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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,

Dr. Christina A. Toras, J.D., M.A.
Chair/Assistant Professor
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.
Attendance

Attendance 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.

There are situations where difficulties arise. Please communicate any situation to your instructor that will hinder you from completing an assignment. Given the compression of our course delivery, to miss is to assure performance at a lower, rather than a 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. 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 or catch up sessions.

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. 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 only. 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 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](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

Every semester, you will need to check the books required and recommended for the courses for which you are registered by visiting www.calupa.bkstr.com and scrolling through your registered classes.

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 an ONLINE student, please use your home address for the shipping address.

5. If you are receiving financial aid, you are required to purchase your books through the University bookstore. If you are not receiving financial aid, you may purchase your books from any source. This includes any online bookseller or from book publishers. It is best to order early from any source.

6. If you would like to sell back your books, please use the bookstore website. Click on books in the red highlighted banner, click on Cash for Books under Information and 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](http://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 the “Add or Drop Classes” link.
◊ Select a term and click the “Submit” button.
◊ Type in the codes of desired courses in the boxes at the bottom of the page. If you are unsure of the course code, click on “Class Search.”
◊ Click “Submit Changes” once the course codes are entered.

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

**Cal U Student Email**

To access your Cal U Student Email account, first go to the Cal U homepage at [www.calu.edu](http://www.calu.edu).

- Click on the “Quick Links” tab on the left side of the page.
- In the dropdown box, click “Check E-mail.”
- Enter your username and password.

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.
D2L Login Information:

Your D2L account will be created 1 to 2 weeks before your course begins. You will receive an email to your CALU student email 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 email address. If you have already received your email, but have lost your password, click on the login button above and locate the “Forgot Password?” link. If you need help with your password, contact the CALU Helpdesk at 724-938-5911. You may also contact the D2L Help Desk at 1-877-325-7778.

Below are the steps to follow to access the Cal U D2L site:

- Go to www.calu.edu
- Click on the VIP link on the left
- Enter your name and password at the login page
- Click on the “Academic” tab on the top left
- Click on the “Login to Desire2Learn” box at the bottom of the page. A new window/tab will open
- Enter your username and password again
- You should now have full access to your classes and D2L.

Registered students are permitted access to courses on the first day of class.
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/financial-aid/index.htm.

Effected 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.

Graduation Applications can be found by going to http://www.calu.edu/current-students/application-for-graduation/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.
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:


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.

Please refer to:
for all your summer financial aid questions.
Directory

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250 University Avenue
California, PA  15419
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Facsimile—724-938-4712

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Directory

Academic Records
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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
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gradschool@calu.edu
The Office of Web-Based Programs

California University of PA
Eberly Hall
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250 University Avenue
California, PA 15419
Phone: 724-938-5958
Toll Free Number: 1-866-595-6348
Fax: 724-938-4270
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Executive Director: Stephanie L. Franks (franks_s@calu.edu)

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(debord@calu.edu)
Asst. Director—Reports and Registration: Peggy McGarry
(mcgarry@calu.edu)
Asst. Director—Recruitment and Registration: Lindsay Pecosh
(Pecosh@calu.edu)
Financial Aid Representative: Jennifer Verscharen

Desire2Learn Help Desk

The D2L Help Desk is available 24 hours a day, 7 days a week.

Toll-Free Telephone Number: 1-877-325-7778.
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.