

CALIFORNIA UNIVERSITY OF
PENNSYLVANIA

Informational Pamphlet

BA in Jurisprudence: Legal Studies Concentration



For Online Bachelor's Students

Last Revised: Wednesday, May 28, 2014

Table of Contents

Welcome	3
The Mission of Undergraduate Study	4
Legal Studies Course Policies	
Attendance	5
Grading	5
Scholarship and Authority	6
Credit for Certifications	6
Online Procedures	
Textbook Information	7
Book Ordering	7
Course Registration	8
Cal U Student Email	8
Cal U D2L Login Information	9
Graduation Requirements	
Program Curriculum	10
Financial Aid	
Financial Aid	11
Summer Requirements	12
Directory	13

A Message from the Chair

Dear Students in Jurisprudence,

As Director of our programs in Jurisprudence, it is my distinct honor to welcome your participation in this intellectual undertaking in the Legal Studies concentration. You are part of a community of scholars - all of whom yearn for further knowledge about law in a local, regional and international sense. In law and legal systems, paralegals and legal assistants are essential players. Our program recognizes your accomplishments but delivers an intellectual experience that is coupled with practice and real life. At Cal U, the novice and experienced legal assistant can analyze and dissect legal areas so often seen in the workplace- from real estate to trusts, from litigation to bankruptcy. This is a program that will help you climb the professional ladder and develop your intellect in ways that will advance you both personally and professionally.

California University of Pennsylvania's program in Legal Studies gives life to your occupation and your personal development. Even more compellingly, the program advocates and inculcates the ambitions of true legal reasoning and its practice - to prepare leaders for free and democratic societies and to insure justice whenever and wherever possible.

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

With warmest regards,



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

The Mission of the Legal Studies Concentration

The BA in Jurisprudence: Legal Studies Concentration prepares its graduates for entry level positions in the legal system or advancement from current position or rank. Legal Studies is an eclectic field which addresses, analyzes and critiques the law and its implications from a social, administrative, occupational, operational, philosophical and managerial perspective. Special emphasis is given to the ethical considerations inherent in all legal decision-making, the constitutional parameters of law and its practice and practical assessments of how law influences the culture, the community and the individual. Students will be exposed to theories of law but just as critically application principles and practices. Graduates will be not only learned in the law but the roles and functions needed for many of the legal system's present employees.

This course of study enhances the ability to advocate and argue; the capacity to research and assess; the disposition to reconcile and mediate; and the plethora of human and institutional skills necessary for action, legislation or policy implementation.

Implementation of this new web based degree serves historically underrepresented clientele, namely those that lack the flexibility or financial resources to attend class fulltime, those with variable work hours or family responsibilities that make attending a traditional graduate program a difficulty.

Legal Studies Concentration Guidelines

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.

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 Legal Studies will not foster or engage in grade inflation. In accordance with the University grading schedule, 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 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

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

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 at the time of your acceptance.

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 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.

- 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

Online Procedures

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 e-mail to your Cal U 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 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 password, contact the Cal U Help Desk 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 user name 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

Legal Studies Concentration Curriculum

Core Courses in Jurisprudence (9 credits)

JUR 300 Classical Jurisprudence
JUR 310 Medieval Jurisprudence
JUR 320 Anglo-American Jurisprudence

Concentration Courses in Legal Studies (33 Credits)

LAW 300 The Paralegal Profession
LAW 310 Legal Research and Writing
LAW 320 Litigation and Trial Evidence
LAW 330 Criminal Law for Paralegals
LAW 340 Family Law
LAW 350 Real Estate Law
LAW 360 Law, Business and the Workplace
LAW 370 Administrative Law
LAW 380 Estates and Trusts
LAW 400 Constitutional Law for Paralegals
LAW 410 Law and Ethics

Free Electives (Choose 37-38 credits.) *In addition to the LAW electives recommended (and listed for convenience) below, students are encouraged to enroll in electives relating to Business, Justice Studies, Political Science, Philosophy, Economics, Computer Science, Finance, Accounting, Management, and Social Science at the 300/400 level.**

LAW 390 Bankruptcy
LAW 420 Law and Conflict Resolution
LAW 430 Elder Law
LAW 440 Immigration Law
LAW 450 Labor and Employment Law

** At least 42 credit hours must be upper division courses (300 level or higher) to qualify for graduation.*

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.

