial Aid

Graduate Assistantships

A Graduate Assistantship (GA) is a type of stipend available to qualified students. There are a limited number of these positions available at Cal U.

Assistantships are generally available for four semesters. Students are only eligible for an assistantship for one degree. If you are admitted for a second graduate degree, you will not be eligible for an assistantship. International students are not eligible for an assistantship during their first semester.

In order to maintain a graduate assistantship, you must be in good academic standing and maintain a minimum GPA of 3.0. For a full stipend (300 hours), you must be registered for 9 or more graduate credits. Partial stipends may be granted for less than 9 credits. GAs are required to have a payroll deduction unless otherwise indicated by the Bursar's Office. The GA salary is considered taxable income and may affect future financial aid eligibility.

To apply, send a cover letter and resume highlighting work experience (particularly at a college or university) and research experience to California University of Pennsylvania, 250 University Ave., California, PA 15419. Specify one of the following:

School of Graduate Studies and Research Box 91

Office of the President Box 95

Accounting Office Box 11

Student Development and Services Box 86

University Advancement Box 62

Loans

There are two types of educational loan programs available to assist graduate students in meeting their costs of attendance, Federal Stafford Loans and private, alternative loan programs. A student must complete a **Free Application for Federal Student Aid (FAFSA)** form in order to apply for a Federal Stafford loan. California University's School Code is 003316.

Financial Aid

A student must be accepted in a degree-seeking program and be enrolled for a minimum of five (5) credits each semester to be eligible. Specific information regarding these loans can be found at:

<http://www.calu.edu/prospective/global-online/financial-aid/types/loans/index.htm>

Please contact the Financial Aid office with any questions or concerns.

Summer Requirements

The summer process is slightly different than the regular school year. First, fewer students attend the summer session so there are less offerings. Second, documentation must be done for financial aid for Summer courses:

- 1) Complete the current FAFSA form which can be done at www.fafsa.ed.gov. Please be aware of deadlines. The earlier that the Financial Aid office receives the record, the earlier the loan can be processed.
- 2) Complete the Summer Intent Form which can be downloaded from the Financial Aid webpage. Go to www.calu.edu and click on Financial Aid under "Quick Links." Then click on "Forms" and then "Summer Forms." The student must attach a copy of his/her summer registration to the Summer Intent Form and fax or mail the completed forms to the Financial Aid Office (fax 724-938-4551).

Directory

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Canonsburg, PA 15317
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Facsimile—724-597-7402

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Directory

Academic Records

122 Dixon Hall, Box 93
250 University Avenue
California, PA 15419
Phone: 724-938-4434
Fax: 724-938-4340

Bursar's Office

118 Dixon Hall, Box 83
250 University Avenue
California, PA 15419
Phone: 724-938-4431
Fax: 724-938-5983

Cal U Computer Help Desk

Phone: 724-938-5911
Email: helpdesk@calu.edu

Financial Aid

105 Dixon Hall, Box 82
250 University Avenue
California, PA 15419
Phone: 724-938-4415
Fax: 724-938-4551

Graduate Office

The School of Graduate Studies and Research
315 Dixon Hall, Box 91
205 University Avenue
California, PA 15419
Phone: 724-938-4187
Fax: 724-938-5712
gradschool@calu.edu

The Office of Web-Based Programs

California University of PA
Southpointe Center
135 Technology Drive
Canonsburg, PA 15317
Phone: 724-938-5958
Toll Free Number: 1-866-595-6348
Fax: 724-938-4270
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Instructional Designer: Jon Kallis (Kallis_j@calu.edu)

Desire2Learn Help Desk

The Perceptis D2L Help Desk is available 24 hours a day,
365 days a year.

Toll-Free Telephone Number: 1-877-730-6224

E-Mail: passhecaliforniahelpdesk@perceptis.com

Chat: <http://chat.perceptis.com/c/passhe/california>

Take an Online Test Drive...

If you are curious about the Online format of the Legal Studies program or would like to assure compatibility with your current computer system please go to <http://www.calu.edu/prospective/global-online/test-drive-online/index.htm> and click on [D2L Student Information Video](#).



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