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.

Financial Aid

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, financial aid documentation must be done for Summer courses:

- 1) Complete the FAFSA form which can be done at www.fafsa.ed.gov. Please be aware there is a deadline. 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).

Legal Studies Program

250 University Avenue
California, PA 15419
Phone—724-938-4710
Facsimile—724-938-4712

Irene Chaliotis

Administrative Assistant 1
chaliotis@calu.edu

Institute for Law and Public Policy

Hope Haywood

Assistant Director
haywood@calu.edu

Faculty

Christina A. Toras

*B.A., Youngstown State University, J.D., Capital University Law School,
M.A., East Carolina University*
Chair/Assistant Professor
toras@calu.edu

Jeffrey Magers

*B.S., Eastern Kentucky University, M.A., Spalding University; Ed.D., Spal-
ding University*
Assistant Professor
magers@calu.edu

Directory

Legal Studies Part-time Instructors

Professor Larry Bassi

B.S. University of Nebraska, M.A. University of Washington
bassi@calu.edu

Kevin Govern, LTC

B.A., Marquette University; J.D., Marquette Law School; LL.M. The Judge Advocate General's Corps, U.S. Army; LL.M., University of Notre Dame Law School

govern@calu.edu

Brian Kohlhepp

B.A., Waynesburg University, M.A., California University of PA
kohlhepp@calu.edu

William F. Morgan, Jr.

B.S., University of New Haven, J.D., Quinnipiac College School of Law, Federal Bureau of Investigation National Academy, Session 199th, Quantico, VA

morgan@calu.edu

David C. Smith

A.S., B.S., York College of Pennsylvania, M.A., American Public University System, M.S., California University of PA, J.D., The Dickinson School of Law of the Pennsylvania State University

smith_d@calu.edu

Bryan M. Scyphers

B.S., Virginia Tech, M.Ed., University of North Carolina-Greensboro
scyphers@calu.edu

Lisa Burkart Uva

B.A., University of Pittsburgh, J.D. Duquesne University, M.A. East Carolina University

uva@calu.edu

Legal Studies Part-time Instructors

Michael K. Venum

B.S., Pennsylvania State University; J.D., University of Pittsburgh
vennum@calu.edu

Michael F. Walther

*B.A., Tulane University, M.A., U.S. Army War College, J.D., McGeorge
School of Law at the University of the Pacific*
walther@calu.edu

Jerry W. Wells

*B.A., Western Kentucky University, M.S., Eastern Kentucky University,
Ed.D., Spalding University*
wells@calu.edu

Martin J. Zaworski

*B.A., Western Illinois University, M.P.A., Florida International University,
Ph.D., Florida International University*
zaworski@calu.edu

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

Admissions Office

105 Dixon Hall, Box #94
250 University Avenue
California, PA 15419
Phone: 724-938-4404
Fax: 724-938-4564

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

The Office of Web-Based Programs

California University of PA
Eberly Hall
Room 225
250 University Avenue
California, PA 15419
Phone: 724-938-5958
Toll Free Number: 1-866-595-6348
Fax: 724-938-4270
Calugo@calu.edu

Executive Director: Stephanie L. Franks
(franks_s@calu.edu)

Asst. Director—Marketing and Recruit.: Ryan Barnhart
(Barnhart_r@calu.edu)

Asst. Director—Military Coordinator: Carolyn Clements
(clements@calu.edu)

Asst. Director—Recruitment and Registration: Kristy
DeBord
(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
(verscharen@calu.edu)

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](#).



**CALIFORNIA UNIVERSITY OF
PENNSYLVANIA**

Jurisprudence Program
Legal Studies Concentration
250 University Avenue
California, PA 15419
Phone: 724-938-4710
Fax: 724-938-4712

